

INVITATION FOR BIDS (IFB)

Name of the Tender/Package: “**Hiring of Office Accommodation on monthly Rent/Lease Basis at Hyderabad in the state of Telangana.**”

Sr. No.	Details	
1.	Date of issuance of IFB	11.07.2025
2.	NIT/Bid Document No.:	EESL/25-26/SERC-Contracts/TG/Office/OTE-252602, Dated: 11/07/2025.
3.	Funding	Domestic
4.	Name of the Employer/ Buyer/Owner	Energy Efficiency Services Limited
5.	Publication	This invitation for bids follows the <u>e-procurement notice</u> (Invitation for Bids) for the subject package published on EESL Website and e-procurement portal (www.tenderwizard.com/EESL) and on Government of India’s Central Public Procurement Portal (https://eprocure.gov.in). Any Corrigendum and/or amendments, etc. shall also be published only on the abovewebsite/portals.
6.	e-procurement portal	EESL’s e-portal is www.tenderwizard.com/EESL (e-portal) Government of India’s Central Public Procurement Portal is https://eprocure.gov.in (Refer Annexure-I to this Section for Important Instruction for participation in the e-Bidding through e-portal).
7.	Bidding Procedure	Single Stage Two Envelope Bidding (Domestic Competitive Bidding under e-procurement)
8.	Brief Scope of Work	(The detailed scope of work is given in the Technical Specification (Part-C) of the RfP Documents).

Sr. No.	DETAILS								
9.	Contract Duration	<table><tr><th>Sl. No.</th><th>Activity</th><th>Duration</th></tr><tr><td>1.</td><td>Contract Duration</td><td>The Contract is valid for 03 years from the date of signing of rental agreement along with occupancy of office premises.</td></tr></table>		Sl. No.	Activity	Duration	1.	Contract Duration	The Contract is valid for 03 years from the date of signing of rental agreement along with occupancy of office premises.
Sl. No.	Activity	Duration							
1.	Contract Duration	The Contract is valid for 03 years from the date of signing of rental agreement along with occupancy of office premises.							
10.	Qualifying Requirements (QR)	The detailed Qualifying Requirements (QR) are given at Part-B of the RfP Documents							
11.	RfP/Bidding Documents	The complete RfP/ Bidding Documents are available at EESL’s e-procurement portal www.tenderwizard.com/EESL . The bidding documents are meant for the exclusive purpose of bidding against this specification and shall not be transferred to any parts or reproduced or used otherwise for any purpose other than for which they are specifically uploaded.							
12	Pre-bid meeting	The Pre-Bid meeting is scheduled on 21-07-2025 at 11:00 Hrs. Pre bidding meeting will be held at Energy Efficiency Services Limited, Buddha Bhawan, 3rd Floor, North block, MG Road Ranigunj, Secunderabad-500003, Telangana.							
13.	Deadline for submission of bids	Soft Copy Part of the Bids: 01/08/2025 till 11:00 Hrs. IST Hard Copy Part of the Bids: 01/08/2025 till 11:00 Hrs. IST							

Sr. No.	Details											
14.	Bid Opening:	Envelope-1 (First Envelope) (Comprising Packet-I and Packet-II): Date: 01/08/2025 Time: 11:30 Hrs. IST Envelope-2 (Second Envelope) (Comprising Price Bid): Schedule shall be intimated after evaluation of First Envelope bids in accordance with ITB, Section-2. <i>(Bids shall be opened in the presence of the bidders' representatives who choose to attend in person at the address below or may be viewed by the bidders by logging in to the portal).</i>										
15.	Bidding Document/Tender fee	Rs. 10,000.00 (Rupees Ten Thousand Only) Document/Tender Fee must be submitted either in physical form or paid online (for details refer ITB 1.4, Section-2).										
16.	Bid Security/EMD	<table><tr><th>Sl. No.</th><th>Description</th><th>EMD (in Rs.)</th></tr><tr><td>1.</td><td>Hiring of office accommodation in Hyderabad</td><td>1,60,500</td></tr><tr><td></td><td></td><td>1,60,500</td></tr></table> Bid security / EMD must be submitted either in physical form or paid online (for details refer ITB 2.4, Section-2).		Sl. No.	Description	EMD (in Rs.)	1.	Hiring of office accommodation in Hyderabad	1,60,500			1,60,500
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17.	Address for correspondence	Deputy Manager (Contracts) Energy Efficiency Services Limited, Buddha Bhawan, 3 rd Floor, North block, MG Road Ranigunj, Secunderabad-500003, Telangana Email: Primary - gopinath@eesl.co.in Secondary- u_esrinivas@eesl.co.in										

Note:

1.0 Bidding will be conducted through the domestic competitive bidding procedures as per the provisions of ITB, Section-2 and the contract shall be executed as per the provisions of the Contract.

2.0 In case Hard copy part of the bid is not received by the Employer till the deadline for submission of the same prescribed by the Employer, but the bidder has uploaded the soft copy part of the bid, the soft copy part of the Envelope-1 (First Envelope) bid uploaded on the portal shall be opened in line with provisions of

Bidding Documents. Such bids will be rejected during preliminary examination. However, in case of MSEs who are exempted from submission of Bidding Document/Tender fee and Bid Security/EMD in line with **Annexure-II**, non-submission of Hard copy part shall not lead to outright rejection of the bid, but the documents required to be submitted in the hard copy part shall be sought through clarifications as brought out at **ITB 4.2, Section-2**.

3.0 EESL reserves the right to cancel/withdraw this invitation for bids without assigning any reason and shall bear no liability what so ever consequent upon such a decision.

---- End of Section-I (IFB) ----

Part- A (Bid Data Sheet)

Part-A (Bid Data Sheet)

The following bid specific data shall amend and/or supplement the provisions in the Instructions to Bidders (ITB):

Sl. No.	ITB Clause Ref. No.	Bid Data Details	
1.	ITB 1.1.1	Supplement ITB 1.1.1 with the following:	
		The number of Invitation for Bid (IFB) is: EESL/25-26/SERC-Contracts/TG/Office/OTE-252602, Dated: 11/07/2025	
		The Purchaser/Employer is Energy Efficiency Services Limited	
		The Name of the Bidding is: Open Competitive Bidding (OCB)	
		The No. and Identification of Lots/Package/Schedule comprising this OCB is as per the following Details:	
		Sl. No.	Lot No/ Package/ Schedule
		1.	Hiring of Office Accommodation on monthly Rent/Lease Basis at Hyderabad in the state of Telangana.
2.	ITB 1.1.1	Supplement ITB 1.1.1 with the following:	
		The Employer is:	
		M/s. Energy Efficiency Services Limited, Buddha Bhawan, 3 rd Floor, North block, MG Road Ranigunj, Secunderabad-500003, Telangana Kind Attn: Deputy Manager (Contracts) Email: – gopinath@eesl.co.in / u esrinivas@eesl.co.in	
		For the purpose of execution of the contract, the contractual activities shall be performed by the Employer “for and on behalf of the Owner” except in cases where the Owner itself is statutorily required to do so.	

3.	ITB 1.2	<p>Supplementing ITB 1.2 with the following:</p> <p>M/s. Energy Efficiency Services Limited, Buddha Bhawan, 3rd Floor, North block, MG Road Ranigunj, Secunderabad-500003, Telangana Kind Attn: Deputy Manager (Contracts) Email: – gopinath@eesl.co.in / u_esrinivas@eesl.co.in</p>										
4.	ITB 1.4	<p>Supplementing ITB 1.4 with the following:</p> <p>All the Bidders except those exempted pursuant to Annexure-II shall submit along with the hard copy part of bid a non-refundable fee as INR 10,000 (Ten Thousand Only) towards the cost of Bidding Documents in the form of demand draft in favour of Energy Efficiency Services Limited, payable at New Delhi.</p> <p>Bid Fee may also be submitted online through RTGS. The detail of RTGS is as mentioned below:</p> <table><tr><th>Account Name</th><th>Account No.</th><th>Bank Name</th><th>Branch Name</th><th>RTGS DETAIL</th></tr><tr><td>ENERGY EFFICIENCY SERVICES LIMITED</td><td>2164002100012319</td><td>Punjab National Bank</td><td>LARGE CORPORATE BRANCH DELHI</td><td>IFSC CODE: PUNB0216400 MICR Code: 110751001 BRANCH: DELHI NEW, L.C.B. ADDRESS: TOLSTOY HOUSE, TOLSTOY MARG, NEW DELHI, DELHI-110001</td></tr></table> <p>Note: Bidders submitting Bid Fee through RTGS shall upload the scan copy of receipt of transfer of amount in Envelope-I. Participation of bidder shall be subject to confirmation of amount transferred through RTGS. The details mentioned in document Uploaded as proof of transfer of amount shall only be considered for verification purpose.</p> <p>Bidder's failure to submit non-refundable fee towards the cost of Bidding Documents in the form of an acceptable Demand Draft along with the bid or an online payment through EESL ONLINE PAYMENT UTILITY or subsequently pursuant to Clarification as per ITB 4.2, except as exempted, shall lead to outright rejection of the Bid.</p>	Account Name	Account No.	Bank Name	Branch Name	RTGS DETAIL	ENERGY EFFICIENCY SERVICES LIMITED	2164002100012319	Punjab National Bank	LARGE CORPORATE BRANCH DELHI	IFSC CODE: PUNB0216400 MICR Code: 110751001 BRANCH: DELHI NEW, L.C.B. ADDRESS: TOLSTOY HOUSE, TOLSTOY MARG, NEW DELHI, DELHI-110001
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Sl. No.	ITB Clause Ref. No.	Bid Data Details
5.	ITB 2.1	<p>Replace ITB 2.1 with the following:</p> <p>Bids shall be submitted in Single Stage Two Envelope Bidding Procedure/Process as per the following:</p> <p>I. <u>Packet-I of Envelope -I (Techno-Commercial Bid)</u></p> <p>A. Shall contain Hard Copy of the following documents:</p> <p>1. Fee towards cost of RfP Documents as per clause ITB 1.4 or documentary evidence in support of exemption of Document Fee. Bidders submitting Document Fee through RTGS shall upload the scan copy of receipt of transfer of amount in Packet-I of Envelope-I. Participation of bidder shall be subject to confirmation of amount transferred through RTGS. The details mentioned in document uploaded as proof of transfer of amount shall only be considered for verification purpose. For Submission of Bid document fee through NEFT/RTGS mode, clause no - 1.4 of ITB (Section-2)/BDS (Section-IV Part-A) may also be referred (<i>submission of Hard Copy in "Original" for Document Fee and "Copy" for documentary proof in support of exemption or Payment Acknowledgement towards Document Fee in case of Online Payment</i>)</p> <p>2. Bid Security/ Earnest Money Deposit (EMD) (in Original) should be as per the format attached in Attachment-2 of Section-6 or documentary evidence in support of exemption of Bid Security, in separate envelope in accordance with clause 2.4 of ITB (<i>submission of Hard Copy in "Original" for Bid Security and "Copy" of documentary proof in support of exemption</i>)</p> <p>Note: In case MSE bidders are exempted from submission of Document fee & Bid Security as indicated in Clause No 2.4 of ITB Section- 2, then bidder has to submit copy of valid 'Udyam Registration Certificate' in Packet-1 of Envelope-1 for the purpose of Evaluation.</p> <p>Micro and Small Enterprises (MSEs) registered with Udyam Registration Portal as specified by Ministry of Micro, Small and Medium Enterprises are exempted from submission of fee towards the cost of Bidding Documents as per the Provisions of the Public Procurement Policy for Micro and Small Enterprises (MSEs) order 2012, Notification dated 01/06/2020 and 26/06/2020 read in conjunction with related notifications issued from time to time for such enterprises.</p>

Sl. No.	ITB Clause Ref. No.	Bid Data Details
		<p>The details of EMD and Tender Documents fee instrument have to be submitted in relevant field/column of online module.</p> <p>Tenders without EMD will be out rightly rejected. It should be ensured by the vendor that the original instrument of Bid Security/EMD is received by EESL before opening time of techno-commercial bids for verification of the details of Bid Security/EMD given online by the vendors.</p> <p>EESL shall not be responsible for any delay, loss or non-receipt of Tender Document Cost sent by post/courier. The instrument should reach in original to EESL office before the Bid Opening date. In case of Bidder's failure to submit the tender document cost/ tender fees (instrument in original hard copy) along with the Bid or subsequently pursuant to ITB Sub-clause 4.2, the Bid shall be rejected.</p> <p>Tender Documents fee is non-refundable. The bid securities of unsuccessful bidder(s) will be returned as promptly as possible after the award is made. The bid security of the successful Bidder will be returned when it has signed the contract agreement and has furnished the required performance security.</p> <p>B. Packet-II of Envelope -I shall contain Soft Copy (Scanned Copy) of the following documents:</p> <ol style="list-style-type: none"> 1. Declaration of Package as per format attached as Attachment – X of Section-6, Forms & Procedures. 2. Bid Form as per format attached as Attachment-1 of Section - 6, Forms & Procedures. Note: In case of non-submission of this Bid form, bid will be rejected. 3. Form for Submitting BG Format in lieu of EMD as per Attachment-2 of Section-6. 4. A power of attorney duly authorized by a notary public, indicating that the person(s) signing the bid has/have the authority to sign the bid and thus the bid is binding upon the bidder during the full period of its validity in accordance with ITB clause 2.10. The said power of attorney to be submitted as Attachment-3 of Section-6, Bidders to use their own format. 5. Deviation statement as per Attachment-5 of Section 6, Forms & Procedure.

Sl. No.	ITB Clause Ref. No.	Bid Data Details
		<p>NOTE:</p> <ol style="list-style-type: none"> Bids containing material deviations from or reservation to the terms and conditions and specifications mentioned in the RfP Documents will be treated as non-responsive and will not be considered further. In case of non-submission of this Attachment, the bid shall be considered as no deviation bid. <ol style="list-style-type: none"> Form of acceptance of EESL fraud prevention policy and declaration as per Attachment- 6 of Section 6, Forms & Procedure. NEFT/RTGS Bank details as per Attachment-8 of Section 6, Forms & Procedure. Details regarding Qualifying Requirement /Eligibility criteria as per Attachment-10 of Section-6. One complete set of Rfp documents and subsequent amendments (if any), duly signed and stamped on each page. Self-declaration for not been blacklisted by central/state/UT Government or any public sector entities duly signed and stamped on company's letter head. <p>Note: The format for all the aforementioned Attachments are part of Section-6.</p> <p><i>Bidder to note that no document revealing the prices shall be submitted in Envelop-1 along with the techno-commercial bid. Revealing of prices at this juncture in any mode shall lead to outright rejection of bid. Prices are to be filled in electronically in Envelop-2 as per the provision(s) made available by EESL in the prescribed format uploaded on e-procurement portal.</i></p>

Sl. No.	ITB Clause Ref. No.	Bid Data Details
		<p>II. Envelope-II (Second Envelope) shall contain Price Bid (to be filled-up online)</p> <p>The prices are to be filled on e-tender portal only and bidders are requested not to submit the price bid in hard copy at EESL along with the documents. The same will not be considered. Price Bid Format as attached at Annexure-III in the RfP document is only for illustration/reference purpose.</p> <p>The price quoted in respect of all items in the above schedule shall be excluding GST. The Bidder shall quote its prices taking into account the Input Tax Credit (ITC) as may be available under the Goods and Services Tax (GST) Laws and Regulations.</p>
6.	ITB 2.4	<p>Supplement ITB 2.4 with the following: Bidder have to submit EMD of ₹1,60,500/- (Rupees One lakh sixty thousand five hundred Only). Bid security / EMD must be submitted either in physical form or paid online In the form of Banker's Cheque/Demand Draft/Pay in Favour of 'Energy Efficiency Services Limited' Payable at Delhi. (EMD in the form of BG/DD should be valid up to 135 days from the date of bid opening). Or NEFT/RTGS to following Account No Account Name: ENERGY EFFICIENCY SERVICES LIMITED Account No: 2164002100012319 IFSC: PUNB0216400 Branch Name: DELHI NEW, L.C.B.</p>
7.	ITB 2.8	<p>Supplement ITB 2.8 with the following:</p> <ol style="list-style-type: none"> 1. There is 01 Package in the Tender. 2. The bidder has to quote for all the line items for the respective package (s).
8.	ITB 2.16	<p>Replace ITB 2.16 with the following:</p> <p>Consortium or Joint Venture is not allowed for the subject tender</p>
9.	ITB 3.2	<p>Supplement ITB 3.2 with the following:</p> <p>Soft copy part of the bid shall be uploaded through the portal www.tenderwizard.com/EESL at or before the submission time and date as stipulated in the RfP document. Hard copy of the bid under Packet-I to</p>

		<p>Enevelope-1 as per ITB 2.1 must be received by the Employer at the address specified below no later than the time and date stated herein below:</p> <p>Address in Person or by Post:</p>
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Sl. No.	ITB Clause Ref. No.	Bid Data Details
		<p>Deputy Manager (Contracts), M/s. Energy Efficiency Services Limited Buddha Bhawan, 3rd Floor, North block, MG Road Ranigunj, Secunderabad-500003, Telangana</p> <p>Deadline for submission of Hard copy of Documents</p> <p>Date: 01/08/2025</p> <p>Time: up to 1100 hours [Indian Standard Time (e-procurement server time)]</p> <p>Address for Bid Opening:</p> <p>M/s. Energy Efficiency Services Limited Buddha Bhawan, 3rd Floor, North block, MG Road Ranigunj, Secunderabad-500003, Telangana.</p> <p>The deadline for <u>Soft copy part of the bid</u> submission is</p> <p>Date: 01/08/2025</p> <p>Time: 11:00 hrs. [Indian Standard Time (e-procurement server time)].</p> <p>Bid submission timelines will be defined as per the e-Procurement server clock only.</p> <p>Time and date for Bid Opening – Envelop-I (First Envelope):</p> <p>Date: 01/08/2025</p> <p>Time: 11:30 hours (Indian Standard Time)</p> <p>(a) Bid Title: <i>Name of the Tender – “Hiring Of Office Accommodation On monthly Rent/Lease Basis At Hyderabad In The State ofTelangana.”</i></p> <p><i>NIT No. - EESL/25-26/SERC-Contracts/TG/Office/OTE-252602, Dated: 11/07/2025</i></p>

Sl. No.	ITB Clause Ref. No.	Bid Data Details
		<p><u>Envelop-I (First Envelop)</u></p> <p>Do not open before 1130 hours (Indian Standard Time) on 01/08/2025.</p> <p>In the event of the specified date for the submission of bids being declared a holiday for the Employer, the bids will be received/uploaded up to the appointed time on the next working day.</p> <p>Notwithstanding above, the Employer may, at its discretion, extend the deadline for submission of soft part of the bids from 1100 hrs (IST) to 1500 hrs (IST) on the same day in case the bidder(s) faces difficulty in submission of bids on the e-Procurement portal even for reasons not attributable to the e-Procurement server. In such a case, the bidder(s) shall however, be required to send a written communication on the e- mail IDs mentioned below for the purpose before the deadline for submission of soft part of the bids i.e. 1100 hrs. (IST) on the last day of the aforesaid deadline. Any request received by the Employer thereafter i.e. beyond 1100 hrs. (IST) or received prior to the day of deadline for submission of soft part of the bids shall not be entertained under any circumstances. The time of receipt of such communication on the e-mail IDs mentioned below shall govern for the purpose of determining whether or not the communication has been received prior to the deadline for bid submission as stipulated. The bidder(s) may also note that the above recourse shall, however, be adopted only once in the first such instance and no further extension on this account beyond 1500 hrs(IST) as above shall be given by the Employer.</p> <p>The e-mail IDs for aforesaid purpose are mentioned below:</p> <p>Email IDs: Primary - gopinath@eesl.co.in, Secondary – u_esrinivas@eesl.co.in</p>
10.	ITB 4.2	<p>Supplement ITB 4.2 with the following:</p> <p>During bid evaluation, the Employer may, at its discretion, ask the Bidder for a clarification of its bid. In case of erroneous/non-submission of following documents (as applicable):</p> <p>i) Online Payment Acknowledgement towards the Bid Document fee (<i>applicable only in cases where online Payment towards Bid Document fee is paid, prior to deadline for submission of bids</i>). Further, if Bidder has uploaded scanned copy of Banker's Cheque/ Demand Draft drawn in favour of "Energy Efficiency Services Limited" payable at New Delhi towards Bid Document fee, however, not submitted the original (in hard) along with the bid, then such Banker's Cheque/ Demand Draft shall be asked through clarification.</p>

Sl. No.	ITB Clause Ref. No.	Bid Data Details
		<p>ii) MSE certificate for the Tendered item / valid NSIC Certificate with the mention of Tendered item in the certificate. The issuance date for aforesaid certificates must be prior to deadline for submission of bids</p> <p>iii) Power of Attorney (POA) to sign the bid</p> <p>iv) Form of acceptance of EESL fraud prevention policy and declaration (as per format in Section 6, Forms & Procedure)</p> <p>v) NEFT/RTGS Bank details (as per format in Section 6, Forms & Procedure)</p> <p>vi) Self-Declaration for not been blacklisted by Central/State/UT Government or any Public sector entities duly signed and stamped at company's Letter Head</p> <p>vii) Compliance of Matrix/checklist for bidder (as per format in Section 6, Forms & Procedure) duly filled and signed on Company letter head pad with company's seal</p> <p>viii) Self-Declaration duly signed on Company Letter Head Pad with company's seal for not being under debar list/undergoing debarment period on account of breach of the code of integrity under rule 175(1)(i)(h) of general financial rules for giving false declaration of local content</p> <p>ix) One complete set of RfP documents and subsequent amendments (if any), duly signed and stamped on each page.</p> <p>x) Any other documents/details/information of historical nature.</p> <p>The EESL may give the Bidder not more than 5 working days' notice to rectify/furnish such documents, failing which the bid shall be rejected. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted.</p>

Sl. No.	ITB Clause Ref. No.	Bid Data Details
11.	ITB 4.5	<p>Supplement ITB 4.5 with the following:</p> <p>The Employer may waive any minor informality, nonconformity or irregularity in a bid that does not constitute a material deviation, whether or not identified by the Bidder in relevant Attachment to its bid, and that does not prejudice or affect the relative ranking of any Bidder as a result of the technical and commercial evaluation, pursuant to ITB Clause 4.7 & 4.8.</p>
12.	ITB 4.6	<p>Adding new clause as ITB 4.6.1 with the following:</p> <p>Qualification:</p> <p>The Employer will ascertain to its satisfaction whether Bidders determined having submitted substantially responsive bids are qualified, as per the Qualification Requirement specified in Part- B of Section-4 to satisfactorily perform the contract. The Employer shall be the sole judge in this regard and the Employer's interpretation of the Qualification Requirement shall be final and binding.</p> <p>The determination will take into account the Bidder's financial, technical capabilities including production capabilities, in particular the Bidder's contract work in hand, future commitments & current litigation and past performance including fatal accidents during execution of contracts that have been awarded by the Employer on the Bidder. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder in the bid, as well as such other information as the Employer deems necessary and appropriate. This shall, however, be subject to assessment that may be carried out, if required, by the Employer.</p> <p>The Employer may waive any minor informality, nonconformity or irregularity in a bid that does not constitute a material deviation, affecting the capability of the Bidder to perform the Contract. An affirmative determination will be a prerequisite for the Employer to evaluate the Techno - Commercial Part and open the Second Envelope of the Bidder. A negative determination will result in rejection of the Bidder's bid.</p>

Sl. No.	ITB Clause Ref. No.	Bid Data Details
13.	ITB 4.7 & 4.8	<p>Supplement ITB 4.7 & 4.8 with the following:</p> <ul style="list-style-type: none"> L1 will be determined based on the total evaluated amount for three years, considering all relevant parameters.
14.	ITB 4.5	<p>Supplement ITB 4.5 with the following:</p> <p>The Employer may waive any minor informality, nonconformity or irregularity in a bid that does not constitute a material deviation, whether or not identified by the Bidder in relevant Attachment to its bid, and that does not prejudice or affect the relative ranking of any Bidder as a result of the technical and commercial evaluation, pursuant to ITB Clause 4.7 & 4.8.</p>
15.	ITB 4.6	<p>Adding new clause as ITB 4.6.1 with the following:</p> <p>Qualification:</p> <p>The Employer will ascertain to its satisfaction whether Bidders determined having submitted substantially responsive bids are qualified, as per the Qualification Requirement specified in Part- B of to satisfactorily perform the contract. The Employer shall be the sole judge in this regard and the Employer's interpretation of the Qualification Requirement shall be final and binding.</p> <p>The Employer may waive any minor informality, nonconformity or irregularity in a bid that does not constitute a material deviation, affecting the capability of the Bidder to perform the Contract. An affirmative determination will be a prerequisite for the Employer to evaluate the Techno - Commercial Part and open the Second Envelope of the Bidder. A negative determination will result in rejection of the Bidder's bid.</p>

----- *End of Part-A (BDS)* -----

Part – B (QR)

Eligibility and Qualifying Requirements (QR)

Eligibility Criteria:

1. The bidder(s) should be the bonafide Owner(s) or Power of Attorney Holder(s) or Real estate agent of the premises offered. Landlord should ensure that the premises offered to the EESL is free from any litigation.
2. The premises should be located in a prominent place in the select regions of Hyderabad as follows:
 - M.G. Road
 - Musheerabad
 - Himayat Nagar
 - Secunderabad
 - Begumpet
 - Khairatabad
 - Lakdikapool
 - Banjara Hills
 - Any location near to Buddha bhavan
3. The Semi-Furnished ready to move premises will be preferred.
4. The premises must be in good condition.
5. The period of rental should be minimum for duration of Three (03) years.
6. The building should be constructed as per the sanctioned/approved Plan of the Competent Development Authority. The building should be well maintained.
7. The premises must be well connected to all modes of public transport (airport, railway station, bus stand, etc) and should be easily accessible.
8. There should be at least two covered/open reserved car parking available for the EESL in addition to parking facility for two wheelers.
9. Two separate exclusive washrooms, one each for male and female, shall be attached to the premises.
10. There should be appropriate space for prominently fixing the signage of EESL in the front facade of the building.
11. The building should be free from special hazards like fire, water logging, flood, etc.

12. The party/legal owner will undertake to carry monthly/annual repairs and maintenance if any for the electric & electronics, furniture's provided by the party and connected with the basic structure on the suggestion of the EESL and cost for the repairs and maintenance needs to borne by the party during the entire rental/agreement period.
13. Maintenance charges inclusive of all i.e. lift charges, Sweeping charges, Security Guard, DG Generator Diesel Charges. Necessary rates should be included in the price quote accordingly by the bidder/party. No additional charges shall be paid for the same by EESL.
14. The building must mandatorily have lift facility and power backup.
15. Supply of adequate potable water round the clock should be available at the premises and appropriate approvals/sanctions from the local municipal authorities should be in hand.
16. The landlord should clear all the dues and other statutory obligations of Municipality, Corporation as well as of revenue authorities and landlord should ensure that the premises offered to the Bank is free from any litigation.
17. The parking premises must have setup of electric vehicle charging facility or owner must allow EESL to setup the charging infrastructure on their own.
18. The landlord should be in a position to give vacant possession of the premises immediately after carrying out necessary changes/alterations as required by the EESL.
19. The building should be in a ready-to-use condition with electricity, water, lifts (if any), sewerage, safety fighting ABC cylinder – 1 number equipment and adequate toilet facilities.
20. The water bill, property Tax, etc shall be borne by bidder/party. Necessary rates should be included in the price quote accordingly by the bidder/party.
21. The rental should be inclusive of all the amenity charges except electricity which shall be borne by EESL for which dedicated meter should be made available by bidder/owner. EESL will directly pay to DISCOMs.
22. EESL shall **pay 6 months' rent (without maintenance)** as a security deposit to successful party/owner for the entire rental/agreement period i.e. 3 years or 36 months. The entire office space/premises offered should be located in a single floor.

Note: The Bidder must attach all the required documents mentioned above. (Example: Municipal Plan, Property Tax etc.)

Part-C Technical Specifications

1.TITLE:

“Hiring of Office Accommodation on Monthly Rent/Lease Basis at Hyderabad in the state of Telangana.”

Completion Period:

Sl. No.	Activity	Duration
1.	Contract Duration	The Contract is valid for 03 years from the date of occupancy of office premises.

3. SCOPE OF WORK:

3.1. EESL intends to hire office accommodation for on Rent basis at Hyderabad location in Telangana State.

3.2. The criteria for finalisation of office space is given below:

S. No	Description	Minimum Requirement
a.	Preferred location	Hyderabad: <ul style="list-style-type: none">• M. G. Road• Musheerabad• Himayat Nagar• Secunderabad• Begumpet• Khairatabad• Lakdikapool• Banjara Hills• Any location near to Buddha Bhavan, Ranigunj office
b.	Lease/ Rent Period	3 Years
c.	Carpet Area (Sq. Ft)	2000 – 3000 (±15% tolerance)
d.	Provision of electric Fixtures	Following electric Fixtures of ISI/BIS specifications <ul style="list-style-type: none">• Fans (Wherever applicable)• Tube lights/Panel Lights• Switches & Sockets• Power points• Internal Wiring for Work stations, Cabins, Conference Room, AC Points, Pantry and Reception etc.

e.	Provision of Toilet	Two (1-Ladies, 1-Gents)
f.	Electricity Supply	24 Hours
g.	Water Supply	24 Hours
h.	Semi Furnishing	<ul style="list-style-type: none"> • Cabin-02 Nos • Sufficient space for making 15Nos. work stations and 6 Nos. Manager Work Station. • Reception Area • Conference Room up to 10 Sitting • Pantry: 01 No • Sufficient File racks / cup boards
i.	Parking	4-Wheelers:2 Nos (Provisions for EV Charging) 2-Wheelers:10 Nos.
	Note:	In case of bidder's providing fully furnished office at lower price that may be considered.

4. GENERAL TERMS & CONDITIONS:

- 4.1. The building plumbing infrastructure should be designed and maintained to handle the expected water demand. This includes properly fixed pipes, fitting and fixtures to ensure smooth water flow throughout the building on continuous basis.
- 4.2. There should be proper approach road and entrance to the proposed building.
- 4.3. The period of rental should be minimum for duration of Three (03) years.
- 4.4. The party/legal owner will undertake to carry monthly/annual repairs and maintenance if any for the electric & electronics, furniture's provided by the party under point no. "d" and connected with the basic structure on the suggestion of the EESL and cost for the repairs and maintenance needs to borne by the party during the entire rental/agreement period.
- 4.5. Maintenance charges inclusive of all i.e. lift charges, Sweeping charges, Security Guard, DG Generator Deiseal Charges. Necessary rates should be included in the price quote accordingly by the bidder/party. No additional charges shall be paid for the same by EESL.
- 4.6. The premises should be with lift and power backup in case of beyond 1st floor.
- 4.7. The premises offered by the bidder/party should be free from any liability and litigation with respect to its ownership.
- 4.8. The building should be in a ready-to-use condition with electricity, water, lifts (if any), sewerage, safety fighting ABC cylinder – 1 number equipment and adequate toilet facilities.
- 4.9. The water bill, property Tax, etc shall be borne by bidder/party. Necessary rates should be included in the price quote accordingly by the bidder/party.
- 4.10. The offers space flooring should be of by vitrified tiles/marble/granite of standard quality. The internal and external walls and ceilings should be properly painted with standard quality paint.
- 4.11. The rental should be inclusive of all the amenity charges except electricity which shall be borne by EESL for which dedicated meter should be made available by bidder/owner. EESL will directly pay to DISCOMs.
- 4.12. EESL shall **pay 6 months' rent (without maintenance)** as a security deposit to successful party/owner for the entire rental/agreement period i.e. 3 years.
- 4.13. The quotation should be accompanied by the following documents:

- i) Location Map
 - ii) Copy of property tax paid document
 - iii) Approved plan of the offered premises with exact measurement for carpet area.
- 4.14. The offer should be valid for a minimum period of 180 days from due date of opening the quotations. It may be noted that no negotiations will be carried out except with the lowest party/owner and therefore most competitive rates should be offered
 - 4.15. The premises should have all basic amenities like availability of toilet, electricity, water and source water pipeline connected to main overhead tank, outlet for sewage line to septic tank & drainage line.
 - 4.16. If Office space is owned, submit documentary proof. If office space is hired those bidders are not allowed to bid/quote.
 - 4.17. The RFQ application must have PAN allotted by Income Tax Department and GST Registration Number (if any).
 - 4.18. The contract will be effective from the date of occupancy of the particular office.
 - 4.19. Once rates are finalized no escalation in the rates will be accepted during the contracted period for any reason and no extra charges will be paid by EESL.
 - 4.20. Repair and Maintenance (civil, electrical, mechanical, plumbing including consumables, electric & electronics and furniture's etc. provided by party/owner) shall be undertaken by the party/owner and the party/owner shall also carry out monthly repair and maintenance every year. No additional charges shall be paid for the same by EESL.
 - 4.21. The parking and security charges (if any) shall be borne by the owner
 - 4.22. The owner shall bear and pay regularly the lease rent (if any), land revenue, property tax, non-agricultural tax and /or other taxes and outgoings payable with respect the schedule property and shall ensure that no such taxes/outgoings shall remain in arrears at any point of time. Further, the office owner hereby agrees and undertakes to keep the schedule properly during the pendency of this agreement free from all encumbrances, claims and demands of whatsoever nature
 - 4.23. The office space shall be under the custody of EESL till the completion of contract/agreement period..
 - 4.24. The office owner has to follow all the acts/ rules applicable in the State of Telangana pertaining to commercial space provision and the EESL will be not responsible for any violation of the same.
 - 4.25. The property offered should have all the statutory and other local approvals/clearances for commercial use.
 - 4.26. If premises are owned by more than one owner, then such joint owner can quote through one of them holding power of attorney duly notarized.
 - 4.27. EESL reserves it's right to accept or reject partly or fully any or all quotations without assigning any reason thereof.
 - 4.28. The premises should have 4-wheeler car & 2-wheeler bike parking space within 150 mts. from offered area for minimum 2 nos. of cars and 10 nos. of bike with proper approach from the main road.
 - 4.29. The floor in which the premises offered should have clearly one main exit and one emergency exit if possible.
 - 4.30. However, the agreement can be terminated by either party by giving **two months'** notice in advance. If the agency fails to give two months' notice in writing for termination of the Agreement,

then two month's pay etc. and any amount due to the agency from the EESL shall be forfeited by the EESL.

- 4.31. In the event of any dispute arising in respect of the clauses of the agreement, Courts at Hyderabad will have the jurisdiction to adjudicate upon the matter, if any.
- 4.32. EESL will sign the agreement with the successful bidder after handing over of the area to EESL with all interiors works and requirements as defined in scope of work.
- 4.33. Period of Rental: 3 years at the quoted rate and terms & conditions. The successful bidders will execute the rental agreement with EESL in standard format. Bidder to sign and submit the format as token of acceptance.
- 4.34. In case of participation of both Broker & Owner for the same property, cost benefit analysis shall be conducted and lowest will be awarded.
- 4.35. In case the successful bidder fails to provide occupation within 30 days, a penalty equivalent to twice the daily rent shall be imposed for each day of delay. If the delay, along with penalties, extends beyond 30 days, the LOI shall be terminated, and the equivalent penalty amount shall be forfeited from the Earnest Money Deposit (EMD).
- 4.36. In case of termination of the L1 party, the offer shall be extended to the L2 party, subject to their acceptance of the L1 price. If the L2 party's property is unavailable, the offer may be extended to the L3 party. If neither is suitable, the process shall be re-tendered.
- 4.37. In case of participation of broker half month rent shall be paid.
- 4.38. The building aging should be between 0-15 years. Necessary supportive documents need to be submitted by the owner.
- 4.39. All Municipal/Govt./other taxes/charges/cess/levies shall be borne by the bidder/owners.
- 4.40. TDS would be deducted on the monthly rentals at the prevailing rate by EESL.
- 4.41. Necessary stamp duty charges for the rental agreement will be borne by the party/owner.
- 4.42. Any dispute with third party, arising out with regards to the property shall be directly settled by the owner/bidder.
- 4.43. The premises should be situated in commercial area with easy access and good surrounding and should be well connected with public transport.
- 4.44. The building shall have a dedicated backup power Diesel Generator set to meet the required Agreements.
- 4.45. The successful bidder should make the premises ready in all respects for occupation by EESL within 45 days from the date of LOI.
- 4.46. The LOI issued party should have to carry out all interiors works and requirements as per scope of work.

A. Benefits available to Start ups and MSEs:

- (a) All MSEs as notified below as per GFR 2017 clause no. 1.10.4 shall be exempted from payment of Tender Document Fee and Bid Security/ Earnest Money Deposit. For claiming this exemption, a valid certificate of MSE/ Udyog Aadhar Memorandum is required (mentioning the Goods/ Service for which tendering is done).
- District Industries Centres;
 - Khadi and Village Industries Commission;
 - Khadi and Village Industries Board;
 - Coir Board;
 - National Small Industries Corporation;
 - Directorate of Handicraft and Handloom; and
 - Any other body specified by the Ministry of MSME.
- (b) For claiming the above exemption for Start-up, a valid certificate of Start-up recognition along with Business eligibility certificate or any other document issued by Govt./Recognised institute in support of product/ service is required. R
- (c) For relaxing the PQ/QR conditions regarding prior turnover and prior experience for start-ups and MSEs, the requirement of both PQ/QR would be 20% of the requirement for general bidder's subject to meeting the quality and technical specifications.
- (d) For Startup firms, Gazette Notification dated 17-Feb-2016, G.S.R. 180 (E), and the subsequently-issued guidelines regarding the qualifying requirements, will be considered.
- Start-ups are also covered under upto 20% procurement from basket of Micro & Small Enterprises of the total procurement provided that participating Micro and Small Enterprises (MSEs)/ Start-ups quoting price within price band of L1+15%. In case, there are more than 1 MSEs/Start-ups, upto 20% quantity is to be distributed based upon their respective production capacity and other relevant factors.

B. Correspondence: Post award, all correspondence by successful bidder shall be addressed to:

- (i). **Contracts (DM)** – For all issues pertaining to clarifications w.r.t contractual terms and conditions of Agreement in general.

C. Compliance with all Statutory Regulations:

- (i). Compliance of all the statutory requirements as may be required w.r.t the activities to be performed to execute the scope of work under the subject AGREEMENT including the requirements under Contract Labour Acts, safety of the workmen deployed, etc., shall be the responsibility of the successful bidder including all the expenditure incurred for the same. This includes all the requirements w.r.t the workmen under Sub-contractor(s) also. The successful bidder shall submit the documentation to EESL, on monthly basis, as required under the applicable statutory requirements.
- (ii). Successful bidder, on whom letter of award is placed, is to ensure all safety guidelines, rules and regulations, labour laws etc. Successful bidder shall indemnify EESL for any accident, injury met by its labour, employee or any other person working for him. Any compensation sought by its labour, employee or any other person working for him shall be paid by successful bidder as per settlement solely. EESL has no role to play in this matter.

5. TERMS OF PAYMENT:

The payment of rent shall be processed only after receipt of following: -

- 1.1. Signing of rental agreement & After taking possession by EESL.
- 1.2. Submission of original Invoices/Bills duly verified/certified on monthly basis by EESL representative

Sr. No.	Payment Term	Criteria
1.	100% of payment (plus applicable GST)	Submission of duly signed payment invoice by EESL EIC

***Note:**

- 1) Party/owner will raise the invoice on monthly basis.
- 2) GST payment (if any) is subject to timely compliances of GST Act, so that there is no GST Input Credit Loss to EESL. If any loss incurred to EESL due to non-compliance of GST, EESL reserves the sole right to recover it from successful party/ owner.

1.3. Other terms and conditions related to payment terms:

- 1.3.1. At the time of payment of bills, the income tax, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment. Further, for availing the benefit of lower income tax rates supplied from outside the Purchaser's country, Supplier shall provide Income Tax Clearance Certificate (ITCC)/ Tax Residency Certificate or any other relevant document/certificate as per prevailing law, from concerned tax authorities for claiming lower tax deduction, if any.
- 1.3.2. All the invoices shall be submitted to EESL for payment, once in a month only.
- 1.3.3. Payment will be made to the Party/ owner within 30 Days after submission of Invoice complete in all respect i.e. with all the required documents and compliance of relevant terms & conditions of Lease Agreement duly accepted & certified by EIC, EESL.
- 1.3.4. If the invoice is incomplete in any respect or if there is any non-compliance with relevant Terms & Conditions of Agreement, counting of 30 days' due date shall start from the date of submission of all necessary documents provided relevant terms & conditions of AGREEMENT have been fulfilled.
- 1.3.5. In case of default in statutory payments/compliances, EESL reserves the right to hold the payment unless the same is not furnished
- 1.3.6. Successful Party/ owner to submit payment invoices/billing on calendar month basis i.e. bill date should be last day of calendar/ billing month.
- 1.3.7. The Successful Party/ owner should strictly follow all payment compliance of GST and other tax compliances.

6. Evaluation Criteria:

- Quotations will be evaluated for complete scope of work as defined in this document on suitable lowest evaluated Party/ owner as stated in requirement.
- The one or more Committee members will visit the premises and identify whether the space offered is suitable and satisfactory accordingly the committee will submit report. Based on the committee report, the price bid (Envelope-2) will be opened for those who qualified technically (Envelope-1) including site visit report.
- In the event of tie in prices between two or more Parties/ owner, the party/owner with more facilities at office premises will be given preference.
- L1 shall be determined based on the total evaluated amount for three years, considering all relevant parameters.

7. Action by EESL if L1 backs out:

After opening of price bid, if L1 bidder backs out, the bidder will be put on holiday list of EESL for a period of one year. During this tenure, the bidder will be barred from participation in EESL tendering process. However, bidder has to continue the unexecuted work of the other prevailing work if any under the current running contracts. Simultaneously, the EMD submitted by such bidder against the subject tender will be forfeited. If bidder is exempted from submission of EMD, then the EMD amount will be adjusted from the payments due to the contractor against other running contracts. If there is no running contract of the bidder/ no payment dues of the bidder, then EESL reserves the right to take any legal remedy as deemed fit to recover the penalty equivalent to EMD amount through legal means.

8. TAXES, DUTIES & LEVIES:

Prices shall be inclusive of all taxes and duties including labour cess (Except GST). However, IT as per applicable rate will be deducted from your bills as Tax Deduction at Source (TDS). Any other charges/cost/TA/DA is also included in the quoted price.

9. Adjudicator:

Adjudicator under the contract shall be appointed by the Appointing Authority i.e. CEO (EESL). If the bidder does not accept the Adjudicator proposed by EESL, it should so state in its bid form and make a counter proposal of an adjudicator. If on the day the contract agreement is signed, the EESL and contractor have not agreed on the appointment of adjudicator, the adjudicator shall be appointed, at the request of either party, by the appointing authority specified.

10. Arbitration:

Arbitration shall be carried out as per Arbitration Act 1996 and its subsequent amendment. The Contract shall be governed by and interpreted in accordance with the laws in force in India. The courts of Hyderabad shall have exclusive jurisdiction in all matters arising under the contract.

11. Contract Agreement:

EESL & the successful bidder will sign the Contract Agreement.

12. The Bidder shall be deemed to have examined the Bid document, to have obtained his own information in all matters whatsoever that might affect carrying out the Works in line with the Technical specifications and Scope of Work specified in the document at the offered rates and to have satisfied himself to the sufficiency of his Bid.

The bidder shall be deemed to know the scope, nature and magnitude of the work and requirement of materials, equipment, tools and labor involved, wage structures and as to what all works he has to complete in accordance with the Bid documents irrespective of any defects, omissions or errors that may be found in the Bid documents.

13. EESL reserves the right for building size variation up to +/-15%.

----- End of Part-C (TS) -----

Forms & Procedures

(Declaration for Schedules Quoted by the Bidder)

Ref. NIT/Bid Document No: EESL/25-26/SERC-Contracts/TG/Office/OTE-252602, Date: 11/07/2025

{Description: _____}

To,

**Deputy Manager (Contracts),
Energy Efficiency Services Ltd.,
Buddha Bhawan, 3rd Floor,
North Block, MG Road
Ranigunj, Secunderabad-500003
Telangana.**

Sub.: **Declaration for the Schedules Quoted by bidder in the Tendered Delivery Period**

Ref. above Tender, I/we (on behalf of M/s.....) hereby admit that I/we, have quoted for the following Clusters in the above-referred Tender.

Tender Name	Participated (Yes/No)
“Hiring of Office Accommodation on Rent Basis at Hyderabad in the state of Telangana.”	

Signature of bidder
With stamp & Address

(*bidder has to mandatorily submit the declaration as above. The bid shall be evaluated on the basis of this declaration. Providing false information may lead to technically non-responsiveness of the bid.)

BID FORM (FORMAT OF APPLICATION)

To,

Deputy Manager (Contracts)

Energy Efficiency Services Limited.

(A JV of PSUs of Ministry of Power, Govt. of India)

3rd Floor, Buddha Bhavan, Ranigunj,

Secunderabad- 500003

Telangana

Subject: - Date:-xx-xx-2025

Dear Sir,

1.0 With Reference to your subject IFB/RfP, we are pleased to submit our bid/proposal for“ ” in a sealed cover as detailed below:

2.0 Packet-I of Envelope 1:

- (a) **Bid document Fee:** Fee towards cost of RfP Documents as per clause ITB 1.4 or documentary evidence as mentioned in Annexure-II of RFP in support of exemption of Document Fee.
- (b) **Bid Security Fee/Earnest Money Deposit:** In the form of Banker's Cheque / Demand Draft drawn in favour of “Energy Efficiency Services Limited” or in the form of Bank Guarantee as per prescribed format at **Attachment-2** in section 6 or documentary evidence as mentioned in Annexure-II of RFP in support of exemption of Bid Security/EMD.

3.0 Packet-II of Envelope 1:

- (a) Attachment 1: Bid Form
- (b) Attachment 3: Power of Attorney
- (c) Attachment 5: Deviation statement
- (d) Attachment 6: Form of acceptance of EESL fraud prevention policy
- (e) Attachment 7: An undertaking by Holding Company (As Applicable).
- (f) Attachment 8: Format for details regarding RTGS/NEFT Payments
- (g) Attachment-10: Details regarding Qualifying Requirement /Eligibility criteria as per Part-B (BDS).

4.0 Envelope 2: Price Bid (duly filled in electronic template as available on the e-portal)

5.0 We confirm that we have quoted as per instructions and terms and conditions of tender/RfP documents. Further, it is certified that in line with clause 1.1.2 of Section-2(ITB) no conflict of

interest exists as on date and if in future such a conflict of interest arises, we will intimate the same

- 6.0 We declare that the prices left blank in price schedule/price bid will be deemed to have been included in the prices of other items. We confirm that except as otherwise specifically provided, our bid prices include all applicable taxes & duties except applicable GST. The GST shall be paid extra at actual
- 7.0 We further declare that additional conditions, variations, deviations, if any, found in the proposal save those pertaining to any rebates offered, shall not be given effect to.
- 9.0 We agree to abide by this bid for a period Six Months from the date of opening of bids as stipulated in the RfP documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. Further, the prices of recommended spares, if asked for; contained in our bid shall remain valid for the entire project period after issuance of Notification of Award.
- 10.0 Until a formal contract is prepared and executed between us, this bid, together with your written acceptance thereof in the form of your Notification of Award shall constitute a binding contract between us.
- 11.0 We understand that you are not bound to accept the lowest or any other bid you may receive.
- 12.0 We, hereby, declare that only the persons or firms interested in this proposal as principals are named here and that no other persons or firms other than those mentioned herein have any interest in this proposal or in the contract to be entered into, if the award is made on us, that this proposal is made without any connection with any other person, firm or party likewise submitting a proposal, is in all respects for and in good faith, without collusion or fraud.

Dated -----

NAME/S & AUTHORISED SIGNATORIES

ADDRESS:

MOBILE NO.:

LAND LINE NO.:

Our correspondence details are:

1	Name of the bidder	
2	Address of the bidder	
3	Name of the property owner	
4	Name of the contact person to whom all references shall be made regarding this tender	
5	Designation of the person to whom all references shall be made regarding this tender	
6	Address of the person to whom all references shall be made regarding this tender	
7	Telephone (with STD code)	
8	E-Mail of the contact person	
9	Fax No. (with STD code)	
10	GST No. of the bidder	

Form for Submitting BG Format in lieu of EMD

(To be stamped in accordance with Stamp Act, if any, of the country of the issuing Bank)

Bank Guarantee No.

Date.....

To:

Energy Efficiency Services Limited.

(A JV of PSUs of Ministry of Power, Govt. of India)

3rd Floor, Buddha Bhavan,

Ranigunj,

Secunderabad – 500003

Telangana

Dear Sir(s),

In accordance with invitation for bids under your bidding document/package no.....dated.....M/s.....
.....having its registered/head office at.....(here in after called “Bidder”) wish to participate in the said bid for (name of package)

We, the (Name and address of the bank), having our head office at guarantee and undertake to pay immediately on demand by Energy Efficiency Services Limited, the amount of..... without any reservation, protest, recourse. Any such demand made by the employer shall be conclusive and binding on us irrespective of any dispute or difference raised by the bidder.

The Guarantee shall be irrevocable and shall remain valid upto..... If any further extension of guarantee is required, the same shall be extended to such period (not exceeding one year) on receiving instructions from..... (Bidder’s Name)_____, on whose behalf guarantee is issued.

In witness whereof the bank, through its authorized officer, has set its hand and stamp on this.....day of20.....at.....

Witness:

Signature:

Signature:

Name:

Name :

Designation with Bank Stamp Authorized vide

NOTE:

- Bid Security amount shall be as specified in the IFB/ITB.
Complete mailing address of the Head Office of the Bank to be given. The bank guarantee validity date shall be forty-five (45) days after the last date for which the bid is valid.
- The Stamp Paper of appropriate value shall be purchased in the name of guarantee issuing Bank. The Bank Guarantee shall be issued on a stamp paper of value as applicable in the State of the issuing bank in India or the State of Delhi in India or the State of India from where the BG shall be operated, whichever is higher.
- While getting the Bank Guarantee issued, Bidders are required to ensure compliance to the Bank Guarantee Verification Check List. Further, Bidders are required to fill up this Form 16 and enclose the same with the Bank Guarantee.

BANK GUARANTEE CHECK LIST

1	Bank Guarantee No.	
2	Issuing Bank	
3	Nature of BG & No. of Pages	
4	Validity of BG	
5	Package Description	
6	Party & Contracts ref.	Name, Address, Tel, Fax, E—mail
7	Bank Reference	

CHECK LIST:

Sl. No.	Details of Checks	YES / NO
a)	Is the BG on non-judicial Stamp Paper of appropriate value, as per Stamp Act ?	
b)	Whether date, purpose of purchase of stamp paper and name of the purchaser are indicated on the back of Stamp paper under the Signature of Stamp vendor? (The date of purchase of stamp paper should be not later than the date of execution of BG and the stamp paper should be purchased either in the name of the executing Bank or the party on whose behalf the BG has been issued. Also the Stamp Paper should not be older than six months from the date of execution of BG)	
c)	In case the BG has been executed on Letter Head of the Bank, whether adhesive Stamp of appropriate value has been affixed thereon?	
d)	Has the executing Officer of BG indicated the name, designation and Power of Attorney No. / Signing Power no. etc., on the BG ?	
e)	Is each page of BG duly signed / initiated by executants and whether stamp of Bank is affixed thereon? Whether the last page is signed with full particulars including two witnesses under seal of Bank as required in the prescribed proforma?	

f)	Does the Bank Guarantees compare verbatim with the proforma prescribed in the bid documents ?	
g)	In case of any changes in contents of text, whether changes are of minor/clerical nature (which in no way limits the right of EESL in any manner) ?	
h)	In case of deviations in text of BG, which materially affect the right of EESL, whether the changes have been agreed based on the opinion by Legal Department or BG I considered acceptable on the basis of opinion of law Department already available on the similar issue.	
i)	Are the factual details such as Bid Document No. NOA/AGREEMENT/Contact No., Contract Price, Percentage of Advance, Amount of BG and Validity of BG correctly mentioned in the BG ?	
j)	Whether overwriting / cutting if any on the BG have been properly authenticated under signature and seal of executant ?	
k)	Whether the BG has been issued by a Bank in line with the provisions of Bid /Contract documents ?	
l)	In case BG has been issued by a Bank other than those specified of Bid / Contract Documents, is the BG confirmed by a Bank in India acceptable as per Bid / Contract documents?	

LIST OF BANKS ACCEPTABLE FOR SUBMISSION OF BANK GUARANTEE FOR BID SECURITY

SCHEDULED COMMERCIAL BANKS

- SBI AND ASSOCIATES**

Sl. No.	Name of Banks	Sl. No.	Name of Banks
1.	State Bank of India	5.	State Bank of Mysore
2.	State Bank of Bikaner and Jaipur	6.	State Bank of Patiala
3.	State Bank of Hyderabad	7.	State Bank of Saurashtra
4.	State Bank of Indore	8.	State Bank of Travancore

NATIONALISED BANKS:

Sl. No.	Name of Banks	Sl. No.	Name of Banks
9.	Allahabad Bank	13.	Canara Bank
10.	Andhra Bank	14.	Central Bank of India
11.	Bank of India	15.	Corporation Bank
12.	Bank of Maharashtra	16.	Dena Bank
17.	Indian Bank	18.	Indian Overseas Bank
19.	Oriental Bank of Commerce	20.	Punjab National Bank
21.	Punjab & Sind Bank	22.	Syndicate Bank
23.	Union Bank of India	24.	United Bank of India
25.	UCO Bank	26.	Vijaya Bank
27.	Bank of Baroda		

• **SCHEDULED PRIVATE BANKS (INDIAN BANKS)**

Sl. No.	Name of Banks	Sl. No.	Name of Banks
27.	Bank of Rajasthan	41.	Sangli Bank Ltd.
28.	Bharat Overseas Bank Ltd.	42.	South Indian Bank Ltd.
29.	Catholic Syrian Bank	43.	Tamilnadu Mercantile Bank Ltd.
30.	City Union Bank	44.	United Western Bank Ltd.
31.	Dhanalakshmi Bank	45.	ING Vysya Bank Ltd.
32.	Federal Bank Ltd.	46.	UTI Bank Ltd.
33.	Jammu & Kashmir Bank Ltd.	47.	S.B.I. Commercial & International Bank Ltd.
34.	Karnataka Bank Ltd.	48.	Ganesh Bank of Kurundwad Ltd.
35.	Karur Vysya Bank Ltd.	49.	INDUSIND Bank Ltd.
36.	Lakshmi Vilas Bank Ltd.	50.	ICICI Bank Ltd.
37.	Lord Krishna Bank Ltd.	51.	HDFC Bank Ltd.
38.	Nainital Bank Ltd.	52.	Centurion Bank of Punjab Limited
39.	Kotak Mahindra Bank	53.	Development Credit Bank Ltd.
40.	Ratnakar Bank Ltd.	54.	Yes Bank

(C) SCHEDULED PRIVATE BANKS (FOREIGN BANKS)

Sl. No.	Name of Banks	Sl. No.	Name of Banks
55.	Abu Dhabi Commercial Bank Ltd.	71.	Sonali Bank
56.	ABN Amro Bank Ltd.	72.	Standard Chartered Bank
57.	American Express Bank Ltd.	73.	J.P Morgan Chase Bank
58.	Bank of America NA	74.	State Bank of Mauritius
59.	Bank of Bahrain & Kuwait	75.	Development Bank of Singapore
60.	Mashreq Bank	76.	Bank of Ceylon
61.	Bank of Nova Scotia	77.	Bank International Indonesia
62.	The Bank of Tokyo-Mitsubishi UFJ Limited.	78.	Arab Bangladesh Bank
63.	Calyon Bank	79.	Cho Hung Bank

64.	BNP Paribas	80.	China Trust Bank
65.	Barclays Bank	81.	MIzuho Corporate Bank Ltd.
66.	Citi Bank	82.	Krung Thai Bank
67.	Deutsche Bank	83.	Antwerp Diamond Bank N.V. Belgium
68.	The Hong Kong and Shanghai Banking Corporation Ltd.	84.	Internationale Nederlanden Bank N.V. (ING Bank)
69.	Oman International Bank	85.	Bank of China Ltd.
70.	Societe Generale		

(D) PUBLIC SECTOR BANK

Sl. No.	Name of Banks	Sl. No.	Name of Banks
86.	IDBI Ltd.		

POWER OF ATTORNEY

Tender Document No/Package No: Dated:Package Details.....

BIDDER TO ATTACH THE POWER OF ATTORNEY IN THEIR OWN FORMAT

(Deviations Statement)**NAME OF WORK:****BIDDING DOCUMENT NO.**

Bidder's Name and Address:

To,

Deputy Manager (Contracts)

Energy Efficiency Services Limited.

(A JV of PSUs of Ministry of Power, Govt. of India) 3rd floor, Buddha Bhavan,

Ranigunj, Secunderabad – 500003

Telangana

Dear Sir,

The following are the deviations and variations from and exceptions to the terms, conditions and specification of the bidding documents for IFB/RfP No. EESL/25-26/SERC-Contracts/TG/Office/OTE-252602. These deviations and variations are exhaustive. We are furnishing below the cost of withdrawal for the deviations and variations stated in this Attachment. We shall withdraw the deviations proposed by us in this Attachment at the cost of withdrawal indicated herein, failing which our bid may be rejected and bid security may be forfeited. We confirm that except for these deviations and variations, the entire work shall be performed as per your specifications and conditions of bidding documents. Further, we agree that additional conditions, variations, deviations if any, found in the proposal documents other than those stated in this Attachment, save those pertaining to any rebates offered, shall not be given effect to:

Section/ Clause	Page	Statement of	Cost of withdrawal
Part/ No.	No.	Deviations/	
Chapter		Variations	

COMMERCIAL DEVIATIONS:

TECHNICAL DEVIATIONS:

Date : (Signature).....

Place :(Printed Name).....

(Designation).....

(Common Seal)

Note: Continuations sheets of like size and format may be used as per Bidder'srequirement.

FORM OF ACCEPTANCE OF FRAUD PREVENTION POLICY

(On the letter head)

To:

Deputy Manager (Contracts)

Energy Efficiency Services Limited.

(A JV of PSUs of Ministry of Power, Govt. of India) 3rd floor, Buddha Bhavan,

Ranigunj, Secunderabad – 500003

Telangana

Sub: Letter of Acceptance of EESL Fraud Policy

Ref: NIT/RFP No.: EESL/06/23-24/SERC-Contracts/AP/Office/OTE-232405, Dated: 12/07/2023

Dear Sir/Madam,

We have read the contents of the Fraud Prevention Policy of EESL and undertake that we along with our associate / collaborator / sub-contractors / sub-vendors / bidders/ service providers shall strictly abide by the provisions of the Fraud Prevention Policy of EESL.

Thanking You,

Yours faithfully,

Signature

.....

Printed Name

Designation.....

Common Seal.....

Date: Place:

FOR DETAILED POLICY, PLEASE VISIT OUR WEBSITE www.eeslindia.org

**REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC FUND
TRANSFER(NEFT)**

From: M/s_____

Sub: RTGS/NEFT Payments

We are agree to accept admissible payments through electronic mode viz RTGS/NEFT. For this, we are providing the requisite information herein below. The RTGS/NEFT charges for the above facility may be deducted/Recovered from our admissible payment.

Name Of City	
Bank Code No.	
Branch Code No.	
Bank's Name	
Branch Address	
Branch Telephone/ Fax No.	
Supplier Account No.	
Type of Account	
IFSC Code for NEFT	
IFSC Code for RTGS	
Supplier's name as per Account	
Telephone No. of Supplier	
Supplier's E-mail ID	
GSTIN of Supplier	
PAN No. of Supplier	

A cancelled cheque against above bank account number is also being enclosed.Encl: As above: -

Confirmed by Banker
of supplier
With Seal

Signature

With stamp & Address

Format for filling details related to Eligibility Conditions and Qualifying Requirement (QR):

(This format is required to be submitted by the Bidder along with data/details/documents submitted in support of meeting criteria for eligibility conditions and QR)

SL NO	DESCRIPTION	TO BE FILLED BY PARTY/ OWNER	
	Address of provided Office Space (Full address of Office space along with land mark)		
	Name of Office Owner (Individual, Companies, Institutions etc.) (Registration certificate from concerned Register to be enclosed in case of companies and institutions.)		
	Name of Contact Person & Telephone No./Mobile No.		
	PAN No. (Xerox copy to be enclosed)		
	GST NO. if any. (Xerox copy to be enclosed)		
	Whether CCTV Cameras with at least one month backup facility installed or not. If Yes, please specify points where installed	YES / NO No. of Cameras: Points:	
	Area of the office (Documents (Property map/ blue print/ any govt document, etc) mentioning Build up & Carpet area to be enclosed)	Total Build up Area (in Sq. ft.)	Total Carpet Area (in Sq. ft.)
	Details of furnishing provided at office space along with photos of property		
	Whether the premises ready for occupation along with furnishing If no then indicate nos of days required for furnishing	YES / NO	
	Type of Building - Commercial or Residential		
	Date of Construction		
	Nos. of toilet		
	Parking space available for department area and to specify how many nos. of vehicles can be parked		

SL NO	DESCRIPTION	TO BE FILLED BY PARTY/ OWNER
	Whether accommodation offered for rent is free from litigation including disputes with regard to ownership, pending taxes / dues or like (Owner to enclose self-declaration on Rs 100 non-judicial stamp paper).	
	On which floor, the premises offered is situated? Is it a Multi-storied Building? If yes, mention the total no. of floors in the building.	
	Firefighting facilities available:	YES / NO
	Fire Exit	YES / NO
	24 Hrs electricity supply availability	YES / NO
	24 Hrs watery supply availability	YES / NO
	Details of power back up facility (if any)	
	Indicate Special Hazards like water logging etc. in the area (if any)	
	Whether there is cross-ventilation and provision for adequate sun light.	YES / NO
	Locality's proximity to the following places in Km: Railway Station Market/ Super Market Hospital Bank Bus Stand	----- KM ----- KM ----- KM ----- KM ----- KM
	Is Proper sanitary/sewerage system available?	YES / NO
	Whether accommodation offered for rent is free from litigation including any encumbrances, disputes with regard to Ownership, pending taxes, dues or life	YES / NO
	Whether any HT/LT Lines are passing in the office premises.	
	Adverse features like polluting Industries, Garbage Yard etc. situated nearby, if any	
	Other facilities and amenities available with the building	

I hereby declare that data/details as filled-in hereinabove are true and correct, in case of any misrepresentation by us suitable action may be taken by EESL as per the provision of RfP Documents and EESL's Policy and Guidelines.

Signature:

Name:

Designation:

For and on behalf of M/s.....

Important Instruction for participation in the e-Bidding:

Interested bidders have to register themselves on the portal www.tenderwizard.com/EESL through M/s. Antares Systems Limited (Application Service Provider (ASP) appointed by EESL) to participate in the bidding under this invitation for bids. It shall be the sole responsibility of the interested bidders to get themselves registered at the aforesaid portal for which they are required to contact M/s. Antares Systems Limited at following contact details to complete the registration formalities:

Bidders are requested to visit “e-Tendering” section at EESL website, www.eeslindia.org for instructions and registration on E-tendering portal.

Steps for Registration on EESL’s E-Procurement Portal

Open portal by entering URL www.tenderwizard.com/EESL.

Download and read Registration Manual from EESL’s e-tendering portal www.tenderwizard.com/EESL

Click on ‘REGISTER’ link for new registration.

Fill all mandatory fields and click on ‘CREATE PROFILE’ button.

On the next page, upload registration related documents and proceed further.

User ID and system-generated password will be displayed. Login and mandatorily change the system-generated password.

Login with your new password and Register your class-III Signing and Encryption Digital Signature Certificate (DSC).

Also read the instructions given under Registration Manual available at home page of EESL website www.tenderwizard.com/EESL.

Note: Online registration shall be done on e-tendering website, i.e., www.tenderwizard.com/EESL & in general, activation of registration may take 24 hours. It is sole responsibility of the bidder to register in advance.

There is no fee for Registration on EESL E-procurement Portal.

Digital Signature Certificate:

It is mandatory for all the bidders to have class-III Digital Signature Certificate (DSC) with signing and Encryption certificate (in the name of person who will sign the BID) from any of the licensed Certifying Agency (Bidders can see the list of licensed CAs from the link www.cca.gov.in) to participate in e-tendering of EESL.

EESL Global Support Telephones and e-mail id

Contact Details: +91-80-45811365, +91-80-45982100, +91-9560095958

mohitkumar@etenderwizard.com, krishna.a@etenderwizard.com

For proper uploading of the bids on the portal namely www.tenderwizard.com/EESL (*hereinafter referred to as the 'portal'*), it shall be the sole responsibility of the bidders to apprise themselves adequately regarding all the relevant procedures and provisions as detailed at the portal as well as by contacting from M/s. Antares Systems Limited.

directly, as and when required, for which contact details are mentioned above. The Employer in no case shall be responsible for any issues related to timely or properly uploading/submission of the bid in accordance with the relevant provisions of Section 2 – ITB of the Bidding Documents.

Tender Conditions applicable for MSE and Start-ups

In case MSE bidders are exempted from submission of Bidding Document fee & Bid Security as per Clause No 1.4 & 2.4 of ITB Section-2, respectively, then bidder has to submit copy of valid 'Udyam Registration Certificate' in Envelop-1 for the purpose of Evaluation. **Micro and Small Enterprises (MSEs) registered with Udyam Registration Portal as specified by Ministry of Micro, Small and Medium Enterprises are exempted from submission of fee towards the cost of Bidding Documents and Bid Security/EMD as per the Provisions of the Public Procurement Policy for Micro and Small Enterprises (MSEs) order 2012, Notification dated 01/06/2020 and 26/06/2020 read in conjunction with related notifications issued from time to time for such enterprises. Such registration should be prior to deadline for submission of Bids.**

1. For claiming the above exemption for Start-ups, a valid certificate of Start-up recognized by 'Department of Industrial Policy & Promotion (DIPP)' along with Business eligibility certificate or any other document issued by Govt/Recognized institute is required in support of product/ service item being tendered.
2. **Purchase Preference to MSEs:** Subject to meeting terms and conditions stated in the tender document including but not limiting to prequalification criteria, 25% of the total quantity of the tender is earmarked for MSEs registered with above mentioned agencies/bodies for the tendered item. Out of the 25% target of annual procurement from micro and small enterprises 4% & 3% shall be earmarked for procurement from micro and small enterprises owned by Scheduled Caste (SC) & Scheduled Tribe (ST) entrepreneurs & Women entrepreneurs respectively. In the event of failure of such MSEs to participate in the tender process or meet the tender requirements and L1 price 4% & 3% sub targets so earmarked shall be met from other MSEs.

Type of tender	Price quoted by MSE	How the tender shall be finalized
Can be split	L1	Full Order on MSE subject to tender evaluation condition
Can be split	Not L1 but within L1+15%	25% order on MSE subject to matching L1 price
Cannot be split	L1	Full Order on MSE
Cannot be split	Not L1 but within L1+15%	Full Order on MSE subject to matching L1 price

2.1 Where the tendered quantity can be split: In a bid, if prices quoted by participating Micro and Small Enterprises (MSEs) fall within the price band of L1+15%, such MSE shall also be allowed to supply 25% of the total tendered quantity by bringing down their prices to L1 prices. In case of more than one such MSE (L1+15%) the supply shall be shared proportionately (to tendered quantity), subject to the condition that such MSEs match the L1 price. Further, 4% out of above 25% shall be from MSEs owned by SC/ST entrepreneurs & 3% out of above shall be from MSEs owned by women entrepreneurs. This quota is to be transferred to the general category MSEs in case of NON-availability

of MSEs owned by SC/ ST entrepreneurs & Women entrepreneurs respectively.

2.2 ***Where the tendered quantity cannot be split/divide:*** In case of tender item is non-split able or non-dividable, etc.: MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

2.3 MSE owned by SC/ST is defined as:

- a. In case of proprietary MSE, proprietor(s) shall be SC /ST
- b. In case of partnership MSE, The SC/ST partners shall be holding at least 51% shares in the enterprise.
- c. In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

2.4 MSE owned by Women is defined as:

- a. In case of proprietary MSE, proprietor(s) shall be Women
- b. In case of partnership MSE, The Women partners shall be holding at least 51% shares in the enterprise.
- c. In case of Private Limited Companies, at least 51% share shall be held by Women promoters.

If bidder does not provide appropriate document or any evidence to substantiate the above, then it will be presumed that he does not qualify for any preference admissible under the Public Procurement Policy, 2012.

3. For relaxing the PQ/QR conditions regarding prior turnover and prior experience for MSEs and start-ups, the prior turnover and prior experience will be as under subject to their meeting of quality and technical specifications: -

Category of tender	Past experience	Average Turn Over	Award Philosophy
Can be split as per tender conditions	25% of total experience as required for general bidders	25% of total ATO as required for general bidders	<p>(a) If MSE is L1, order will be given as per split criteria in order of ranking as defined in the tender document which could be greater than 25%. The treatment for award will be same for MSE as general bidder.</p> <p>(b) If MSE is other than L1 bidder, then the split criteria as per tender condition will be followed subject to price matching with L1 bidder in order of ranking treating the MSE bidder(s) at par with the general bidder. In such event also, order(s) going to MSE bidder(s) could be greater than 25%. If order(s) going to MSE bidder(s) is/are less than 25% after the matching of rates with L1 bidder by adopting the tender split criteria, then the clause of purchase preference for award to MSE bidder(s) up to 25% of the tendered quantity subject to matching L1 rates will be followed to make the total quantity going to MSE bidder(s) @ 25%; provided the rates are within L1+15% range. In such cases, remaining quantity after award of 25% to MSE bidder(s) shall be distributed amongst other eligible bidders in the pre-</p>

			<p>declared split ratio. If order(s) going to MSE bidder(s) is less than 25% and also MSE bidder(s) not meeting the condition of purchase preference clause i.e. quoted rates not within L1+15% range, then the order(s) quantity going to MSE bidder(s) in such cases shall be less than 25% which will be in line with the tender conditions.</p> <p>(c) If MSE is in the range of L1+15% and not getting the order after splitting and award is going to all non MSE bidder(s), then in such event 25% will be awarded to MSE bidder(s) who fall in the range of L1+15% subject to price matching and remaining 75% will be awarded as per the tender conditions to general bidders subject to matching L1 rates.</p> <p>(d) If after splitting MSE bidder(s) are getting order for more than or equal to 25%, then other MSE bidder(s) will not be awarded any work under purchase preference clause even if they fall in the range of L1+15%. However, they will be considered for award of work as any other general bidder as per tender conditions subject to matching of rates in order of ranking.</p>
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			<p>(e) If MSE bidder is a single resultant vendor, then the quantity that would be considered for award to such bidder will be as defined in the pre-declared split ratio to L-1 bidder in the tender condition; provided the quoted rates of the bidder are found reasonable by EESL. However, EESL reserves the right to award 100% quantity to such MSE bidder provided the MSE bidder has got ATO which is corresponding to the cumulative applicability for 100% order value. In case, where ATO of the MSE bidder is less than what is required for 100% cumulative order value, then work may be awarded to such MSE bidder in proportion to the ATO. For exp: If ATO of MSE bidder is 56% of the cumulative ATO requirement of 100% order value, then maximum 56% work may be awarded to the MSE bidder. However, in such case EESL reserves the right to award appropriate quantity based on the existing requirement and such decision will be taken by EESL which will be binding on the bidder. EESL may take consent from the bidder for award of such quantity (which is</p>
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			over and above the quantity to be allotted to L-1 bidder as per pre-declared split ratio) before award.
Cannot be split as per tender conditions	25% of total experience as required for general bidders	85% of total ATO as required for general bidders	<p>(a) If MSE is L1, 100% order will be given to MSE.</p> <p>(b) If MSE is within the range of L1 + 15%, 100% order will be given to MSE subject to price matching with L1 bidder.</p> <p>(c) If MSE is not L1 and not in range of L1 + 15%, no work will be given to MSE.</p>

4. Start-ups are also covered under 25% purchase preference from procurement basket of MSEs as defined in point (3) above, provided that participating Start-ups submit all the relevant documents pertaining to MSEs as defined in point (1) above and documents for start-ups as defined in point (2) above.

whereas, startup means an entity, incorporated or registered in India:

- i Not prior to seven years, however for Biotechnology Startups not prior to ten years,
- ii With annual turnover not exceeding INR 25 crore in any preceding financial year, and
- iii Working towards innovation, development or improvement of products or processes or services, or if it is a scalable business model with a high potential of employment generation or wealth creation
- iv Provided that such entity is not formed by splitting up, or reconstruction, of a business already in existence. Provided also that an entity shall cease to be a Startup if its turnover for the previous financial years has exceeded INR 25 crore or it has completed 7 years and for biotechnology startups 10 years from the date of incorporation/ registration.

Note: For Start-up firms, Gazette Notifications dated: 17-Feb-2016, G.S.R. 180 (E), and subsequently issued notifications will be considered.

NOTES: -

- a) In case where tender quantity can be split and MSE bidder is already getting order more than 25% of the tender value, no additional purchase preference is required to be given

in that tender.

- b) In case MSE bidder is already getting order for less than 25% of the tender quantity, purchase preference to this and other MSE vendor (together) shall be given only up to the differential quantity to make total as 25% to MSE vendor subject to L1+15% and price matching.
- c) Public Procurement policy is meant for procurement of goods produced and services rendered by Micro and Small Enterprises. The preference to MSEs is not applicable for works contracts where supply of goods not produced by MSEs is also involved.
- d) The eligibility of MSE bidders for any other benefits/relaxations for MSE bidders indicated in Tender documents shall be as indicated in the above “Tender conditions for Benefits/Preference for Micro & Small Enterprises (MSEs).”
- e) If bidder submits Bid Document Fee and also MSE certificate along with the offer, then the bidder will be treated as general bidder and no relaxation will be given to such bidders pertaining to MSE’s.
- f) The registration certificate must be valid as on bid closing date of the tender. Bidder shall ensure validity of certificate in case bid closing date is extended. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate till the end date of bid submission, are not eligible for any exemption/preference and will not be considered. Such offers will be treated as offers received without EMD and out rightly rejected.
- g) Traders, resellers, distributors and agents will not be considered for availing benefits under PP Policy 2012 for MSEs.

(Price-Bid)

(For Reference Purpose Only, please fill it online only)

Name of work: “Hiring Of Office Accommodation on Monthly Rent/Lease Basis at Hyderabad in the State of Telangana”.**[To be Filled Online Only]****Price Schedule:**

DESCRIPTION OF WORK	Rent in INR/Per Sq.ft./Mont (exclusive of GST)	Rent for Maintenance charges & entire Infrastructure (INR per sq. ft./Month) (exclusive of GST)	Total carpet area offered in Sq. Ft.)	Rental charges per month (exclusive of GST)	TOTAL NO. OF MONT HS	TOTAL AMOUNT IN INR (exclusive of GST)	TOTAL AMOUNT IN INR (Exclusive of GST) In Words
	[A]	[B]	[C]	[D=(A+B)*C]	[E]	[F=D*E]	
Office rent for 1 st year (from 1 st to 12 th month)					12		
Office rent for 2 nd year (from 13 th to 24 th month)					12		
Office rent for 3 rd year (from 25 th to 36 th month)					12		
Total Amount INR							

Note: Bidder has to mandatorily quote for all the line items. Tender will be evaluated for Total price exclusive of GST. Techno-commercially suitable bidder having the lowest price i.e. lowest price in Price Bid table shall be L-1 bidder. Price bid should be un-conditional, failing which the bid shall be summarily rejected. Price will remain firm till the execution of the contract.

Other terms and conditions: -

- The Bidder shall indicate in the Price Bid, the unit prices in ₹ (INR) and total Bid prices of the Goods & Services in the prescribed format only.
- Bidders shall quote for the complete requirement of Services specified under the Contract on a single responsibility basis, failing which such Bids will not be taken into account for evaluation and will not be considered for award.
- Participating bidders taking cognizance of the scope of work shall quote the prices accordingly.
- If there is a discrepancy between words and figures, the amount written in words will prevail.
- The bidder shall submit PAN and GST Registration Certificate in support of claim of GST.
- I/We have read all the terms and conditions of the RfP/IFB/NIT and the Annexure(s) thereto and agree to accept and abide by the same in total. The above quotation has been prepared after taking into account all the terms and conditions of the RfP/IFB/NIT.

Dated:

Fax no:

(SEAL)

Signature of tenderer or

Their authorized Representative:

Name & Address of tenderer:

Ph no: