

भारतीय राष्ट्रीय महासागर सूचना सेवा केंद्र
पृथ्वी विज्ञान मंत्रालय, भारत सरकार
“ओशियन वैली”, प्रगति नगर (बी. ओ), निज़ामपेट (एस. ओ), हैदराबाद – 500 090
दूरभाष सं. 040-2388 6002 / 23886074 फैक्स : 040-2389 2910 / 2389 5001
INDIAN NATIONAL CENTRE FOR OCEAN INFORMATION SERVICES
Ministry of Earth Sciences, Government of India
“Ocean Valley”, Pragathi Nagar (BO), Nizampet (SO), Hyderabad - 500 090
Phone No.040-2388 6002/23886074 Fax: 040-2389 2910/2389 5001

इंकोईस.क्रय: 97/2025
Ref. INCOIS: PUR:97/2025

दिनांक: 27. 08.2026
Date: 27. 08. 2026

सरकारी ई बाज़ार द्वारा निविदा सूचना आमंत्रण
Notice Inviting Tender through Government E Market Place (GeM)

भारतीय राष्ट्रीय महासागर सूचना सेवा केंद्र, हैदराबाद भारत सरकार के पृथ्वी विज्ञान मंत्रालय के अंतर्गत एक स्वायत्त निकाय है।
Indian National Centre for Ocean Information Services (INCOIS), Hyderabad is an autonomous body under Ministry of Earth Sciences, Government of India.

निम्न विवरणों के लिए पंजीकृत विक्रेताओं से निविदाओं/बोलियों को आमंत्रित किया जाता है। जीईएम की एक अधिप्राप्ति होने के नाते बोलियों को केवल सरकारी ई बाज़ार (जीईएम) <http://gem.gov.in/> द्वारा ऑनलाइन से ही जमा किया जाए। एनआईटी का संक्षिप्त विवरण नीचे दिया जा रहा है।

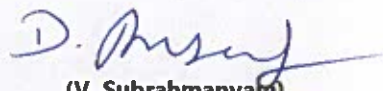
Tenders/Bids are invited from registered vendors of GeM for the following items. Being a GeM procurement, the bids has to be submitted online through **Government E- Market Place (GeM)** <http://gem.gov.in/> only. The brief details of NIT are appended below.

क्र. सं. S I. No	कार्य का नाम Name of the Work	बोली संदर्भ सं. Bid Reference No.	बोली संख्या एवं दिनांक Bid Number and Date	बोली समाप्ति की तारीख और समय Bid end date and Time
(1)	“इंकोईस कैंपस में इलेक्ट्रिकल, एचवीएसी, सिविल और पीएचई इंस्टॉलेशन के लिए 24x7 ऑपरेशन और मेंटेनेंस मैनपावर की आउटसोर्सिंग हेतु न्यूनतम वेतन अधिनियम के तहत वार्षिक अनुबंध।” “Annual Contract for outsourcing of 24x7 Operation and Maintenance Manpower for Electrical, HVAC, Civil and PHE Installation at the INCOIS, Campus under Minimum wages act”.	इंकोईस.क्रय: 97/2025 INCOIS: PUR: 97/2025	जीईएम/2026/बी/7954210 दिनांक: 25.08.2026 GEM/2026/B/7954210 dated 25.08.2026	15.09.2026 21:00:00

जीईएम की एक अधिप्राप्ति होने के नाते बोलियों को केवल जीईएम पोर्टल अर्थात बोली/आरए के खाने के अंतर्गत <http://gem.gov.in/> द्वारा ऑनलाइन से ही जमा किया जाए। किसी भी प्रकार की सहायता के लिए कृपया जीईएम पोर्टल की हेल्प लाइन से संपर्क करें। निम्न अधिकारियों से भी संपर्क किया जा सकता है: श्री वी. सुब्रह्मण्यम (ईमेल: manyam@incois.gov.in; फोन नं. 040 2388 6022) / श्री दसारी प्रसाद (ईमेल: dasariprasad@incois.gov.in; फोन नं. 040-2388 6082)

Being a GeM procurement, the bid has to be submitted online through the GeM portal i.e., <http://gem.gov.in/> under the Bids/RAs column. For any assistance, please contact help line of GeM portal. The following officials may also be contacted: Mr. V. Subrahmanyam (email: manyam@incois.gov.in; Phone No. 040 2388 6022)/Mr. Dasari Prasad (email: dasariprasad@incois.gov.in Phone No. 040-2388 6082)




(V. Subrahmanyam)
प्रशासनिक अधिकारी (क्रय)/ Administrative Officer (Purchase)
निविदा आमंत्रण प्राधिकारी, इंकोईस/
Tender Inviting Authority, INCOIS

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	15-09-2026 21:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	15-09-2026 21:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Earth Sciences
विभाग का नाम/Department Name	Department Of Earth Sciences
संगठन का नाम/Organisation Name	Earth Sciences Secretariate
कार्यालय का नाम/Office Name	Indian National Centre For Ocean Information Servi
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :bala@incois.gov.in Buyer Email id: dasariprasad@incois.gov.in
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; ITI; Others , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Secondary School; Others
अनुबंध अवधि /Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	175 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	GeM verified turnover
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details

क्या आप निविदकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भग लेने वाले सभी निविदकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	4 Days
न्यूनतम मूल्य/Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	34495008
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	690000

ईपीबीजी विवरण /ePBG Detail

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एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) / ePBG Percentage (%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) / Duration of ePBG required (Months).	38

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Director INCOIS

Payable at Hyderabad Indian National Centre for Ocean Information Services, Ministry of Earth Sciences, Pragathi Nagar, Hyderabad -500090
(Director Incois)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT

Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.

3. The minimum average annual financial turnover of the bidder during the last three financial years, ending on 31st March of the previous financial year, should be as indicated in the bid document. The turnover of the bidder shall be validated by the system based on the financial data available on the GeM portal. The average turnover shall be calculated based on the last three financial years where data is available; in case data is available for only two of the last three financial years, the average shall be computed based on those two years. In case the date of constitution / incorporation of the bidder is less than three years old, the average turnover in respect of the completed financial years after the date of constitution / incorporation shall be taken into account for this criterion. No separate documentary evidence is required to be uploaded by the bidder for this criterion, as the system shall derive and validate the turnover figures from the data available on the GeM portal.

4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:As Per Tender Document

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:As Per Tender Document

Scope of work & Job description:[1787668643.pdf](#)

In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful

bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:1787668652.pdf

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc If required:1787668657.pdf

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:1787668664.pdf

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
04-09-2026 11:00:00	In Hybrid Mode at INCOIS,Hyderabad

Manpower Outsourcing Services - Minimum Wage - Skilled; ITI; Others (6)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	ITI
Type of Function	Others
List of Profiles	Electrician
Specialization	Electrical technicians hold a valid Wireman Electrician license, and at least one person with an 11 kV Supervisor license is available for HT operation
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	3.85

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Giridhar	500090, Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	6	• Minimum daily wage (INR) exclusive of GST : 1008 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 75 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Skilled; ITI; Others (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	ITI
Type of Function	Others
List of Profiles	Electrician
Specialization	Electrical technicians hold a valid Wireman Electrician license, and at least one person with an 11 kV Supervisor license is available for HT operation
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	3.85

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Giridhar	500090,Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	1	• Minimum daily wage (INR) exclusive of GST : 1008 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 75 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Secondary School; Others (6)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Semi-skilled
Educational Qualification	Secondary School

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Electrician
Specialization	Electrical Maintainance and Support Experience
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	3.85

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Giridhar	500090,Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	6	• Minimum daily wage (INR) exclusive of GST : 918 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 75 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Secondary School; Others (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Semi-skilled
Educational Qualification	Secondary School
Type of Function	Others

विवरण/ Specification	मूल्य/ Values
List of Profiles	Electrician
Specialization	Electrical Maintainance and Support Experience
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	3.85

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषितो/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषितो/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Giridhar	500090, Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	1	• Minimum daily wage (INR) exclusive of GST : 918 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 75 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Skilled; ITI; Others (5)

तकनीकी विशेषताएँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	ITI
Type of Function	Others
List of Profiles	Certified RAC Technicians

विवरण/ Specification	मूल्य/ Values
Specialization	Operating chiller plant, AHUs and PAC monitor temp humidity and BMS carry out the cooling tower chemical dosing per the HVAC CAMC regime etc
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	3.85

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Giridhar	500090, Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	5	• Minimum daily wage (INR) exclusive of GST : 1008 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 75 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Skilled; ITI; Others (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	ITI
Type of Function	Others
List of Profiles	Certified RAC Technicians

विवरण/ Specification	मूल्य/ Values
Specialization	Operating chiller plant, AHUs and PAC monitor temp humidity and BMS carry out the cooling tower chemical dosing per the HVAC CAMC regime etc
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	3.85

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Giridhar	500090,Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	1	• Minimum daily wage (INR) exclusive of GST : 1008 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 75 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Secondary School; Others (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Semi-skilled
Educational Qualification	Secondary School
Type of Function	Others

विवरण/ Specification	मूल्य/ Values
List of Profiles	Certified RAC Technicians
Specialization	HVAC maintenance support experience
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	3.85

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Giridhar	500090, Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	1	• Minimum daily wage (INR) exclusive of GST : 918 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 75 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Skilled; ITI; Others (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	ITI
Type of Function	Others
List of Profiles	Plumber

विवरण/ Specification	मूल्य/ Values
Specialization	Operating pumps and maintain tank levels weekly firepump test attend first line plumbing and sanitary complaints, water log, coordinate HMWSSB tankers, inspect and report sewer stormdrain defects
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	3.85

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Girdhar	500090,Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	3	• Minimum daily wage (INR) exclusive of GST : 1008 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 75 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Skilled; ITI; Others (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	ITI
Type of Function	Others
List of Profiles	Carpenter

विवरण/ Specification	मूल्य/ Values
Specialization	Minor carpentry and civil upkeep, false ceiling and minor masonry painting touch up assist skilled trades
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	3.85

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Giridhar	500090, Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	1	• Minimum daily wage (INR) exclusive of GST : 1008 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 75 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Secondary School; Others (1)

तकनीकी विशेषताएँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Semi-skilled
Educational Qualification	Secondary School
Type of Function	Others

विवरण/ Specification	मूल्य/ Values
List of Profiles	Mason
Specialization	Minor carpentry and civil upkeep, false ceiling and minor masonry painting touch up assist skilled trades
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	3.85

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.N o.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Giridhar	500090, Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	1	• Minimum daily wage (INR) exclusive of GST : 918 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 75 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Annual Contract for outsourcing of 24x7 Operation and Maintenance Manpower for Electrical, HVAC, Civil and PHE Installations at the INCOIS, Campus under Minimum Wages Act.

Payment Terms :

Payment is made monthly in arrears, on satisfactory completion of the month's deployment, by RTGS / NEFT; no advance is paid. The invoice is accompanied by the attendance register, the wage-payment proof (bank transfer) and the EPF and ESI challans (as applicable) for the previous month, the statutory compliance certificate, the KPI tracker and the monthly performance report. INCOIS releases payment within 30 days of issue of the Service Receipt and Acceptance Certificate (SRAC) on GeM and online submission of the invoice with the documents listed above, after deduction of penalties (Section 8) if any, statutory dues and TDS; this 30-day period is an ATC deviation from the ten-day period in the GeM GTC and prevails over it; an invoice not accompanied by the wage / PF / ESI proof is treated as incomplete. GST is paid extra at actual. Pro-rata deduction applies for any unmaned post.

Contract period: The Contract is for 3 (three) years from the date of commencement, extendable by INCOIS in writing by up to 2 (two) further years on the same terms, subject to satisfactory performance.

The bidders are required to quote only the Service Charge strictly as a percentage of the Total Monthly Wage Cost as defined in Section 9.2. Tenders received with "NIL" charges (or) "COMPLIMENTARY" (or) charges below 3.85% shall be DISQUALIFIED. The bidders are required to be careful while quoting the rate of Service Charge.

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.

5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, In case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and

Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



INCOIS: PUR: 97/2025

25-08-2026

Open Tender Enquiry for 'Annual Contract for outsourcing of 24x7 Operation and Maintenance Manpower for Electrical, HVAC, Civil and PHE installations at the INCOIS, Campus under Minimum Wages Act'.

Dear Sirs,

On behalf of Director, INCOIS tenders are invited under a "Single Packet Bid System" comprising unified Technical, Eligibility, and Commercial documentation from Contractors with appropriate registration having adequate resources and setup dealing with the similar services like **"outsourcing of 24x7 Operation and Maintenance Manpower for Electrical, HVAC, Civil and PHE Installations "**

1.	Name of the work	:	Annual Contract for outsourcing of 24x7 Operation and Maintenance Manpower for Electrical, HVAC, Civil and PHE Installations at the INCOIS, Campus under Minimum wages act
2.	BID Reference No.	:	INCOIS: PUR: 97/2025 dated 19 August 2026
3.	Earnest Money Deposit (EMD)	:	Rs.6,90,000/- (Rupees six lakhs and ninety thousand only)
4.	Last date for seeking clarifications	:	29-08-2026
5.	Pre Bid Conference (Hybrid)	:	04-09-2026 1100 Hrs
6.	Due date Bid submission	:	15-09-2026 1700 Hrs
7.	Bid opening date	:	15-09-2026 1730 Hrs

The offers, in the prescribed format, shall be submitted through online Government e- Marketplace at <http://gem.gov.in>

Postal/ Location Address

Indian National Centre for Ocean Information Services (INCOIS)
Ministry of Earth Sciences, Govt. of India,
Ocean Valley, Pragathi Nagar (BO), Nizampet (SO)
Hyderabad - 500 090
Ph.No.040-2388 6000

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1. Introduction

The Indian National Centre for Ocean Information Services (INCOIS), Hyderabad, is an autonomous body under the Ministry of Earth Sciences, Government of India, and the operational nodal agency for round-the-clock ocean information services, ocean-state forecasts and tsunami early warnings for the Indian Ocean region. INCOIS operates from a purpose-built, multi-block campus at Pragathi Nagar, Hyderabad 500090, with continuous operations and data rooms, the Tsunami Warning Centre, research laboratories, office, guest and residential blocks and the associated utility installations. As a 24x7 mission-critical national facility, the uninterrupted functioning of these services is fundamental to the INCOIS mandate.

INCOIS invites bids for the outsourcing of 24x7 Operation & Maintenance manpower to operate, monitor and give first-level response across the Electrical, HVAC, Civil and PHE installations, for an initial period of three (3) years, extendable by up to two (2) further years on the same terms, subject to satisfactory performance. The successful bidder to whom this contract is awarded (the "Contractor") provides qualified manpower working to defined standard operating procedures, statutory requirements and service levels; the preventive, predictive and breakdown maintenance, all spares and OEM work are carried out under the three separate Comprehensive Annual Maintenance Contracts (CAMC) for Electrical, HVAC and Civil & PHE. This contract does not duplicate the CAMC scope.

This is one of a coordinated set of four INCOIS facility contracts. The outsourced manpower operates the systems round the clock (switching, plant operation, control-room watch, daily logbooks, first response and the day-to-day cooling-tower chemical dosing under the HVAC CAMC's regime), monitors every asset, gives first-level troubleshooting and rectification, documents the logbooks, and coordinates with and supports the three CAMC contractors during preventive and breakdown maintenance. The clear separation

of operation from maintenance is the purpose of this arrangement; the boundaries are set out at Section 4 and the matrix at Annexure VI.

2. Instructions to Bidders

These instructions govern the preparation and submission of bids. They are read with the General Conditions of Contract at Section 10.

2.1. Evaluation and award

Evaluation will be conducted under a unified Single Packet System. Bidders must meet all Stage-1 eligibility criteria and achieve the baseline technical scoring to be considered. The contract will be awarded to the responsive bidder quoting the lowest Service Charge percentage (L1) from the submitted packet.

2.2. Right to reject

INCOIS may seek clarification on any submitted document, may verify any claim independently, and reserves the right to accept or reject any or all bids, or to cancel or alter the scope / manpower of the tender, without assigning reasons and without any liability. Conditional or incomplete bids and bids with material deviations are liable to rejection.

2.3. Integrity and falsification

Any falsification or suppression of information leads to disqualification and forfeiture, and action as per rules. A non-blacklisting and integrity declaration (Annexure II) is mandatory.

3. Eligibility and Technical Evaluation

3.1. Stage-1 — Mandatory Eligibility (Pass / Fail)

A bidder must meet every criterion below. Non-submission or non-compliance on any one criterion leads to rejection at Stage-1. INCOIS may seek clarification on a submitted document, but no new document is accepted after the final bid closing date

Sl.	Criterion	Documentary proof
1	Indian legal entity (Company / LLP / Partnership / Proprietorship) with valid PAN and GSTIN.	Incorporation / registration + PAN + GSTIN
2	Valid Contract Labour (R&A) licence / registration and valid registration with the Labour Commissioner.	CLRA licence / registration
3	Valid EPFO and ESIC registration with current contributions (ECR / challans not older than 90 days).	Registrations + latest 3 months ECR / challans with UTR
4	Average annual turnover $\geq$ Rs 1.75 Crore from manpower / facility-management / O&M services in the last 3 FYs (2023-24 to 2025-26), with net profit in at least 2 of the 3 FYs.	CA-certified turnover + FY-wise profitability certificate + audited financials
5	Similar work in the last 7 years: round-the-clock O&M manpower deployment at an institutional / multi-block / mission-critical facility. One work $\geq$ Rs 2.76 Cr, OR two each $\geq$ Rs 1.72 Cr, OR three each $\geq$ Rs 1.38 Cr.	Work orders + completion / client certificates (24x7 nature, scope, value, dates) + client contacts
6	At least one deployable person holding a valid 11 kV Electrical Supervisor's Certificate of Competency for HT operations.	Supervisor certificate + employment proof
7	Labour-law compliance undertaking (Annexure III).	Signed, stamped undertaking
8	Non-blacklisting and integrity declaration (Annexure II): not blacklisted / debarred by any Government Department / PSU / autonomous body / GeM / CVC.	Notarized affidavit / self-declaration
9	Hyderabad presence of at least 1 year, OR a signed undertaking to set up a functional Hyderabad office within 15 days of award.	Lease + utility bill / Udyam / Shops & Establishment /

Sl.	Criterion	Documentary proof
		Hyderabad CLRA, OR undertaking
10	Mandatory pre-bid site visit completed.	Site-visit certificate (Annexure I)
11	EMD as in the NIT, or MSE / Startup exemption.	DD / BG / online proof, OR Udyam / DPIIT certificate
12	Unconditional acceptance of the tender; signed on every page.	Signed tender document
13.	Solvency / banker's certificate (Scheduled Commercial Bank, <= 12 months old) for Not Less Than 1.37 Cr	

MSME / Startup relaxation: MSEs with valid Udyam registration and DPIIT-recognized Startups are exempt from the turnover (Sl. 4) and similar-work (Sl. 5) criteria at Stage-1 and from EMD, and are given a deemed 50% of the marks for the corresponding Stage-2 parameters. All other criteria, including the HT-supervisor requirement at Sl. 6, remain mandatory for all bidders (PPP-MSE Order 2012; GFR 2017).

3.2. Stage-2 — Technical Scoring (100 marks; minimum qualifying 70)

All components of the Single Packet will be opened simultaneously. The technical committee will score parameters out of 100 marks. Bids failing to meet the minimum qualifying technical score of 70 will be rejected as non-responsive.

Sl.	Parameter and scoring slabs	Max	Self-score
1	Relevant experience in O&M manpower for similar 24x7 facilities (last 7 years; verifiable). [+15] Stage-1 minimum; [+20] +1 additional work; [+25] +2 works; [+30] +3 or more works, OR a multi-site 24x7 O&M contract over 3+ campuses. Bonus (within 30): mission-critical / data-centre facility experience +2. MSE / Startup: deemed 15 of 30 where the similar-work criterion (Sl. 5, Stage-1) is waived.	30	
2	Financial strength: average annual turnover and profitability (last 3 FYs). [+10] meets the Stage-1 minimum (Rs 1.75 Cr); [+15] >= Rs 3 Cr; [+20] >= Rs 6 Cr. MSE / Startup: deemed 10 where waived.	20	
3	Solvency / banker's certificate (Scheduled Commercial Bank, <= 6 months old). [+6] up to Rs 1 Cr; [+8] Rs 1-2 Cr; [+9] Rs 2-3 Cr; [+10] >= Rs 3 Cr.	10	
4	Local service capability (Hyderabad). [+4] basic office; [+7] office + on-site local supervisor + documented standby manpower pool; [+10] all the above + named 24x7 escalation manager + workshop / tools / stock.	10	
5	Company profile and infrastructure (organisational strength, equipment, management systems). [+5] basic profile; [+8] dedicated O&M division + work-management system; [+10] plus 2 or more concurrent institutional O&M contracts and management depth.	10	
6	Quality certifications (additive; NABCB / IAF-MLA). [+2] ISO 9001:2015; [+2] ISO 45001:2018; [+1] ISO 14001:2015.	5	
7	Manpower deployment undertaking: signed commitment to deploy qualified manpower per the tender, with the alternate-pathway and trade-test acceptance. [+5] full undertaking.	5	
8	Escalation matrix and acceptance of retaining key personnel (continuity / low-churn undertaking). [+5] full.	5	
9	Client references and past performance (last 5 years; Govt / PSU / institutional	5	

Sl.	Parameter and scoring slabs	Max	Self-score
	preferred). [+1] 1 reference ... [+5] 5 or more.		
	TOTAL	100	

All claimed evidence is verifiable. INCOIS may verify any claim with clients, certifying bodies or banks before finalising scores. If two or more technically qualified bidders quote the same service charge, the tie is resolved per the GeM portal methodology.

4. Scope of Work

The Contractor deploys qualified manpower to operate, monitor and give first-level response across the Electrical, HVAC, Civil and PHE installations round the clock, to defined SOPs and service levels. The scope is operation and first response; the preventive, predictive and breakdown maintenance, all spares and OEM work are carried out by the three CAMC contractors. The boundaries below are mandatory and are read with the coordination clause at Section 6 and the matrix at Annexure VI.

4.1. Common operational duties

Round-the-clock operation and monitoring of all utilities and building services to design intent, with hourly logbook / BMS readings and shift handover; first-level troubleshooting and stabilizing actions on any alarm or breakdown (switch to backup power, isolate a leak, reset a tripped device after investigating the cause) and escalation to the relevant CAMC contractor / INCOIS within the service level agreement (SLA); operating the assets safely under the Permit-to-Work system, supporting and escorting the CAMC and OEM teams during preventive and breakdown maintenance and recording completion in the coordinated logbook; and daily housekeeping of plant rooms, logbooks, registers, help-desk manning and the consolidated daily report.

4.2. Electrical operation

Operate and monitor the HT substation, LT panels, DG sets, UPS and distribution: hourly readings of voltage, current, load and battery levels; on a grid outage ensure the DG auto-starts and the critical loads ride through on UPS; daily panel-indicator and earthing checks; first-line actions such as replacing a blown fuse, resetting a tripped breaker after investigation and logging a failed lamp/fitting for Electrical CAMC replacement; ensuring diesel stock; and coordinating with TGSPDCL and the Electrical CAMC. HT operation is by a person holding a valid 11 kV Electrical Supervisor's Certificate of Competency for HT operations, as required at Stage-1 Sl. 6 and Section 5.2. All preventive and breakdown maintenance, spares and statutory testing are the Electrical CAMC's scope; the rooftop solar PV is maintained by M/s Cleanmax under the RESCO PPA (the operator only records the daily generation reading).

4.3. HVAC operation

Operate and monitor the chiller plant, cooling towers, AHUs / FCUs and the Precision Air Conditioning units in the data centre and warning rooms: adjust setpoints (with approval), start / stop plant per schedule, monitor temperature, pressure and BMS alarms, keep the labs and server rooms within band, and carry out the day-to-day manual cooling-tower chemical dosing as per the regime fixed and supplied by the HVAC CAMC. Visual checks only of filters, belts, condensate drains and refrigerant-leak signs are made and reported to the HVAC CAMC; the operator does not carry out AHU filter cleaning, belt replacement or any refrigerant-circuit work, which are the HVAC CAMC's scope. Minor first-line fixes (tightening a loose control-panel connection after switch-off, cleaning a split-AC outdoor coil, resetting a tripped PAC) are within this scope.

4.4. Civil, PHE and plumbing operation

Operate the water-supply system (bore-well and transfer pumps, overhead-tank levels), carry out the weekly fire-pump / jockey-pump test, attend first-line plumbing complaints (taps, washers, drain unblocking, first-line sanitary-fitting repair, cistern fittings), maintain the daily water log and coordinate HMWSSB / tanker supply, and carry out minor carpentry and minor civil upkeep (door / lock / closer, false-ceiling tile, minor masonry and painting touch-up). Sewer-line jetting, deep cleaning, semi-annual UG-sump and OHT-tank cleaning, pre-monsoon storm-drain cleaning, STP and RO plant operation and maintenance, and civil works beyond a minor first-line repair are the Civil & PHE CAMC's scope; the operator inspects, reports, escorts the CAMC team and records completion. New fixtures and materials are supplied by INCOIS or the relevant CAMC.

4.5. Boundaries — what is excluded (carried out by the CAMC contractors)

To avoid duplication across the four INCOIS contracts, the following are excluded from this contract and are read with the matrix at Annexure VI:

- All preventive, predictive and breakdown maintenance, spares, OEM / ASP work and statutory testing of the electrical, HVAC and civil / PHE assets (the three CAMCs).
- STP operation and maintenance, RO plant CAMC, pest control, sewer jetting, tank / sump / lake cleaning and item-rate civil works (Civil & PHE CAMC).
- Refrigerant handling, AHU filter / belt / coil maintenance and HVAC spares (HVAC CAMC); HT / LT maintenance, transformer / DG / UPS servicing and electrical spares (Electrical CAMC).
- Rooftop solar PV plant O&M (M/s Cleanmax under the RESCO PPA).

Supply of materials, spares and new fixtures is by INCOIS or the relevant CAMC; this contract provides manpower and the associated tools only. Any minor consumables specifically listed are arranged as agreed.

5. Manpower Deployment, Qualifications and Duties

5.1. Minimum manpower deployment

The Contractor deploys at least 26 personnel, 19 on the round-the-clock (A, B, C shifts, 365 days) and 7 in the general shift (26 days per month), as approved by the TFE Committee, with relievers so that no shift or post is left unmanned. The Contractor prices all manpower within the Price Bid.

Discipline	24x7 (A, B, C shifts, 365 days)	General shift (26 days/mo)	Indicative purpose
Electrical	2 skilled electricians + 2 semi-skilled helpers per shift	1 skilled technician + 1 helper	Substation, DG, UPS, LT operation and emergency response
HVAC	2 skilled HVAC technicians per shift (A & B); 1 (C shift)	1 skilled technician + 1 helper	Chiller plant, AHUs, PAC, cooling towers, monitoring and dosing
Civil / PHE / Plumbing	1 plumber per shift (A & B, except Sundays)	1 skilled plumber + 1 semi-skilled civil technician + 1 carpenter (except Sundays / holidays)	Water supply, sanitary, storm / sewer networks, first-line civil
Total	19 nos x 365 days	7 nos x 313 days	Plus relievers for weekly offs, leave and absence

Shift timing: A, B and C shifts in 8-hour rotations (for example A 0600-1400, B 1400-2200, C 2200-0600), subject to adjustment by INCOIS; the general shift is 0900 to 1800 including lunch. Adequate overlap and handover is ensured; relievers cover weekly offs, leave and absenteeism. A site supervisor / engineer-in-charge of the Contractor coordinates the deployment, the help-desk and the CAMC interface. As the plumber post covers only the A and B shifts (except Sundays), a C-shift or Sunday plumbing emergency is first attended by the on-duty electrician / helper, who isolates the affected supply/fitting and raises the complaint; a reliever plumber attends on call within 1 hour.

5.2. Qualifications

Skilled technicians (Electrical / HVAC / Plumber / Carpenter): ITI or equivalent trade certificate in the relevant trade, with 3 to 5 years of O&M experience on similar installations. Electrical technicians hold a valid Wireman / Electrician license, and at least one person with an 11 kV Supervisor license is available for HT operation. Semi-skilled helpers: secondary-school education with 1 to 2 years of maintenance-support experience.

Alternate pathway: a suitably experienced person without a formal ITI (except for HT operation, where a Wireman / Supervisor license is mandatory without exception) may be proposed for a skilled post with at least 7 years of continuous, verifiable trade experience (appointment letters / EPFO UAN records / notarized affidavit / two client endorsements) and on passing a trade test set by INCOIS (system knowledge, tool use, drawing reading, emergency procedures; minimum 70%). Such deployment is capped at 40% of the skilled manpower in any single trade; the majority hold formal ITI / trade certificates.

5.3. Duties by trade (summary)

Electrical technicians: operate and monitor HT / LT, DG, UPS and lighting; hourly readings; ensure DG auto-start and UPS ride-through on an outage; first-line fuse / breaker / lamp action; earthing checks; diesel stock; coordinate with TGSPDCL and the Electrical CAMC.

HVAC technicians: operate the chiller plant, AHUs and PAC; monitor temperature, humidity and BMS; carry out the cooling-tower chemical dosing per the HVAC CAMC regime; visual checks of filters / belts / drains / leaks reported to the HVAC CAMC; first-line resets and split-AC coil cleaning.

Plumbers: operate pumps and maintain tank levels; weekly fire-pump test; attend first-line plumbing and sanitary complaints; maintain the water log; coordinate HMWSSB / tankers; inspect and report sewer / storm-drain defects to the Civil & PHE CAMC.

Carpenter / civil technician and helpers: minor carpentry and civil upkeep, false-ceiling and minor masonry / painting touch-up; assist skilled trades; pre- and post-monsoon visual building-envelope observation reported to the Civil & PHE CAMC.

5.4. Wages, statutory benefits and continuity

Wages shall not be less than the minimum wages notified by the Chief Labour Commissioner (Central) / State for the respective category, with EPF, ESI, bonus, leave and other statutory benefits, paid by bank transfer before the 7th of each month; wage registers and payment proof are submitted monthly. The Contractor retains the deployed personnel for continuity and does not change them frequently; a replacement has equal-or-better qualifications, prior INCOIS approval and police verification, and at least one floating reliever is maintained for sudden absence of a critical post. All personnel deployed under this contract shall mark attendance on the biometric attendance system installed / designated by INCOIS, in addition to the Contractor's muster roll. The biometric record shall be the primary basis for verification of deployment, manning penalties and wage-payment certification. Failure of a worker to register on the biometric system without written INCOIS exemption shall be treated as absence for that shift.

5.5. Tools, instruments, ladders, consumables and PPE

Besides manpower, the Contractor provides at its own cost all tools, instruments, ladders and access equipment, day-to-day consumables and personal protective equipment needed for the duties, keeps them in working order and within calibration, and holds the minimum stock and the minimum list set out at Annexure XI. Larger spares and new materials are supplied by INCOIS or the relevant CAMC contractor and drawn against the approved procurement process.

6. Mobilization, Police Verification and Coordination

6.1. Mobilization schedule (first 30 days after LoA)

All mobilisation is completed within 30 calendar days of the Letter of Award. A delay against any milestone attracts Rs 2,000 per day per milestone under Section 8.

Milestone	Action required by the Contractor
Day 7	Deploy the initial manpower complement. Submit the full deployment schedule (name, trade, qualification, experience) for all proposed personnel.
Day 10	Submit insurance (Workmen's Compensation, third-party liability and all-risk cover for tools and equipment), EPFO / ESIC registration and the latest challans, and the police-verification status of every proposed person.
Day 15	Submit the Performance Bank Guarantee. Deploy the full 24x7 and general-shift complement with relievers. Establish the Hyderabad project office if not already present. Take over the help-desk and the logbooks. Begin full site familiarisation across all disciplines.
Day 21	Complete site familiarisation. Submit the discipline-wise standard operating procedures, the consolidated daily-report format and the coordination-logbook setup.
Day 30	Submit the emergency-escalation matrix, the shift roster and the KPI tracker; complete the joint handover / takeover; full round-the-clock operation commences.

6.2. Police / antecedent verification and INCOIS clearance before deployment

INCOIS is a restricted establishment. Before any person is deployed, in any category, the Contractor submits the person's police / antecedent verification report (or the acknowledged application) with Aadhaar / photo ID and a photograph; INCOIS may interview, test or verify any proposed person and may reject anyone found unsuitable without assigning reasons; and each person signs a non-disclosure undertaking. No person is deployed until INCOIS clears the deployment in writing.

6.3. Coordination with the CAMC contractors

The Contractor works as one team with the Electrical, HVAC and Civil & PHE CAMC contractors and INCOIS: it attends the weekly site-coordination meeting; operates assets to design intent and flags any deviation in writing; supports and escorts the CAMC / OEM teams during every planned and breakdown maintenance under the Permit-to-Work system; maintains entries in the common Coordination Logbook co-signed by all parties; and carries out the cooling-tower chemical dosing per the HVAC CAMC's regime. The Contractor does not undertake any maintenance that is in a CAMC's scope; it operates, monitors, reports, escorts and records. Where a fault straddles a boundary, the agency on whose side the root cause lies leads the rectification; none disowns a shared task.

6.3-A Master Coordination Clause (common to the four INCOIS facility contracts)

(a) The four contractors (O&M Manpower, Electrical CAMC, HVAC CAMC, Civil & PHE CAMC) function as one facility team under the INCOIS Engineer-in-Charge (EIC). (b) On any breakdown or incident touching more than one contract (illustratively: a pump tripping electrically, an AHU condensate overflow, a panel-room seepage, an STP electrical fault), every contractor summoned by the EIC or the Help-Desk shall attend within 30 minutes during working hours and within 2 hours otherwise, irrespective of its view on ownership. Attendance is without prejudice to the final allocation. (c) Where the contractors do not agree on ownership of a task or the root cause of a failure, the EIC's written allocation is final and binding for execution. A contractor may record its protest in the Coordination Logbook and raise it at the monthly review; it shall not suspend or delay the work. Cost consequences follow the root cause as finally recorded; where the root cause is mixed, the EIC apportions the cost in writing. (d) A Joint Monthly Coordination Review is held on the first working Monday of each month, chaired by the EIC, attended by the Resident Supervisor / Site Engineer-in-Charge of all four contractors. Agenda: open Help-Desk items by contract, boundary disputes, the Joint Shutdown Calendar for the next 60 days, planned preventive maintenance (PPM) clashes, safety observations and the Coordination Logbook audit. Minutes are binding records. The weekly site-coordination meeting continues as the working-level forum. (e) Handover/takeover of any common asset between contractors (isolation, permit transfer, restoration) is recorded in the Coordination Logbook and countersigned by both Supervisors; the asset is not left in an intermediate state. (f) The escalation chain on the INCOIS side is: Help-Desk → EIC → INCOIS Facility In-charge → Director, INCOIS. The contractor-side chain is per each contract's Annexure V. (g) Non-attendance under (b), or refusal to execute an EIC allocation under (c), is a penalty event under Section 8 of the defaulting contract (Rs 2,000 per incident, escalating on repetition) and a performance record for Stage-2 scoring in future INCOIS tenders. (h) An annual joint emergency drill involving all four contractors is held as per the O&M Manpower contract, Annexure VIII row A-3; attendance is mandatory for all four.

7. Performance Standards, Logbooks and Reporting

The Contractor maintains, in hard-bound logbooks and an electronic register accessible to INCOIS: the shift logbook (with handover signatures), the electrical / HVAC / PHE operating logs, the complaint and help-desk register (acknowledgement within 15 minutes, assignment to the correct agency, closure timestamp), the coordination logbook, the water log, the safety toolbox-talk register and the statutory tracker. A consolidated daily report is sent to INCOIS by 0900 the next day, and a monthly performance report with the attendance, wage, EPF / ESI and KPI records is submitted by the 5th of the following month. The KPI tracker (Annexure X) is maintained monthly. Breakdown response is immediate (within 5 minutes on site) with stabilisation or escalation within 30 minutes. The detailed operation, monitoring and logbook schedule is at Annexure VIII.

8. Service Levels and Penalties

The penalty regime is designed to make the Contractor perform, not to earn revenue and not to scare away good firms, and follows normal CPWD practice. For documentation and minor lapses, INCOIS first issues a

written notice and a reasonable cure period; immediate penalty is kept for an unmanned critical post, a safety or statutory breach and an avoidable operational failure. Penalties are without prejudice to the recovery of actual damages and wage / statutory shortfalls.

8.1. Minor and curable lapses (written notice and cure period first)

Lapse	First action / cure period	Penalty if not cured
Delayed daily / monthly report, logbook or KPI tracker	Written notice + 7-day cure	Rs 500 per item
Housekeeping of plant rooms / help-desk below standard	Written notice + 48-hour cure	Rs 500 per instance
Help-desk complaint not acknowledged / assigned within 15 minutes	Written notice	Rs 200 per complaint
Frequent / unapproved change of deployed manpower	Written notice + cure period	Rs 1,000 per person; escalates on repeat

8.2. Manpower and shift (graded)

Situation	Measure	Penalty
Shift gap: a post vacant > 15 minutes from shift start, or abandoned mid-shift	Per post per hour; substitute within 2 hrs for 24x7 posts	Skilled Rs 1,000/hr; semi-skilled Rs 500/hr + pro-rata wage deduction for the unmanned period
Manpower shortfall against the sanctioned complement on any day	Per post per day	Pro-rata wage + Rs 500 per post per day
Deployment of an under-qualified person, or a person not police-verified / cleared	Per person	Rs 2,000 + removal and replacement within 15 days

8.3. Safety-critical, statutory and operational failures (immediate penalty)

Failure	Penalty	Category
Failure to respond to a critical breakdown within 5 minutes on site and to stabilise / escalate within 30 minutes, causing avoidable downtime of a mission-critical area	Rs 5,000 per incident + recovery of consequential cost	Mission-critical
Avoidable operational lapse attributable to the operator (DG not started on a grid outage; cooling-tower dosing not done causing a chemistry / Legionella failure; wrong operation damaging an asset)	Rs 5,000 per incident + recovery of damage / cost	Mission-critical
Safety violation: work without a Permit to Work, an unsafe act, or PPE not worn	Rs 5,000 per instance + removal of the person	Safety
Reportable accident due to Contractor negligence	Rs 25,000 per instance + recovery of damages	Safety
Non-payment / delayed payment of wages, or non-deposit of EPF / ESI, for any month	Recovery of the full shortfall + Rs 10,000 (outside the caps); repeat may lead to termination	Statutory
Person under the influence of alcohol / prohibited substance on duty	Rs 10,000 + removal from site for the contract's lifetime	Safety

8.4. Caps and enforcement

A monthly cap (total penalties in any month do not exceed 10% of that month's invoice) and a contract-period cumulative cap (10% of the total contract value) apply, in line with CPWD and GFR norms. Recovery of wage and statutory shortfalls and of actual damage is outside these caps. For non-critical breaches a Show Cause Notice gives 3 working days to respond; for critical, safety and statutory breaches the penalty

is immediate. Reaching the monthly cap in 2 months within any rolling 6 months, or a repeated statutory breach, triggers a Performance Improvement Notice with a 7-day corrective-action plan; breach of the cumulative cap or abandonment is material breach and may lead to termination and forfeiture of the Performance Guarantee. Where a lapse is covered by a specific row in this Section 8, that row's penalty applies; the default penalty at Annexure VIII Part J applies only to a missed operational-check task with no corresponding row in this Section 8, and only after the same written-notice-and-cure step at Section 8.1.

The cure-period principle, the split between curable and immediate penalties, and the 10% monthly and 10% cumulative caps are fixed and uniform across all four INCOIS tenders.

9. Content of the Bid / Price Bid

9.1. Contents of the Bid

The bid shall be submitted as a single, combined packet on GeM. The packet must contain all mandatory technical eligibility documents, technical scoring evidence, and the finalized single financial quote (Service Charge percentage) altogether.

S No	Description	Compliance status Yes / No	Page number of the proof attached	Remarks
1	Name of the bidder, bidder address and contact details like E Mail, Phone etc.,			
2	Full Bank Details: (Note: Bank Details provided cannot be changed during Contract, unless special request from the company)			
3	Single Point of Contact (SPOC) Name: E-mail: Ph No.			
4	Indian legal entity (Company / LLP / Partnership / Proprietorship) with valid PAN and GSTIN. (The bidder should provide Incorporation / registration + PAN + GSTIN)			
5	Valid Contract Labour (R&A) licence / registration and valid registration with the Labour Commissioner. (The Bidder should provide CLRA licence / registration)			
6	Valid EPFO and ESIC registration with current contributions (ECR / challans not older than 90 days). (The Bidder should provide Registrations + latest 3 months ECR / challans with UTR)			
7	Labour-law compliance undertaking (Annexure III). (The Bidder should Provide Signed, stamped undertaking)			
8	Non-blacklisting and integrity declaration (Annexure II). (The Bidder Should Provide Notarised affidavit / self-declaration)			
9	Average annual turnover >= Rs 1.75 Crore from manpower / facility-management / O&M services			

	in the last 3 FYs (2023-24 to 2025-26), with net profit in at least 2 of the 3 FYs. (The Bidder Should Provide CA-certified FY-wise turnover certificate + audited P&L and Balance Sheet (3 FYs)			
10	Solvency / banker's certificate $\geq$ ₹1.37 Crore (Scheduled Commercial Bank, $\leq$ 12 months). (The Bidder should Provide Banker's solvency certificate)			
11	Similar work in the last 7 years: round-the-clock O&M manpower deployment at an institutional / multi-block / mission-critical facility. One work $\geq$ Rs 2.76 Cr, OR two each $\geq$ Rs 1.72 Cr, OR three each $\geq$ Rs 1.38 Cr. (The Bidder Should Provide Work orders + completion / client certificates (scope, value, dates) + client contacts)			
	At least one deployable person holding a valid 11 kV Electrical Supervisor's Certificate of Competency for HT operations. (The Bidder Should Provide Supervisor certificate + employment proof)			
12	Hyderabad presence of at least 1 year, OR a signed undertaking to set up a functional Hyderabad office within 15 days of award. (The Bidder Should Provide Lease + utility bill / Udyam / Shops & Establishment / Hyderabad CLRA, OR undertaking)			
13	Mandatory pre-bid site visit completed. (The Bidder Should Provide Site-visit certificate (Annexure I)			
14	EMD as in the NIT, or MSE / Startup exemption. (The Bidder should Provide DD / BG / online proof, OR Udyam / DPIIT certificate)			
15	Unconditional acceptance of the tender; signed on every page; (The Bidder should Provide Signed tender document)			
16	Compliance with the restriction under Rule 144(xi) of GFR 2017 on bidders from a country sharing a land border with India (see clause below). (The Bidder Should Provide DPIIT (Registration Committee) registration certificate, OR self-certificate that the restriction does not apply)			

9.2. Price Bid — manpower cost build-up

The Price Bid on GeM consists of a single financial quote: the Service Charge, expressed as a percentage of the Total Monthly Wage Cost, quoted to two decimal places and not less than 3.85% L1 shall be the lowest quoted Service Charge percentage among the technically qualified bidders; a quote below 3.85% shall be rejected as non-responsive. The contract value is the wage matrix plus the quoted Service Charge applied to it, for 36 months and, where the contract is extended, for the extended period on the same basis;

statutory wage revisions are reimbursed at actuals under Section 10, Point 8 with the same Service Charge percentage applied on the revised wage base. If two or more bidders quote the same percentage, the tie is resolved per the GeM portal methodology.

Sl. No.	Item Description	Qty	Units	Rate of percentage
1	Service Charge (%) on the Total Monthly Wage Cost (Annexure-wage-matrix), quoted to two decimal places, for a period of 3 (three) years from the date of Acceptance of the order (extendable by up to 2 (two) years)subject to satisfactory completion of acceptance of the services.			Please do not mention prices here.

Instructions: (a) Basic wages shall be as per the minimum wages notified by the Chief Labour Commissioner (Central) for the relevant scheduled employment and the area classification applicable to Hyderabad, for the applicable category (Unskilled / Semi-Skilled / Skilled / Highly Skilled), as in force on the base date of the bid, and as revised by the half-yearly VDA notifications effective 1 April and 1 October. INCOIS shall state the scheduled employment, area classification and category-wise base rates in the wage matrix, and all bidders shall cost on that matrix. (b) Statutory employer contributions shall be computed as follows: EPF at 13% (12% contribution + 0.50% EDLI + 0.50% administrative charges) computed on the full basic wages without applying the statutory wage ceiling, ESI at 3.25% of gross wages, computed in accordance with the Payment of Bonus Act, 1965.(c) The HRA / Leave / Reliever column shall cover HRA, leave salary, weekly-off reliever wages, and all other cost-to-company elements. (d) The Service Charge, which shall be ****not less than 3.85%**** of the Total Monthly Wage Cost (Department of Expenditure O.M. No. F.6/1/2023-PPD dated 06.01.2023), is an all-inclusive charge covering supervision, uniforms, Tools, PPE, group insurance, administrative overheads, statutory compliance, and profit; bids quoting below 3.85% shall be rejected as non-responsive. (e) L1 shall be the lowest quoted Service Charge percentage among the technically qualified bidders, applied to the wage matrix fixed by INCOIS.(f) Any subsequent revision in minimum wages / VDA shall be reimbursed at actuals from the effective date, on submission of the Government notification and proof of payment, with the quoted service charge percentage applying on the revised wage base. (g) By submitting the Price Bid, the bidder confirms that the quoted price is inclusive of all contractual obligations and that wages and statutory commitments shall be honored throughout the contract period.

10. General Conditions of Contract

Point No.	Details
1.	Validity Period: Bids/Offers shall have the validity period of 120 days from the tender closing date.
2.	Contract period: The Contract is for 3 (three) years from the date of commencement, extendable by INCOIS in writing by up to 2 (two) further years on the same terms, subject to satisfactory performance.
3.	* Acceptance of the order by successful bidder upon AOC: Within 10 days from the date of issue of the PO/Order. If the acceptance communication is not received within 10 days, then PO would be deemed as accepted and binding to the successful bidder.
4.	Payment Terms : Payment is made monthly in arrears, on satisfactory completion of the month's deployment, by RTGS / NEFT; no advance is paid. The invoice is accompanied by the attendance register, the wage-payment proof (bank transfer) and the EPF and ESI challans (as applicable) for the previous month, the statutory compliance certificate, the KPI tracker and the monthly performance report. INCOIS releases payment within 30 days of issue of the Service Receipt and Acceptance Certificate (SRAC) on GeM and online submission of the invoice with the documents listed above, after deduction of penalties (Section 8) if any, statutory dues and TDS; this 30-day period is an ATC deviation from the ten-day period in the GeM GTC and prevails over it; an invoice not accompanied by the wage / PF / ESI proof is treated as incomplete. GST is paid extra at actual. Pro-rata deduction applies for any unmanned post.
5.	Earnest Money Deposit (EMD): Bid Security (BS) Rs.6,90,000/- (Rupees six lakhs and ninety

	thousand only) has to be submitted as per the following form/ options: 1. Demand Draft 2. Insurance Security Bond 3. e-Bank Guarantee 4. Fixed Deposit in favour of Director, INCOIS payable at Hyderabad with validity for a period of 45 days beyond the tender validity period. 5. Online payment through NEFT/RTGS as per Bank details given below: Name of the Bank: SBI, HAL Campus Branch: HAL Campus Account Name: Director, INCOIS Account No.10442322840 IFSC Code: SBIN0001676 The scanned copy of the same is to be uploaded to the GeM Portal while submitting the tender. Bank Guarantee should be sent by the issuing banker directly to the office of INCOIS, Hyderabad. The original DDs / Financial instruments if any should reach to INCOIS within 5 working days of Bid opening, failing which the bid may treated as incomplete & may lead to rejection of the bid by buyer without making any reference to the bidder. Start-ups recognized by DPIIT and MSEs registered with Udyam / NIN are exempted from paying EMD subject the submission of valid registration certificate for the services being tendered.
6.	Performance Guarantee: Successful Bidder should submit Performance Bank Guarantee 5% of the total contract value valid for 38 months, within 15 days from the date of Award of Contract as per the following form/ options: a) Demand Draft b) Insurance Security Bond c) e-Bank Guarantee d) Fixed Deposit Receipt in favour of Director, INCOIS payable at Hyderabad e) Online payment through NEFT/RTGS as per Bank details given below: Name of the Bank: SBI, HAL Campus Branch: HAL Campus Account Name: Director, INCOIS Account No.10442322840 IFSC Code: SBIN0001676 Performance Guarantee is liable to be invoked in the event of a. Non-execution contract during validity period of the contract b. If the service of the successful bidder is found to be unsatisfactory and fails to adhere to our bid terms and conditions Any unilateral revision/decision made by the successful bidder during the validity period of the contract.
7.	Successful bidder has to submit the Service Level Agreement in prescribed format on Indian non-judicial stamp paper worth Rs. 200/- duly signed by authorized signatory within 21 days of the acceptance of the order
8.	The service-charge percentage is firm for the contract period and any extension. The wage component varies only with a statutory revision of minimum wages / VDA, paid on actual from the effective date on documentary proof; the contract value is adjusted accordingly. No other escalation is admissible.
9.	Additional or reduced manpower: If INCOIS requires additional manpower of any category for a specific work, extended hours or a new facility, the Contractor provides it within a reasonable time on a written request, at the same category wages and the same service-charge percentage, in full compliance with the labour laws, and subject to the same police verification and clearance. Reduction of the complement is on one month's notice with a pro-rata reduction in value. No

	renegotiation of the service-charge percentage is permitted for such variation.
10.	Subcontracting and continuity: The Contractor does not subcontract the deployment without INCOIS approval; all staff is on its rolls. Personnel are retained for continuity; a replacement has equal-or-better qualifications, prior approval and police verification, and a floating reliever is maintained for sudden absence of a critical post.
11.	QUOTING UNDULY LOWER RATE OF SERVICE CHARGE: The Contractor has to quote service charge keeping in view of deduction of present TDS, TDS on GST and other statutory deductions as applicable and the expenditure to be incurred towards supply of identity card, Issue of salary slips every month, verification of character & antecedents and all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. The Institute has responsibilities as Principal Employer and would like to ensure that unduly lower rates of service charge must not lead to complaints from workers regarding delay in payment, improper reduction in wages, seeking monetary return by the contract or from the workers ,etc. there by affecting the performance of the workers.
12.	The bidders are required to quote only the Service Charge strictly as a percentage of the Total Monthly Wage Cost as defined in Section 9.2.Tendersreceivedwith"NIL" charges (or) "COMPLIMENTARY" (or) charges below 3.85% shall be DISQUALIFIED. The bidders are required to be careful while quoting the rate of Service Charge.
13.	DECISION ON REASONABILITY OF SERVICE CHARGE: The Institute reserves right to take a view on the reasonability of the rate of service charge. The decision of the Institute in this regard shall be final and binding. No representation will be entertained and replied to.
14.	On award of contract, the Contractor shall deploy required number of manpower on the date of commencement and submit names, parentage, residential address, date of birth within 7 days from the date of deployment to the administration section in the Institute.
15.	Within 15 days from the date of issue of the LoA, the Contractor will apply to the Labor Commissioner for obtaining a labor License and will submit a copy of the license to the Administration Section, failing which penalty on per day basis (from completion of fifteen days) will be entailed as decided by the Competent Authority till the certificate is submitted by the contractor.
16.	If any loss or damage is caused to INCOIS property by work men deployed by the successful bidder, the cost of the same will be recovered from the agency/contractor.
17.	INCOIS is a restricted area; personnel follow all security regulations, confine themselves to the work area and do not tamper with any user equipment. The Contractor ensures the safety of its workforce, provides PPE, and makes good any damage attributable to it (except under force majeure) at its own cost. INCOIS provides storage space without furniture; the Contractor arranges its own storage and tools.
18.	If INCOIS requires additional manpower of any category for a specific work, extended hours or a new facility, the Contractor shall provide it within a reasonable time on a written request, engaged in full compliance with the Contract Labor (Regulation and Abolition) Act, the Minimum Wages Act, the EPF ESI Acts and Industrial Relations Code 2020 ,all applicable labor law, and at terms and conditions mutually agreed and recorded in writing on the prevailing minimum-wage base for the category plus a documented overhead agreed in writing). INCOIS may reject or seek replacement of any person found unsuitable; all additional personnel are subject to the same police verification and INCOIS clearance before deployment.
19.	Any bidder from a country which shares a land border with India shall be eligible to bid in this tender only if the bidder is registered with the Competent Authority, i.e. the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT), in terms of Department of Expenditure O.M. No. F.7/10/2021-PPD dated 23.02.2023 read with O.M. F.No. 6/18/2019-PPD dated 23.07.2020 and the amendments thereto. The bidder shall submit a certificate to this effect in the bid. If the certificate is found false, this would be a ground for immediate termination and further legal action in accordance with law.
20.	Dispute Resolution: (a) Any dispute or difference arising out of or in connection with this contract shall first be settled amicably by discussion between INCOIS and the Contractor, within 30 days of

	a written dispute notice by either party. (b) Failing amicable settlement, the dispute shall be referred to a Dispute Resolution Committee comprising representatives of INCOIS and the Contractor, chaired by an officer nominated by the Director, INCOIS, which shall endeavor to resolve the matter within 30 days of its constitution. (c) Failing resolution under (b), the parties may by mutual written consent refer the dispute to mediation under the Mediation Act, 2023. (d) Arbitration shall not be a method of dispute resolution under this contract. Disputes not resolved through (a) to (c) shall be adjudicated by the courts at Hyderabad, Telangana, which alone shall have jurisdiction. This contract is subject to the laws of India alone.
21.	Before submitting the bid Bidders are advised to inspect the site of works and its environments and be well acquainted with actual working conditions, approach to site of work, surroundings of the Site of work and other prevailing conditions, position of materials /tools and labor. The Tender(s) shall be well acquainted with the General and Special conditions of Contract and specifications and all other documents which form part of the Agreement. Any misunderstandings of the conditions/ rules/regulations/ specifications shall not entitle the Tenderer(s) / contractor(s) for any sort of compensation
22.	Termination for default: Where the Contractor commits a material breach — including a repeated breach after a Performance Improvement Notice, INCOIS may, after issuing 15 (fifteen) days' written notice to cure and the Contractor having failed to cure within that period, terminate the contract in whole or in part and forfeit the Performance Guarantee in full. INCOIS may additionally get the balance work executed at the Contractor's risk and cost and recover the excess expenditure from any sum due to the Contractor or from the Performance Guarantee. INCOIS may also terminate the contract for convenience on 90 (ninety) days' written notice, in which case the Contractor is paid for services satisfactorily rendered up to the date of termination and the Performance Guarantee is released, with no further claim on either side. Termination does not prejudice any accrued right or remedy of either party.
23.	Force Majeure Clause: A Force Majeure (FM) means extraordinary events or circumstances beyond human control, such as an event described as an act of God (like a natural calamity) or events such as a war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability and obligation when prevented by such events from fulfilling their obligations under the contract. An FM clause does not entirely excuse a party's non-performance but only suspends it for the duration of the FM. The firm must give notice of FM within a reasonable time as the conditions permit (not later than 14 days after its occurrence), and it cannot be claimed ex-post facto. There may be an FM situation affecting the purchase organisation only. In such a situation, the purchase organisation is to communicate with the supplier along similar lines as above for further necessary action. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (ninety) days, either party may, at its option, seek to terminate the contract without any financial repercussion on either side. Notwithstanding the punitive provisions contained in the contract for delay or breach of contract, the supplier would not be liable for imposition of any such sanction so long as the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event covered in the FM clause.

Annexure-I — Site-Visit Certificate (format)

This is to certify that Shri / Ms _____, representing M/s _____, visited the INCOIS campus on _____, inspected the electrical installations and site conditions and is acquainted with the full scope of work under tender No. INCOIS: PUR:97/2025.

Signature and seal of the authorized INCOIS officer; name; designation; date.

Eligibility Declarations

(To be submitted as part of Single Packet bid)

(On Company Letter-head)

(Along with supporting documents)

Ref: Your Tender Document No. INCOIS: PUR:97/2025; Tender Title: **Annual Contract for outsourcing of 24x7 Operation and Maintenance Manpower for Electrical, HVAC, Civil and PHE Installations at the INCOIS, Campus under Minimum wages act**

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date _____

Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.]

Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the bidder)

We hereby confirm that we comply with all the stipulations of tender document and declare as under and shall provide evidence of our continued eligibility to the Procuring Entity as may be requested:

Legal Entity of Bidder: _____

Bidder/ Agent Status: _____

We solemnly declare that we (including our affiliates or subsidiaries or constituents):

- (a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;
- (b) (including our Contractors/ subcontractors for any part of the contract):
 - i) Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its Tender Processes; and/ or
 - ii) Are not convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for offences mentioned in Tender Document in this regard. We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.
- (c) Do not have any association (as bidder/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of Procuring Entity, as counter-indicated, in the Tender Document.
- (d) We certify that we fulfil any additional eligibility Criteria mentioned prescribed in Tender Document.
- (e) We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.

Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017: _____

"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:

_____ we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;

we shall not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

MSME Status:

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- a) We are - Micro/ Small/ Medium Enterprise/ SSI/ Govt. Deptt. /PSU/ Others:.....
- b) We attach herewith, Udhya Registration Certificate with the Udhya Registration Number as proof of our being MSE registered on the Udhya Registration Portal. The certificate is the latest up to the deadline for submission of the bid.
- c) Whether Proprietor/ Partner belongs to SC/ ST or Women category. (Please specify names and percentage of shares held by SC/ ST Partners):.....

Start-up Status

we confirm that we are/ are not a Start-up entity as per the definition of the Department of Promotion of Industrial and Internal Trade – DPIIT.

Make in India Status:

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

a) Self-Certification for the category of suppliers:

(Provide a certificate from statutory auditors/ cost accountant in case of Tenders above Rs 10 Crore for Class-I or Class-II Local Suppliers).Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age

Location(s) of value addition

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

- ☐ Class-I Local Supplier/
- ☐ Class-II Local Supplier/
- ☐ Non-Local Supplier.

b) We also declare that.

- ☐ There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Services, or
- ☐ We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Services.

Penalties for false or misleading declarations:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties as mentioned in this Tender Document.

.....
(Signature with date)

.....
(Name and designation)
Duly authorized to sign bid for and on behalf of

.....
.....
[name & address of Bidder and seal of company]

Labor-Law Compliance Undertaking (format)

Along with the above forms the Bidder has to attach the following Annexure without fail with the technical bid .

We, M/s _____, undertake to comply at all times during the contract period with

- a) Code on Wages 2019,
- b) Code on Social Security 2020,
- c) Occupational Safety, Health and Working Conditions Code 2020,
- d) Industrial Relations Code 2020

and all other applicable central and state labor laws/rules as amended from time to time. We confirm that we employ no child or forced labor, and shall maintain all statutory registers to produce them on demand.

Date:

Signature, Name, Designation, and Seal.

Declaration
(on Letter Head With Authorized Signatory and Stamp)

I, _____, son / daughter of _____, sole proprietor / managing partner / director of M/s _____, having read and understood tender No. **INCOIS: PUR:97/2025**, hereby undertake that I agree to and shall abide by all the terms and conditions prescribed therein for the **Annual Contract for outsourcing of 24x7 Operation and Maintenance Manpower for Electrical, HVAC, Civil and PHE Installations at the INCOIS, Campus under Minimum wages act** at the INCOIS Campus, Hyderabad.

I further declare that our firm will ensure the supply, deployment, and seamless integration of the storage solution within the stipulated timeline and maintain the system as per the standard warranty clauses defined in this tender document.

Signature and date;

name;

office seal;

address.

Note: the bidder shall sign and stamp every page and upload the same; clarifications only through GeM.

Annexure-V**Escalation Matrix (format)**

Level	Name & designation	Mobile / e-mail	Response time
Level 1 — Site	Site Supervisor / Engineer-in-Charge	_____	Immediate
Level 2 — Supervisory	Project Manager / Area Manager	_____	Within 2 hrs
Level 3 — Management	Head of Operations / Director (firm)	_____	Within 4 hrs

Scope & Boundary (Exclusion) Matrix

This matrix states, for each system, what this manpower contract operates and what is maintained under the sister CAMC contracts, so that no work is duplicated and none falls between contracts. It is read with Section 4.

System / discipline	Operation & first-response (this contract)	Maintenance, spares & statutory (other contract)
Electrical (HT, LT, DG, UPS, lighting)	Round-the-clock operation, hourly readings, DG auto-start and UPS ride-through on outage, first-line fuse / breaker / lamp action, earthing visual, diesel stock, TGSPDCL liaison.	Preventive / breakdown maintenance, transformer / DG / UPS servicing, relay and statutory testing, spares = Electrical CAMC.
HVAC (chillers, AHUs, PAC, cooling towers)	Operation, setpoint and BMS monitoring, keeping data centre and warning rooms within band, cooling-tower chemical dosing per the HVAC CAMC regime, visual filter / belt / drain / leak checks (reported), first-line resets.	AHU filter / belt / coil maintenance, refrigerant handling, repair and spares = HVAC CAMC.
Civil / PHE / plumbing	Pump operation and tank levels, weekly fire-pump test, first-line plumbing and sanitary complaints, water log, HMWSSB / tanker coordination, minor carpentry and civil upkeep.	STP and RO O&M, sewer jetting, tank / sump / lake cleaning, pest control and item-rate civil works = Civil & PHE CAMC.
STP and RO plant	Inspect, report and escort; record readings where directed.	Full operation and maintenance = Civil & PHE CAMC.
Solar PV plant	Record the daily generation reading and inverter alarms.	Full O&M = M/s Cleanmax under the RESCO PPA.
Fire system (hydrant, pumps, FACP)	Daily visual and weekly pump test; report faults.	Statutory maintenance = Fire AMC contractor (when engaged); until a Fire AMC is awarded, interim quarterly servicing of fire pumps, hydrant valves and the FACP (per IS 15301 / IS 2189) is by the Electrical CAMC.

Annexure-VII**Manpower Deployment Schedule (to be filled by the bidder)**

The bidder fills the post count, including the relievers needed to cover weekly offs, leave and the 365-day / 26-day manning, consistent with Section 5.1.

Category	24x7 posts	Relievers	General-shift posts	Total headcount
Skilled Electrician				
Semi-skilled Helper (Electrical)				
Skilled HVAC Technician				
Semi-skilled Helper (HVAC)				
Skilled Plumber				
Skilled Carpenter				
Semi-skilled Civil Technician / Helper				
Total (minimum 19 on 24x7 + 7 general = 26, plus relievers)				

Operation, Monitoring and Logbook Schedule

A. How to read this schedule

This Annexure sets out the day-to-day operation, monitoring, first-response and logbook regime of the manpower contractor. Activities are organised by frequency (daily, weekly, monthly, quarterly, half-yearly and annual) and each is owned by a specific trade (Electrical, HVAC, Plumber, Carpenter, Helper). The periodic preventive maintenance, statutory testing and overhaul of the plant are carried out by the three CAMC contractors engaged separately by INCOIS. Here the manpower team operates and monitors the systems, gives first-level response, and escorts, witnesses and records the CAMC and OEM works. A frequency tag therefore shows how often the operator checks or supports an activity, and is not a maintenance obligation on the manpower contractor.

Activities that lie within the scope of the three CAMC contracts engaged separately by INCOIS (HVAC, Electrical, Civil & PHE) are not duplicated here. Where the manpower team supports a CAMC-owned activity (escort, observation, isolation, hand-over, sign-off), the cross-reference column indicates the responsible CAMC contractor.

Acceptance criteria are pass / fail. If the criterion is met, mark ✓; if not, mark X and enter the action taken plus the date of closure in the Remarks column of the daily logbook.

Standards governing this schedule: IS 3043 (Earthing); IS 13947 / IEC 60947 (LT switchgear); IS 8623 / IEC 61439 (LT panels); IS 13364 / ISO 8528 (DG sets); IS 13314 / IEC 62040 (UPS); IS 10500 (drinking water); IS 6313 (anti-termite); ASHRAE Standard 180 (HVAC inspection and maintenance); CPWD General Specifications for Electrical Works 2013; CPWD specifications for Civil Works; CEA Regulations 2010; Indian Electricity Rules 1956; NBC 2016 Part 8; OEM service manuals as applicable.

B. DAILY OPERATIONAL-CHECK SCHEDULE

B.1 Electrical — Daily

#	Activity	Trade	Acceptance Criteria (Pass / Fail)	CAMC reference	Cross-reference
E-D-1	HT yard external visual round — VCB, transformer body, oil leak, bushing, lightning arrestor, ground level	Electrical Tech	No oil leak; no smoke; no abnormal noise / smell; lightning event counter reading logged; report any anomaly to Electrical CAMC contractor + INCOIS within 15 min	Maintenance by Electrical CAMC vendor scope	
E-D-2	Substation MV / Main LT panel readings — R-Y-B voltage, current per feeder, PF, frequency, kWh meter reading	Electrical Tech	Voltage 405-425 V; PF $\geq$ 0.95; frequency 49.5-50.5 Hz; no breaker indication abnormal; all readings logged hourly	Operations only & Maintenance by Electrical CAMC vendor scope	
E-D-3	DG sets — fuel level day-tank, lube oil level, coolant level, battery DC voltage, hour-meter, control-panel alarm	Electrical Tech	Day-tank $\geq$ 50%; oil and coolant above min mark; battery 24-27 V (12 V $\times$ 2); no alarms; air-intake louver clear; logbook signed	Maintenance by Electrical CAMC contractor	
E-D-4	UPS — input V, output V, load %, battery DC voltage, alarms, mode (online/battery/bypass)	Electrical Tech	Online mode confirmed (not on battery, not on bypass without authorisation); load $\leq$ design rating; battery DC float voltage per OEM; no alarms	Maintenance by Electrical CAMC contractor	
E-D-5	Battery banks (UPS / DG starter / control	Electrical Tech	No corrosion; no swelling; no leakage; electrolyte at indicator	Replacement of batteries by INCOIS	

	supplies) — visual, terminal corrosion, electrolyte level (if flooded)		(if flooded type); ambient temperature within OEM spec	
E-D-6	APFC panel — power factor reading, capacitor stage indicators, alarm status	Electrical Tech	PF $\geq$ 0.95; capacitor stages cycling normally; no alarm	Maintenance by Electrical CAMC contractor
E-D-7	DG synchronising panel (for 2×600 + 2×320 kVA) — visual status, indicator lamps	Electrical Tech	All sets in healthy condition; no fault indication; control-supply LED on	Maintenance by Electrical CAMC contractor
E-D-8	Solar PV inverter alarm log + daily generation reading (kWh per inverter); string DC clamp where accessible	Electrical Tech (General Shift)	Generation $\geq$ 70% of expected for the day's irradiance (visual estimate); alarms logged; report drop > 15% to INCOIS	Solar PV vendor scope.
E-D-9	Diesel stock — day-tank and bulk-tank gauge reading	Electrical Tech	Day-tank $\geq$ 50%; bulk $\geq$ 60%; re-order raised when bulk < 40%	Procurement of Diesel by INCOIS
E-D-10	Earthing system visual — no broken / disconnected earth bus visible at any panel; surge-protection device indicator healthy	Electrical Tech	All earth connections visually intact; no broken bond	Resistance test by Electrical CAMC contractor (half-yearly)

B.2 HVAC — Daily

#	Activity	Trade	Acceptance Criteria	CAMC Cross-reference
H-D-1	Chilled-water plant — visual round (chillers, pumps, cooling towers, header pressures, gauges)	HVAC Tech	No water leak; no abnormal noise / vibration; tower water at design level; pressure gauges within design band	Maintenance by HVAC CAMC contractor
H-D-2	Glass Room PAC — room temperature 20 °C $\pm$ 1, RH 50 % $\pm$ 5, lead/standby rotation as scheduled	HVAC Tech	Within band; all PAC units online; auto-changeover verified once per day	HVAC CAMC scope; any issues: escalate to HVAC CAMC contractor within 15 min
H-D-3	Tsunami Warning Room PAC — temperature 22 °C $\pm$ 1, RH 50 % $\pm$ 5	HVAC Tech	Within band; all PAC units online	HVAC CAMC scope
H-D-4	AHU / CSU panels — VFD fault / warning indicator, supply-air temperature	HVAC Tech	No fault on any VFD; supply air within design setpoint $\pm$ 1 °C	Maintenance by HVAC CAMC contractor
H-D-5	Cooling-tower chemical dosing —	HVAC Tech	Dosing carried out as per prescribed	Chemicals and dosage schedule to

	manual dosing to be carried out by operations manpower as per dosage schedule; verify tank level and record quantity added		schedule; chemical tank level $\geq 25\%$; quantity dosed and tank level recorded in logbook	be supplied by HVAC CAMC contractor; HVAC CAMC contractor shall ensure adequate stock is maintained at site at all times and shall provide initial and refresher dosing training to operations manpower; any change in dosage parameters to be authorised by HVAC CAMC contractor
H-D-6	Condensate drain visual at every AHU and PAC	HVAC Tech	No overflow; no clog; drain free-flowing	Pan clean by HVAC CAMC contractor (monthly)
H-D-7	ULT freezer (-80 °C) temperature reading + alarm status (2 nos. lab freezers)	HVAC Tech	Cabinet temperature within -75 to -85 °C; no alarm; data-logger USB confirmed	Maintenance by HVAC CAMC contractor
H-D-8	Comfort areas — office complaint review, no widespread heat complaint	HVAC Tech	No more than 2 active comfort complaints in any building	HVAC CAMC scope (split / cassette / FCU)

B.3 PHE / Plumbing — Daily

#	Activity	Trade	Acceptance Criteria	CAMC Cross-reference
P-D-1	Read all campus water meters — HMWSSB inlet, STP feed, RO feed, tanker receipt, building feeders	Plumber + SPOC	All meters read; logbook signed; $\leq 5\%$ daily variance flagged for investigation	Single primary record; the Civil & PHE CAMC Supervisor checks it weekly, computes the weekly/monthly water balance and owns the monthly water report
P-D-2	Site round — every building ground level + exterior: visible leaks, blocked floor traps, broken fixtures, overflowing drains	Plumber	All active leaks logged in Help-Desk; no leak left unattended > 24 hrs (4 hrs in occupied areas)	Civil & PHE CAMC scope;
P-D-3	OHT level check on every roof tank — visual or pressure	Plumber	All OHTs at $\geq 50\%$ level; float valves operating; no roof-	Civil & PHE CAMC scope for cleaning the tanks

	gauge		overflow	
P-D-4	UG sump level + booster pump cycling — every pump house	Plumber	All sumps within band; pumps cycling correctly; no continuous-run condition	Civil & PHE CAMC scope cleaning the tanks.
P-D-5	Diesel fire pump + jockey pump — visual check, wet-riser pressure on gauge	Plumber	Wet-riser pressure within design band (typically 7-10 bar); jockey on standby; diesel pump in auto mode	Weekly test under P-W-1; statutory by Fire AMC contractor
P-D-6	Sanitary fittings complaints — attend within SLA (1 hr critical, 4 hrs routine)	Plumber	All complaints attended within SLA; closure recorded	Plumbing manpower scope.
P-D-7	Drinking water dispenser points — outflow + cleanliness visual	Plumber	Outflow confirmed at every dispenser point; no obvious contamination	Civil & PHE CAMC scope (RO plant operation)
P-D-8	Tanker water receipt — meter reading, tanker number, supplier, signature	Plumber + Security	Tanker register entry signed by both plumber and security; meter difference confirms volume billed	Procurement by INCOIS
P-D-9	Drinking water tap-side leak inspection — sample 10% of taps daily, rotating	Plumber	No drips; taps closing fully; aerators clear	—
P-D-10	Sewage pump / lift-station check at any building basement (if installed)	Plumber	Pumps cycling correctly; no overflow at level switches	Civil & PHE CAMC scope
P-D-11	Drinking-water bottle / dispenser refill — 20 L bottles where applicable	Plumber	All occupied buildings have stock; bottles tamper-evident; sanitation date within validity	Civil & PHE CAMC scope (monthly sanitation)
P-D-12	Storm-drain inlet visual at high-rainfall periods (June-Oct)	Plumber + Helper	Inlets clear; flow observed; report blockage to Civil & PHE CAMC contractor	Civil & PHE CAMC scope

B.4 Civil / Building — Daily

#	Activity	Trade	Acceptance Criteria	CAMC Cross-reference
C-D-1	Internal door, lock, closer attend —	Carpenter	All complaints with material on hand	Material supplied by INCOIS or Civil

B.6 Fire System — Daily

#	Activity	Trade	Acceptance Criteria	CAMC reference	Cross-reference
F-D-1	Wet-riser pressure on hydrant gauge	Plumber	Pressure within design band (typically 7-10 bar)	Fire AMC scope (to be issued)	
F-D-2	Jockey pump auto-cycle observed	Plumber	At least one cycle within shift	Fire AMC scope	
F-D-3	Fire-alarm control panel (FACP) — no fault indication	Helper / Electrical	No fault; healthy LED; printer / record paper loaded	Fire AMC scope	
F-D-4	Manual call-points and detector zones — visual sample	Helper / Plumber	Sample of 10% of zones inspected for any tampering / dust / damage	Fire AMC scope	

B.7 General / SPOC — Daily

#	Activity	Owner	Acceptance Criteria	CAMC reference	Cross-reference
G-D-1	Daily Shift Log — outgoing shift completes, incoming countersigns	All shift technicians + Shift Lead	Both signatures, all fields, deviations escalated	—	
G-D-2	INCOIS Engineering Help-Desk — register manning, complaint acknowledgement ≤ 15 min, triage to responsible Contractor, tracking of closure	SPOC + Shift Tech	100% complaints acknowledged within 15 min; assignment to correct Contractor confirmed within 15 min; closure timestamp recorded	Master Coordination	
G-D-3	Coordination Logbook — entry for every cross-contractor event (PTW issued, OEM visit, Internal Work Order raised, joint shutdown)	SPOC	Every event entered same day; countersigned by all attending supervisors	Master Coordination	
G-D-4	Tools / instruments daily check — calibration certificate validity, instrument working order	Each tech for own kit	All instruments within calibration; report any defective instrument to SPOC	Tools and instruments section	
G-D-5	PPE check at shift start	Shift Lead	Every worker carries full PPE kit; any missing item replaced before shift commences	KPI penalty	
G-D-6	Site security	SPOC + Security	No security	INCOIS security	

	Help-Desk complaint follow-up		closed same day; rest within 48 hrs	& PHE CAMC contractor at item-rate
C-D-2	Furniture, window-fitting, hardware attend	Carpenter	Same-day closure for office; 48 hrs other	—
C-D-3	False-ceiling tile replacement — rotation patrol	Carpenter	No broken / stained tile in occupied areas	—
C-D-4	Signage and wayfinding visual — main reception, building entries, emergency exits	Carpenter / Helper	All signage in place; legible; broken signage reported same day	—
C-D-5	Carpentry workshop / consumable stock — daily stock take of consumables (screws, hardware, hinges, locks, glues, sealants, sand-paper)	Carpenter	Minimum stock above re-order level for every line	—
C-D-6	Pathways, ramps, railings, internal steps — trip-hazard visual	Helper + Plumber	No new trip hazard; report any cracked tile / loose paver to Civil & PHE CAMC contractor	Civil & PHE CAMC scope

B.5 Solar PV — Daily

#	Activity	Trade	Acceptance Criteria	CAMC Cross-reference
SV-D-1	Solar inverter alarm log review	Electrical Tech (Gen Shift)	All alarms logged with description, action; trend on cumulative alarms reported weekly	O&M by M/s Cleanmax (RESCO PPA); operator records only
SV-D-2	Daily generation kWh per inverter; site total	Electrical Tech	Generation logged; alerts on > 15% drop vs irradiance estimate	O&M by M/s Cleanmax (RESCO PPA); operator records only
SV-D-3	Inverter room ambient temperature	Electrical Tech	< 40 °C; exhaust running	O&M by M/s Cleanmax (RESCO PPA); operator records only
SV-D-4	DC SPD visual indicator (where fitted)	Electrical Tech	All SPDs healthy (green)	Replacement under Solar vendor scope (PPA)
SV-D-5	String current spot-check on accessible combiner box	Electrical Tech	Strings within $\pm$ 10% of each other in same combiner	O&M by M/s Cleanmax (RESCO PPA); operator records only

	clearance — entry-exit register reviewed; any incident reported		incident; visitor register signed	protocol
G-D-7	Consolidated daily report e-mailed to INCOIS by 0900 next day	SPOC	Report received by INCOIS by 0900 (Monday-Saturday); 1100 on Sunday/holiday	Reporting clause
G-D-8	First-aid box — visual stock count at SPOC desk and at STP duty room	SPOC	All items present, within expiry; replenish same day if anything short	KPI / Civil & PHE CAMC checklist

C. WEEKLY OPERATIONAL-CHECK SCHEDULE

C.1 Electrical — Weekly

#	Activity	Trade	Acceptance Criteria	CAMC reference	Cross-reference
E-W-1	DG sets — 30-minute no-load test run; record engine parameters (oil pressure, coolant temperature, vibration, exhaust appearance)	Electrical Tech + HVAC Tech (witness)	Run completed; all parameters within OEM spec; logbook signed	Electrical scope	CAMC
E-W-2	Diesel fire pump — 15-minute test run; jockey pump auto-cycle test; log pressures	Electrical + Plumber	Pump runs to set pressure; auto-cycle works; record in fire register	Fire AMC scope (when issued)	
E-W-3	UPS — battery cabinet temperature, row voltage, terminal corrosion	Electrical Tech	Ambient within OEM spec; no row > 0.2 V variation; no corrosion	Electrical scope	CAMC
E-W-4	LT panel external visual + IR thermography on accessible joints (if instrument available)	Electrical Tech / SPOC	No discolouration, no smell, no abnormal heat by hand-feel; thermography hotspots reported	Electrical scope	CAMC
E-W-5	Earth-bus visual — substation and major distribution panel earth-bus	Electrical Tech	No corrosion; no loose bolt	Electrical scope	CAMC
E-W-6	Solar PV inverter weekly summary — generation vs expected, alarm trend, performance ratio	Electrical Tech (Gen Shift)	Performance Ratio $\geq$ 75%; deviations reported	Solar PV vendor scope	
E-W-7	DG fuel pre-filter	Electrical Tech	Water drained;	Electrical	CAMC

	water trap drain		clean fuel sample observed	scope
E-W-8	UPS — graceful bypass test, returned to inverter (one UPS at a time, on a rolling 4-week cycle, with INCOIS in attendance)	Electrical Tech	Bypass operates manually; return to inverter without trip	Electrical CAMC scope
E-W-9	Solar PV combiner box visual — terminal heating, water ingress	Electrical Tech	No water ingress; no abnormal heat	—
E-W-10	Earth-pit visible inspection — substation pits, lightning earth	Electrical Tech	Pit cover intact; date paint visible	Resistance test by Electrical CAMC contractor (half-yearly)

C.2 HVAC — Weekly

#	Activity	Trade	Acceptance Criteria	CAMC Cross-reference
H-W-1	AHU / CSU / FCU — record filter ΔP (where gauges fitted); report > design threshold for filter change	HVAC Tech	All ΔP gauges read; gauges > threshold reported to HVAC CAMC contractor	HVAC CAMC scope (filter clean monthly)
H-W-2	Cooling-tower water — pH, conductivity, TDS, free chlorine on portable test kit	HVAC Tech	Within HVAC CAMC control band; deviations reported to HVAC CAMC contractor same day	HVAC CAMC scope
H-W-3	PAC humidifier electrode current display — record for each PAC	HVAC Tech	Trend logged; report low-current signal to HVAC CAMC contractor	HVAC CAMC scope (cylinder change annual)
H-W-4	BMS / PLC trend log review — chilled-water ΔT , AHU supply-air, PAC setpoint vs actual	HVAC Tech / SPOC	Trend reviewed; any persistent deviation > 1 °C over > 1 hour flagged	HVAC CAMC scope
H-W-5	Cooling-tower fan operation, noise, vibration	HVAC Tech	No abnormal noise / vibration; fan speed correct	HVAC CAMC scope
H-W-6	AHU room walk-through — debris, water on floor, condensate leak	HVAC Tech / Helper	Rooms clean and dry; no leaks; access clear	—
H-W-7	Glass Room / Tsunami Room — auto-changeover (lead / standby)	HVAC Tech + INCOIS	Changeover seamless; no temperature / RH excursion during	HVAC CAMC scope

	functional test, one PAC at a time, with INCOIS in attendance, N+1 redundancy maintained		test	
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C.3 PHE — Weekly

#	Activity	Trade	Acceptance Criteria	CAMC reference	Cross-
P-W-1	Diesel fire pump full test, jockey pump auto cycle, log pressures (weekly statutory hold)	Plumber + Electrical	Pump achieves design pressure; jockey cycles; pressure within band	Fire AMC scope	
P-W-2	Building toilet / washroom inspection — every block	Plumber	All fittings clean and functional; no running tap; floor traps clear	Weekly functional check is this contract's scope; Civil & PHE CAMC performs the monthly condition survey and all scheduled/specialised maintenance	
P-W-3	Weekly water balance — supply vs consumption, identify > 5% unaccounted loss	Civil & PHE CAMC Supervisor (computed from the operator's daily water log)	Loss < 5%; if higher, investigate before next week's balance	Civil & PHE CAMC owns the weekly/monthly water balance; operator's log is the single primary record	
P-W-4	Storm-water drain inspection — full campus walk-down, debris, silt at inlets	Plumber + Helper	Inlets clear; flow observed; report blocked sections to Civil & PHE CAMC contractor	Civil & PHE CAMC scope	
P-W-5	Drip irrigation visual — laterals, emitters, filters	Plumber	Uniform emitter discharge; no major blowouts	Civil & PHE CAMC scope	
P-W-6	Submersible / booster pump weekly check — current, vibration, leakage	Plumber	All pumps within FLC; no abnormal vibration; no shaft seal leak	Civil & PHE CAMC scope (monthly PM)	

C.4 Civil / Building — Weekly

#	Activity	Trade	Acceptance Criteria	CAMC reference	Cross-
C-W-1	Door closers, locks, hinges — campus-wide functional check on critical doors (operations centre, control rooms, server	Carpenter	All critical doors operating correctly; failures attended same day	—	

	rooms)			
C-W-2	Notice-board, signage, name-plate inspection	Helper Carpenter +	All notice boards and signage in place and legible	—
C-W-3	Carpentry stock weekly count + re-order trigger	Carpenter	Stock above minimum levels (defined per item)	—

C.5 Solar PV — Weekly

#	Activity	Trade	Acceptance Criteria	CAMC Cross-reference
SV-W-1	Weekly generation summary report — kWh per inverter, performance ratio, top three alarms	Electrical Tech	Submitted to INCOIS every Monday for previous week	O&M by M/s Cleanmax (RESCO PPA); operator records only
SV-W-2	Visual sample of 5% of strings — soiling, bird droppings, cell discolouration, structure bolting	Electrical Tech (Gen Shift, day)	No major soiling pattern; structure bolts visually intact	O&M by M/s Cleanmax (RESCO PPA); operator records only
SV-W-3	Inverter room housekeeping — exhaust clean, no clutter, no rodent activity	Electrical Tech	Clean and dry	O&M by M/s Cleanmax (RESCO PPA); operator records only

C.6 Fire — Weekly

#	Activity	Trade	Acceptance Criteria	CAMC Cross-reference
F-W-1	Fire alarm panel — battery backup test, sound test of one detector zone per week (rotating)	Helper / Electrical	Panel responds; sounder audible	Fire AMC scope
F-W-2	Fire extinguisher visual — pressure indicator, seal, last service date (sample 25% of extinguishers per week)	SPOC + Helper	Pressure green; seal intact; service date within annual cycle	Fire AMC scope

C.7 General / SPOC — Weekly

#	Activity	Owner	Acceptance Criteria	CAMC Cross-reference
G-W-1	Weekly Site Coordination Meeting on Monday 1100 hrs — SPOC attends with PPM tracker, Joint Shutdown Calendar update	SPOC	Attendance 100%; minutes recorded; action list circulated within 24 hrs	Master Coordination

G-W-2	PPM Tracker update for the week — tasks completed, tasks deferred (with reason and new due date)	SPOC	Tracker current; no deferred task carried > 7 days without escalation to INCOIS	—
G-W-3	Safety toolbox talk — minimum 15 minutes, attendance signed	SPOC + Shift Lead	Topic recorded; attendance from all on-site team; no week skipped	KPI penalty
G-W-4	First-aid box weekly check + stock replenishment	SPOC	All items present, within expiry; consumed / expired items replaced	KPI
G-W-5	Chemical-storage area weekly inspection — labelling, segregation, MSDS, ventilation	SPOC	All labelled, segregated, MSDS available; ventilation healthy	KPI
G-W-6	Help-Desk performance review for the week — acknowledgement times, triage accuracy, closure rates	SPOC	Acknowledgement ≤ 15 min ≥ 98%; triage error ≤ 1 per week	KPI clause
G-W-7	Joint Shutdown Calendar — 4-week look-ahead update + circulation	SPOC	Calendar current; circulated by e-mail to all four contractors	Master Coordination

D. MONTHLY OPERATIONAL-CHECK SCHEDULE

D.1 Electrical — Monthly

#	Activity	Trade	Acceptance Criteria	CAMC reference	Cross-reference
E-M-1	DG sets — quarterly load test (one full 1-hour load test at ≥ 50% load) — once per month, rotating DG	Electrical Tech + Electrical CAMC contractor	Full hour run achieved; all engine parameters within spec; INCOIS in attendance	Electrical scope	CAMC
E-M-2	Light-fitting patrol: log every failed lamp/fitting in the Help-Desk register the same day and assign it to the Electrical CAMC contractor; verify and record closure	Electrical Tech	Every failure logged same day and assigned; closure verified and recorded	Electrical CAMC (supply and replacement); the operator does not procure or replace lamps	
E-M-3	Solar PV monthly summary —	Electrical Tech + SPOC	Submitted to INCOIS by 5th of	Solar PV scope	

	generation, PR, downtime, comparison vs expected		next month	
E-M-4	Internal lighting circuit walk-through — non-functional fittings logged for next bulk replacement	Electrical Tech	List submitted to INCOIS for monthly bulk replacement plan	—
E-M-5	Manpower-side PTW register review — all PTWs issued, cancelled, in-progress	SPOC	No PTW open > 7 days; all PTWs cancelled with sign-off	PTW clause

D.2 HVAC — Monthly

#	Activity	Trade	Acceptance Criteria	CAMC reference	Cross-reference
H-M-1	PAC monthly setpoint verification — Glass Room $20 \pm 1 / 50 \pm 5$; Tsunami $22 \pm 1 / 50 \pm 5$; document any change	HVAC Tech + HVAC CAMC contractor	No setpoint changed without HVAC CAMC + INCOIS approval; document audit trail	HVAC scope	CAMC
H-M-2	Comfort area survey — every building zone temperature within $22-26^{\circ}\text{C}$; identify problem zones	HVAC Tech + SPOC	$\geq 95\%$ of zones in band during office hours; problem zones reported to HVAC CAMC contractor	HVAC scope	CAMC
H-M-3	AHU room monthly housekeeping inspection — clean, dry, access	HVAC Tech + Helper	All AHU rooms clean; rodent / pest signs reported to Civil & PHE CAMC contractor	—	

D.3 PHE — Monthly

#	Activity	Trade	Acceptance Criteria	CAMC reference	Cross-reference
P-M-1	Water meter month-end reading — submit consolidated water-balance summary to SPOC for monthly report	Plumber + SPOC	Submitted to SPOC by 1st of next month for consolidation into Monthly Performance Report	Master Coordination	
P-M-2	UG sump and pump-house monthly walk-through with photographs —	Plumber + SPOC	Photographs in monthly report; any structural concern reported to Civil & PHE	Civil & PHE CAMC scope	

	wall condition, cover slabs, ladder, ventilation		CAMC contractor	
P-M-3	Drinking-water 20 L bottle sanitation log review	Plumber	All bottles sanitised in cycle; cracked / damaged bottles withdrawn	Civil & PHE CAMC scope
P-M-4	Roof-tank lid + overflow + vent visual on every block	Plumber	All hatches lockable; overflows clear; vents intact	Civil & PHE CAMC scope

D.4 Civil — Monthly

#	Activity	Trade	Acceptance Criteria	CAMC reference	Cross-reference
C-M-1	Carpentry stock reconciliation — opening stock, receipts, issues, closing stock	Carpenter + SPOC	No unaccounted variance; report > 2% variance	—	
C-M-2	Hardware procurement plan for next month — list of door closers, lock sets, ply, polycarbonate, sealants needed	Carpenter + SPOC	Submitted by 25th of month for INCOIS / Civil & PHE CAMC action	Material from Civil & PHE CAMC item-rate	

D.5 Fire — Monthly

#	Activity	Trade	Acceptance Criteria	CAMC reference	Cross-reference
F-M-1	Fire-extinguisher service date check — full campus	SPOC + Helper	All extinguishers within annual service due date; any overdue raised with INCOIS	Fire AMC scope	
F-M-2	Emergency lighting / EXIT sign monthly functional test (battery test on self-contained units)	Electrical Tech	All EXIT signs illuminate on battery; failures replaced same day	Replacement under Electrical CAMC scope; manpower performs test	

D.6 Solar PV — Monthly

#	Activity	Trade	Acceptance Criteria	CAMC reference	Cross-reference
SV-M-1	Monthly Solar PV performance report — generation, PR, capacity utilisation factor, alarm summary, comparison vs baseline	Electrical Tech + SPOC	Submitted by 5th; includes top three actions for next month	O&M by M/s Cleanmax (RESCO PPA); operator records only	
SV-M-2	Monthly array	Electrical Tech	Soiling action	Solar PV vendor	

	visual — sample 25% of strings — soiling, mechanical damage, vegetation overgrowth	(Gen Shift)	raised if PR drop > 5%; vegetation cleared	scope.
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D.7 General — Monthly

#	Activity	Owner	Acceptance Criteria	CAMC reference	Cross-reference
G-M-1	Monthly Performance Report submitted to INCOIS by 5th — all sections per Reporting clause	SPOC	Submitted; INCOIS acknowledgement obtained; signed by Contractor PM	KPI penalty	
G-M-2	KPI tracker self-assessment submitted with monthly report	SPOC	Submitted; PM compliance ≥ 95%; gap explained	KPI	
G-M-3	EPF / ESI challan copies submitted with monthly invoice	SPOC + Contractor Finance	UTRs provided; invoice processed	Penalty Schedule	
G-M-4	Wage payment evidence — bank UTRs to all deployed personnel before 7th	Contractor Finance + SPOC	UTRs received by SPOC by 6th; submitted with invoice	Penalty Schedule	
G-M-5	Manpower attendance summary, leave reconciliation, replacement log	SPOC	All days reconciled; any replacement filed	KPI	
G-M-6	Help-Desk monthly statistics — complaints by category, response and closure SLA achievement, recurring issues	SPOC	Submitted with monthly report; recurring issues escalated	Reporting clause	
G-M-7	Tools and instruments calibration certificate validity check	SPOC	All instruments within calibration; any expiring within 30 days scheduled for re-calibration	Tools and instruments section	
G-M-8	Police verification records — monthly check, any new deployment validated	SPOC	100% of deployed staff hold valid police verification	Tender clause	
G-M-9	Medical fitness records — annual	SPOC	Renewals scheduled 30 days in advance	Tender clause	

	cycle tracked			
G-M-10	Insurance certificate validity check (WC, Third-Party, All-Risk)	SPOC	All policies valid; renewals scheduled 30 days in advance	Insurance section
G-M-11	Energy consumption consolidated report — kWh, kVAh, demand, PF, solar generation, diesel consumption	SPOC	Submitted to INCOIS by 3rd of next month	Master Coordination
G-M-12	Water consumption consolidated report — HMWSSB, tanker, STP-recycled, RO product, total	SPOC	Submitted by 3rd; reconciliation with Civil & PHE CAMC contractor done	Master Coordination

E. QUARTERLY OPERATIONAL-CHECK SCHEDULE

#	Activity	Trade / Owner	Acceptance Criteria	CAMC reference	Cross-reference
Q-1	DG annual load-test calendar — manpower in attendance, log run hours, fuel consumption, exhaust observation	Electrical Tech + Electrical CAMC contractor	All scheduled tests completed; manpower attendance recorded	Electrical scope	CAMC
Q-2	UPS quarterly bypass + battery autonomy 5-min discharge (one UPS at a time, with INCOIS in attendance)	Electrical Tech + Electrical CAMC contractor	Bypass operates; battery autonomy ≥ design; recorded	Electrical scope	CAMC
Q-3	IR thermography support — Electrical CAMC contractor schedules quarterly campus-wide IR thermography; manpower escorts and provides access	Electrical Tech	Schedule honoured; thermography report received and filed	Electrical scope	CAMC
Q-4	Quarterly PM compliance summary submitted to INCOIS — planned vs completed, % compliance, gap analysis, corrective plan	SPOC	Submitted within 10 days of quarter-end; ≥ 95%	KPI	

Q-5	Quarterly KPI Review Meeting with INCOIS — performance against targets	SPOC + Contractor PM + INCOIS Engineer	Meeting held; minutes recorded; corrective actions agreed	KPI clause
Q-6	Solar PV quarterly performance audit — comparison to design and to nameplate; soiling-loss estimate; cleaning scheduled if PR drop > 5%	Electrical Tech + SPOC	Audit report submitted; cleaning recommendation to INCOIS	O&M by M/s Cleanmax (RESCO PPA); operator records only
Q-7	Lightning protection visual inspection — air terminals, down conductors, joints, event counter	Electrical Tech	Visual inspection report; reading logged; abnormalities reported	Electrical CAMC scope (annual); manpower performs quarterly visual
Q-8	Building envelope quarterly visual — façade, parapet, expansion joints (especially before / after monsoon)	Carpenter + Helper + SPOC	Report submitted to INCOIS + Civil & PHE CAMC contractor; defects logged	Civil & PHE CAMC scope (pre / post-monsoon); manpower observes
Q-9	Fire-system quarterly drill — desktop simulation of FACP alarm response	SPOC + Shift Tech + Security	Drill conducted; learnings documented; circulated	Fire AMC scope + Emergency SOP
Q-10	Tools and instruments calibration — quarterly internal verification (against reference) for high-use instruments (multimeter, lux meter, IR thermometer, pH meter, TDS meter)	SPOC + each Tech	All instruments verified; certificates filed	Tools and instruments section
Q-11	Training refresher — one topic per quarter (rotated through PTW, confined-space, electrical safety, fire response)	SPOC	All deployed staff attended; training record filed	Training clause
Q-12	Pest sighting summary — manpower observations during site rounds	Each Tech + SPOC	Submitted to Civil & PHE CAMC pest control sub-agency for quarterly review	Civil & PHE CAMC scope
Q-13	Quarterly statutory-	SPOC	Tracker updated;	Statutory section

	tracker review — every certificate / licence, expiry date, renewal status		renewals due in next 90 days flagged	
Q-14	Daily-Shift-Log audit — sample 5% of logs per quarter; review completeness, deviations, escalation handling	SPOC	Audit complete; gaps closed	KPI
Q-15	Help-Desk performance review — quarterly trend analysis, recurring complaints, response improvement actions	SPOC	Submitted to INCOIS with quarterly report	KPI clause
Q-16	Coordination Logbook audit — sample 10% of entries per quarter; verify countersignatures, completeness	SPOC + INCOIS	Audit complete; gaps closed	Master Coordination
Q-17	Asset inventory reconciliation — every asset in inventory verified for presence, condition, location	SPOC + Each Tech	100% reconciliation; anomalies logged	
Q-18	Emergency Response SOP drill — one scenario per quarter (rotating through the 7 categories)	SPOC + Shift Tech	Drill record; lessons learned; SOP updated if required	Emergency Response clause

F. HALF-YEARLY OPERATIONAL-CHECK SCHEDULE

#	Activity	Trade / Owner	Acceptance Criteria	CAMC Cross-reference
HY-1	Pre-monsoon site walk-down — terrace, drains, downpipes, parapet, façade, electrical riser shafts, basement, fire pump room (April-May)	Joint — SPOC + Plumber + Carpenter + Helper + Civil & PHE CAMC Resident Supervisor	Report submitted to INCOIS by 31 May with photographs and remediation list	Civil & PHE CAMC scope
HY-2	Post-monsoon site walk-down — same scope (Oct-	Joint — same	Report submitted by 30 Nov	Civil & PHE CAMC scope

	Nov)			
HY-3	Half-yearly SLA review meeting with INCOIS — KPI achievement, penalty status, open complaints, action plan	SPOC + Contractor PM + INCOIS Engineer-in-Charge + INCOIS Facility In-charge	Meeting held; minutes signed; action plan agreed; penalty disputes resolved	KPI clause
HY-4	Confined-space rescue drill — manpower team participates (Civil & PHE CAMC contractor leads)	SPOC + Plumber + Helper	All staff participated; drill record filed	Civil & PHE CAMC scope
HY-5	Gas detector half-yearly calibration — H ₂ S, CH ₄ , O ₂ , LEL (Civil & PHE CAMC contractor leads; manpower owns instrument if PTW work requires)	SPOC + Civil & PHE CAMC contractor	Calibration certificate filed; detector ready for next 6 months	Civil & PHE CAMC scope
HY-6	Tools and instruments NABL calibration — half-yearly NABL recalibration of all measuring instruments	SPOC + each Tech + NABL agency	All calibration certificates submitted with monthly invoice	Tools and instruments section
HY-7	Reliever matrix review — every reliever named, contact verified, deployment dates rotated; substitute list updated	SPOC	Matrix updated; circulated to INCOIS	Manpower deployment section
HY-8	Statutory licence renewal — CLRA, contractor's electrical licence, EPF, ESI, GST	SPOC + Contractor Finance	All renewals on or before expiry; copies submitted to INCOIS	Statutory section
HY-9	Solar PV half-yearly cleaning campaign — array washing (mild morning, low-mineral water, soft brush)	M/s Cleanmax (RESCO PPA, when effected); manpower escorts and provides access	All strings washed; PR improvement measured pre/post; report submitted	O&M by M/s Cleanmax (RESCO PPA); operator records only
HY-10	Half-yearly Coordination Framework review with INCOIS — Master	SPOC + INCOIS + three CAMC Supervisors	Review meeting; framework gaps closed	Master Coordination

	Coordination application, PTW protocol, Help-Desk, Joint Shutdown Calendar			
HY-11	Energy consumption half-yearly analysis — comparison vs baseline, identification of efficiency opportunities	SPOC + INCOIS	Report submitted; recommendations actioned	KPI clause + Net Zero programme
HY-12	Insurance renewal cycle — review of WC, TPL, All-Risk; renewals on or before expiry	Contractor Finance + SPOC	Renewed; certificates filed	Insurance section

G. ANNUAL OPERATIONAL-CHECK SCHEDULE

#	Activity	Trade / Owner	Acceptance Criteria	CAMC reference	Cross-reference
A-1	Annual statutory facilitation — CEA / Electrical Inspectorate inspection; PCB Consent to Operate (STP); Factories Act registration; Fire NOC	SPOC + relevant CAMC Supervisor	All inspections coordinated; certificates renewed; copies filed	Statutory relevant scopes	+ CAMC
A-2	Annual records audit — every register, lab report, safety record, equipment log, calibration certificate for the contract year	SPOC + INCOIS	Audit complete; archived per contract retention; gaps closed before contract anniversary	Reporting clause	
A-3	Annual emergency-response drill — one full simulation of a major incident with all four contractors (e.g. simultaneous HT trip + DG fail to start)	SPOC + three CAMC Supervisors + INCOIS Engineer + INCOIS Facility In-charge	Drill conducted; learnings documented; SOPs updated	Emergency Response clause	
A-4	Annual cross-contractor induction refresh — new deployees, change of supervisors	SPOC + three CAMC Supervisors	Joint induction record; signed by all Supervisors	Training clause	

A-5	Annual energy audit support — facilitate BEE-empanelled auditor under Electrical CAMC scope (Year 1 and Year 3)	SPOC + Electrical CAMC contractor	All meter data provided; site walk-downs accompanied; report received	Electrical CAMC scope
A-6	Annual training plan submitted for next year — refresher curriculum, OEM training calendar, First Aid renewal	SPOC + Contractor PM	Submitted to INCOIS by contract anniversary	Training clause
A-7	Annual Help-Desk performance review — full-year statistics; recurring categories; improvement plan	SPOC + Contractor PM + INCOIS	Submitted in year-end report; action items for next year agreed	Reporting clause
A-8	Annual PPM compliance audit — overall $\geq 95\%$ for the year; deviations explained; corrective plan	SPOC + Contractor PM + INCOIS	Audit complete; compliance certified	KPI
A-9	Annual statutory-tracker year-end review — every certificate renewed within validity for next year	SPOC	All certificates current; tracker updated	Statutory section
A-10	Year-end consolidated report — full-year scope completion, asset condition, KPI achievement, energy / water summary, recommendations	SPOC + Contractor PM	Submitted within 30 days of contract anniversary	Reporting clause

H. LOGBOOK AND REGISTER TEMPLATES

The Contractor shall maintain the following physical hard-bound logbooks AND electronic copies (CMMS / spreadsheet) at the manpower duty room. Each logbook shall be entered same-shift, signed by the responsible technician, countersigned by the Shift Lead / SPOC, and made available for INCOIS audit at any time.

H.1 Daily Shift Log

Field	Detail
Shift & Date	Shift A / B / C / General; Date dd-mm-yyyy
Outgoing technician	Name + signature
Incoming technician	Name + signature
Outgoing Shift Lead	Name + signature
Incoming Shift Lead	Name + signature

Electrical readings	Hourly V, A, PF, Hz, DG run hours, UPS in/out V, battery DC, solar generation
HVAC readings	CHW supply/return T, CDW supply/return T, chiller suction/discharge P, Glass Room T/RH, Tsunami Room T/RH, CRAC setpoint vs actual
PHE readings	OHT level (% per tank), sump level, RO feed/permeate TDS, daily water consumption (m ³), diesel stock (litres)
Civil observations	Door / hardware / signage issues; minor civil defects
Solar PV readings	Generation (kWh per inverter); top alarms
Fire system readings	Wet-riser pressure; jockey cycles; FACP status
Incidents and alarms	Time, system, action taken, escalation chain
PPM tasks done	Tick / sign against scheduled checklist tasks for the shift
PTW issued / cancelled	PTW No., scope, status
Coordination Logbook events	Entry No., counterparty, status
Shift handover note	Pending work, open faults, instructions for next shift; signed by outgoing + incoming Shift Lead

H.2 Help-Desk Complaint Register

Mandatory minimum fields: Complaint No. | Date & Time received | Reported by (User + Building + Room) | Channel (phone / e-mail / e-ticket) | Nature | Priority (P1/P2/P3/P4) | Help-Desk acknowledgement time | Assigned to (Contractor) | Acknowledged by Contractor (time) | On-site attendance time | Action taken | Materials used | Closure time | Closed by | User confirmation (signature).

H.3 Coordination Logbook

Mandatory minimum fields: Entry No. | Date & Time | Event type (PTW / Internal Work Order / OEM visit / Joint Shutdown / Emergency) | Originating Contractor | Other Contractors involved | Description | Outcome | Signatures of all attending Supervisors | INCOIS Engineer countersign (where applicable).

H.4 PTW Register

Mandatory minimum fields: PTW No. | Date | Work description | Location | Equipment isolated | Isolation method | Isolating authority (Name + Sign) | Test of de-energisation result | Worker names + acknowledgement | Permit Holder | Work completion sign-off | Re-energisation authorised by | INCOIS countersign (HT / critical) | Coordination Logbook entry No.

H.5 Operational-Check and PPM-Witness Tracker (CMMS / Spreadsheet)

Sortable fields: Activity ID (per this Annexure) | Frequency | Due Date | Completed Date | Status (Done / Deferred / Missed) | Reason for Deferral | New Due Date | Technician | Acceptance Criteria Met (Y/N) | Remarks | INCOIS Engineer countersign for monthly+.

H.6 Breakdown / Incident Register

Field-list retained: Incident No. | Date & Time | Reported By | System Affected | Priority | Time of Technician Response | Initial Action Taken | Time of Escalation to SPOC | Time of Escalation to Contractor Management | Time of INCOIS Notification | Time of Resolution / Workaround | Total Downtime (mins) | Root Cause | Corrective Action | Recurrence Prevention Action | Closed By | INCOIS Sign-off Date.

H.7 Statutory Compliance Tracker

Fields: Document | Issuing Authority | Current Validity | Renewal Due | Status / Remarks. Examples: CLRA Licence; Electrical Contractor's Licence (Class C minimum); Wireman / Supervisor Certificates per shift; police verifications; medical fitness; insurance (WC, TPL, All-Risk); GST registration; EPF / ESI registration; calibration certificates.

H.8 Equipment History Card

Existing format retained. One card per major asset. Equipment ID | Description | Make / Model / Serial | Location | Date of Commission | Warranty Expiry | CAMC Agency. Date-wise history with Activity Type, Parts Replaced, Done By, INCOIS Sign, Next Scheduled PM Date.

H.9 Coordination Drawings Register

Fields: Drawing No. | Title | Revision | Date of last update | Updated by | INCOIS acknowledgement. All drawings on the INCOIS-controlled shared repository per the Master Coordination section.

H.10 Spares and Consumables Register

Fields: Material | Specification | Supplier (per Spares Boundary Schedule) | Receipt | Issue | Closing Stock | Re-order Level | Re-order Triggered (Y/N) | Linked Help-Desk Complaint No.

H.11 Training Record

Fields: Person | Designation | Trade | Induction (Date / Pass score) | OEM training records | Annual refresher dates | First Aid / CPR certification date and expiry | BMS / SCADA observation training date | Trade test pass record (for alternate-pathway personnel).

H.12 Handover / Takeover Certificate

Used at contract start, contract end, and any change of major responsibility (e.g. change of SPOC). Existing format retained. Date | Equipment list with status (Running / Faulty / Under CAMC) | Logbook status | Open punch list | Tools and spares inventory | Key / access / code handover | Signatures of outgoing + incoming + INCOIS witness.

I. CRITICAL EXCLUSIONS (what this manpower contract does NOT cover)

Bidders are explicitly notified that the following activities lie within the scope of the three CAMC contracts engaged by INCOIS, NOT within this manpower contract:

Civil & PHE CAMC: STP plant operation and maintenance (24x7 by 4 STP Operators + 1 Reliever); RO plant operation and maintenance, including chemical CIP, membrane replacement, daily monitoring; pest control across the campus (monthly indoor, fortnightly rodent, special protocols for canteen / residential / guest house); mosquito fogging (item-rate); annual termite inspection and treatment; cleaning of storm water drains, sewer lines, manholes, UGS, OHTs, rainwater harvesting lake (item-rate / scheduled); major civil works — masonry, plastering, exterior painting, terrace waterproofing (item-rate / scheduled); monthly NABL testing of STP effluent (CPCB norms) and RO product (IS 10500).

HVAC CAMC: chiller plant comprehensive maintenance (water-cooled and air-cooled), including refrigerant handling; cooling tower water treatment, chemical supply, Legionella management; AHU / CSU / FCU / VAV preventive maintenance (filter cleaning, coil cleaning, condensate-pan / drain-line clean, belt replacement, motor IR); PAC comprehensive AMC — Glass Room, Tsunami Room, Oceansat-2, Amenity, Split / Cassette / Tower AC maintenance — entire campus; refrigerant inventory management and reconciliation, ODS compliance; HVAC LT panels, VFDs, BMS / PLC within HVAC scope; IR thermography and vibration analysis on HVAC assets; annual chiller performance test.

Electrical CAMC: HT yard, HT switchgear, transformers — all maintenance; DG sets — engine + alternator + AMF + synchronising panels — all maintenance; UPS systems — internal maintenance (battery replacement is on rate-contract); LT panels, MCC, APFC, DBs — all preventive and corrective maintenance; lighting in critical areas (Glass Room, Tsunami, panel rooms, etc.); earthing and lightning protection — measurement, maintenance, certification; street lighting, external lighting, Solar Water Heater System; quarterly IR thermography of every electrical panel; annual relay-coordination audit (NABL secondary injection); annual transformer oil full-spec test (NABL); statutory CEA inspection facilitation.

Solar PV plant (614.5 kWp) preventive maintenance and cleaning: full O&M is by M/s Cleanmax under the RESCO PPA; this contract's operator only records the daily generation reading and inverter alarms. Fire-fighting AMC — wet riser, sprinkler, hydrants, fire alarm panel, diesel pump, jockey, smoke detectors, fire NOC facilitation: until a Fire AMC is awarded, interim quarterly servicing is by the Electrical CAMC (per IS 15301 / IS 2189).

J. PENALTY ALIGNMENT NOTE

The acceptance criteria in this Annexure are cross-referenced to the Penalty Schedule of this Manpower tender and to the KPI Dashboard. Where a lapse is covered by a specific row in Section 8, that row's penalty applies. Where a missed task in this Annexure has no corresponding row in Section 8, the default penalty is ₹ 1,000 per missed task, applied only after the written-notice-and-cure step at Section 8.1. Cumulative cap remains 10% of MIV per month.

Reference Equipment Inventory (Electrical & HVAC)

These inventories are provided for reference, to indicate the systems the manpower operates and monitors. The detailed equipment-wise maintenance scope and inventory are in the respective Electrical and HVAC CAMC tenders. Counts are as-known on the date of bid issue and are verified at the pre-bid site visit.

A. Electrical Equipment Inventory (reference)

This is the as-known inventory on the date of bid issue, grouped A to M (and the Solar Water Heater System). The bidder verifies every line during the mandatory pre-bid site visit; a joint as-found inventory signed at takeover supersedes this list. No claim arising from a variation in count, capacity, make or location is entertained after bid submission.

Group A — HT (11 kV) Power Receipt & Transformation					
A.1	11 kV VCB with Control Panels	Stelmec Limited	2	Nos.	Main Electrical Substation
A.2	11 kV CT & PT Unit	Approved make	1	Set	Main Electrical Substation
A.3	Outdoor 3-board HT Panel	Approved make	1	Nos.	Main Electrical Substation
A.4	11 kV, 4-Panel Switchboard	Approved make	1	Nos.	Main Electrical Substation
A.5	11 kV, 5-Panel Switchboard	Approved make	1	Nos.	ITCO Substation
A.6	11 kV AB Switch (TGSPDCL) with HT cable end kits	Approved make	1	Set	Quarters Substation, near OHT
A.7	Transformer, 2 MVA, 11 kV/415 V	PETE	2	Nos.	Main Electrical Substation
A.8	Transformer, 315 kVA, 11 kV/433 V	Approved make	1	Nos.	Residential Quarters Substation
A.9	Dry-Type Transformer, 1000 kVA	Volt-Amp	2	Nos.	Main Electrical Substation
A.10	RTCC Panel for transformers	Approved make	4	Nos.	Main + ITCO Substations
Group B — Standby Power: DG Sets, Synchronization & APFC					
B.1	DG Set, 600 kVA	Cummins VTA-28-G3-I	2	Nos.	Main Electrical Substation
B.2	DG Set, 500 kVA	Cummins KTAA-19-G10	2	Nos.	ITCO Electrical Substation
B.3	DG Set, 320 kVA	Cummins NTA-855-G2-BC	2	Nos.	Main Electrical Substation
B.4	DG Set, 160 kVA	Cummins 6BTAA5.9-G5	1	Nos.	Quarters Substation
B.5	DG Synchronisation Panel for 2 × 320 kVA + 2 × 600 kVA	Approved make	1	Nos.	Main Electrical Substation
B.6	DG Synchronisation Panel for 2 × 500 kVA	Approved make	1	Nos.	ITCO Electrical Substation
B.7	DG Panel for Quarters DG	Approved	1	Nos.	Quarters Substation

Sl.	Equipment Description	Make / Model	Qty	UoM	Location
		make			
B.8	APFC Panel, 330 kVAR	Approved make	2	Nos.	Main Electrical Substation
B.9	APFC Panel, 325 kVAR	Approved make	2	Nos.	ITCO Electrical Substation
B.10	APFC Panel (Quarters)	Approved make	1	Nos.	Residential Quarters Substation
Group C — UPS Systems & Battery Charger Banks					
C.1	UPS System, 250 kVA	Approved make	2	Nos.	TEWC / HPC areas
C.2	UPS System, 120 kVA	Approved make	4	Nos.	Main Building + ITCO
C.3	UPS System, 80 kVA	Approved make	2	Nos.	Main Building
C.4	UPS System, 40 kVA	Approved make	2	Nos.	Oceansat-2 / Amenity
C.5	UPS System, 20 kVA	Approved make	2	Nos.	Guest House / Amenity
C.6	Battery Charger with bank, 12 V – 100 Ah, 4 × SMF	Approved make	1	Set	ITCO Electrical Substation
C.7	Battery Charger with bank, 12 V – 65 Ah, 2 × SMF	Approved make	1	Set	Main Electrical Substation
C.8	Battery Charger with bank, 12 V – 42 Ah, 2 × SMF	Approved make	1	Set	Main Electrical Substation
C.9	Battery Charger with bank, 12 V – 42 Ah, 2 × SMF	Approved make	1	Set	11 kV HT Yard, near OHT
Group D — LT Main Distribution Panels — Substations					
D.1	Main MV Panel-1	Approved make	1	Nos.	Main Electrical Substation
D.2	Main LT Panel-2	Approved make	1	Nos.	Main Electrical Substation
D.3	Station Auxiliary Panel	Approved make	1	Nos.	Main Electrical Substation
D.4	Main LT Panel	Approved make	1	Nos.	ITCO Electrical Substation
D.5	Main LT Panel	Approved make	1	Nos.	Residential Quarters Substation
D.6	Main LT Power Distribution Board	Approved make	4	Nos.	All substations (overall pool)
D.7	LT Bus Duct	Approved make	64	RMt	Main Electrical Substation
Group E — Sub-Distribution Panels — by Building & Floor					
E-1 Main Building — G/F Electrical Room					
E.1	MU PDB-1 Panel (UPS)	Approved	1	Nos.	G/F Main Building

Sl.	Equipment description	Make / Model	Qty	UoM	Location
		make			
E.2	MU PDB-2 Panel (UPS)	Approved make	1	Nos.	G/F Main Building
E.3	Main Power Switch Board Panel	Approved make	1	Nos.	G/F Main Building
E.4	Main Lighting Switch Board Panel	Approved make	1	Nos.	G/F Main Building
E.5	UPS Panel-1 / HPC New System	Approved make	1	Nos.	G/F Main Building
E.6	UPS Panel-2 / HPC New System	Approved make	1	Nos.	G/F Main Building
E.7	UPS Channel Panel-1A / HPC New System	Approved make	1	Nos.	Glass Room Data Centre, G/F
E.8	UPS Channel Panel-2A / HPC New System	Approved make	1	Nos.	Glass Room Data Centre, G/F
E.9	Main LT Panel-1	Approved make	1	Nos.	TEWC Electrical Room, G/F
E.10	Main LT Panel-2	Approved make	1	Nos.	TEWC Electrical Room, G/F
E.11	6 kVA Single-Phase STS Switches	Emerson	4	Nos.	TEWC Electrical Room, G/F
E.12	UPS Power DB-1	Approved make	1	Nos.	TEWC Electrical Room, G/F
E.13	UPS Power DB-2	Approved make	1	Nos.	TEWC Electrical Room, G/F
E-2 Main Building — F/F Electrical Room					
E.14	UPS Panel-21A	Approved make	1	Nos.	F/F Main Building
E.15	MPSB-21 Panel	Approved make	1	Nos.	F/F Main Building
E.16	MLSB-26 Panel	Approved make	1	Nos.	F/F Main Building
E-3 Oceansat-2 Building					
E.17	Main UPS Input & Output Panel	Approved make	1	Nos.	Oceansat-2 Building
E.18	Antenna Panel	Approved make	1	Nos.	Oceansat-2 Building
E-4 Amenity Building					
E.19	LT Panel SSB-A	Approved make	1	Nos.	G/F Amenity Building
E.20	UPS DB — 160 A MCCB IN; 32 A TP × 3 + 20 A SP × 3 OUT	Approved make	1	Nos.	G/F Amenity Building
E.21	UPS DB — 32 A 4P MCB IN; 10 A SP × 12 OUT	Approved make	1	Nos.	G/F Amenity Building
E.22	SSB-28 Panel	Approved make	1	Nos.	F/F Amenity Building

Sl.	Equipment description	Make / Model	Qty	UnM	Location
E-5 Guest House (ITCO)					
E.23	Main LT Panel-25	Approved make	1	Nos.	G/F Guest House
E.24	MPDB-G1 Panel	Approved make	1	Nos.	G/F Guest House
E.25	MLDB-G2 Panel	Approved make	1	Nos.	G/F Guest House
E.26	MPDB-F1 Panel	Approved make	1	Nos.	F/F Guest House
E.27	MLDB-F2 Panel	Approved make	1	Nos.	F/F Guest House
E.28	MPDB-S1 Panel	Approved make	1	Nos.	S/F Guest House
E.29	MLDB-S2 Panel	Approved make	1	Nos.	S/F Guest House
E-6 MP Hall					
E.30	Main Panel	Approved make	1	Nos.	MP Hall
E-7 ITCO Academic Block					
E.31	Academic Block Main Panel	Approved make	1	Nos.	G/F Academic Block, ITCO
E.32	UPS Outgoing Panel	Approved make	1	Nos.	G/F Academic Block, ITCO
E.33	Power Panel — G/F	Approved make	1	Nos.	G/F Academic Block, ITCO
E.34	Lighting Panel — G/F	Approved make	1	Nos.	G/F Academic Block, ITCO
E.35	Power Panel — F/F	Approved make	1	Nos.	F/F Academic Block, ITCO
E.36	Lighting Panel — F/F	Approved make	1	Nos.	F/F Academic Block, ITCO
E-8 ITCO Hostel Block					
E.37	Hostel Block Main Panel	Approved make	1	Nos.	Cellar, Hostel Block, ITCO
E.38	1-Phase kWh Meter Panel	Approved make	1	Nos.	Cellar, Hostel Block, ITCO
E.39	3-Phase kWh Meter Panel	Approved make	1	Nos.	Cellar, Hostel Block, ITCO
E-9 Pump Houses & STP — Electrical Side					
E.40	Pump Panel	Approved make	1	Nos.	Pump House, Main Campus, INCOIS
E.41	Main Pump Panel	Approved make	1	Nos.	Pump House, Main Campus, INCOIS
E.42	Fire Pump Control Panel	Approved make	1	Nos.	Fire Pump House, ITCO

E.43	Main PCC Panel	Approved make	1	Nos.	Old STP Building, Main Campus
Group F — General Distribution Board Pools (PDB / LDB / UPS DB / Pillar Boxes / Quarters)					
F.1	EB Metering Panel — Residential Quarters	Approved make	5	Nos.	Residential Quarters
F.2	Common Panel — Residential Quarters	Approved make	5	Nos.	Residential Quarters
F.3	3-Phase / 1-Phase Power Distribution Board (PDB)	Approved make	47	Nos.	All buildings, campus-wide
F.4	3-Phase / 1-Phase Lighting Distribution Board (LDB)	Approved make	44	Nos.	All buildings, campus-wide
F.5	3-Phase / 1-Phase UPS Distribution Board (UPS DB)	Approved make	40	Nos.	All buildings, campus-wide
F.6	3-Phase Pillar Box Panel (street light feed)	Approved make	4	Nos.	Main Campus, INCOIS
F.7	Street Lights Panel	Approved make	1	Nos.	Near Circle, ITCO
Group G — HT & LT Power Cables — Outdoor					
G.1	11 kV, 3C × 300 sq.mm XLPE Al Armoured Cable	Approved make	320	RMt	HT distribution route
G.2	11 kV, 3C × 240 sq.mm XLPE Al Armoured Cable	Approved make	1878	RMt	HT distribution route
G.3	11 kV, 3C × 95 sq.mm XLPE Al Armoured Cable	Approved make	200	RMt	HT distribution route
G.4	LT, 3.5C × 400 sq.mm XLPE Al Armoured Cable	Approved make	110	RMt	LT distribution
G.5	LT, 3.5C × 300 sq.mm XLPE Al Armoured Cable	Approved make	2000	RMt	LT distribution
G.6	LT, 3.5C × 240 sq.mm XLPE Al Armoured Cable	Approved make	2840	RMt	LT distribution
G.7	LT, 3.5C × 185 sq.mm XLPE Al Armoured Cable	Approved make	1890	RMt	LT distribution
G.8	LT, 3.5C × 150 sq.mm XLPE Al Armoured Cable	Approved make	300	RMt	LT distribution
G.9	LT, 3.5C × 120 sq.mm XLPE Al Armoured Cable	Approved make	300	RMt	LT distribution
G.10	LT, 3.5C × 70 sq.mm XLPE Al Armoured Cable	Approved make	700	RMt	LT distribution
G.11	LT, 3.5C × 25 sq.mm XLPE Al Armoured Cable	Approved make	3600	RMt	LT distribution
G.12	LT, 3.5C × 10 sq.mm XLPE Al Armoured Cable	Approved make	850	RMt	LT distribution
G.13	1C × 120 sq.mm PVC Cu Flexible Cable	Approved make	750	RMt	UPS / earthing route
Group H — Internal Wiring & Earthing Conductors					

Sl.	Equipment description	Make / Model	Qty	UoM	Location
H.1	3C × 2.5 / 1.5 sq.mm Copper-conductor Wiring	Approved make	3400	RMt	Internal — all buildings
H.2	3C × 4 sq.mm Cable	Approved make	1350	RMt	Internal — all buildings
H.3	3C × 16 sq.mm Cable	Approved make	1100	RMt	Internal — all buildings
H.4	4C × 2.5 sq.mm Control Cable	Approved make	270	RMt	Panel inter-wiring
H.5	2C × 1.5 sq.mm Armoured Cable	Approved make	350	RMt	Field wiring
H.6	Mains Wiring to 32 A / 63 A DBs — FRLS PVC Cu	Approved make	1850	RMt	DB feeders
H.7	Wiring for Socket Points	Approved make	15000	RMt	Internal — all buildings
H.8	Wiring for Light & Fan Points	Approved make	30000	RMt	Internal — all buildings
H.9	Concealed Conduit Wiring for Power & Lighting	Approved make	10000	RMt	Internal — all buildings
H.10	1C × 120 sq.mm Neutral Earthing Cable — PVC Cu flexible	Approved make	100	RMt	UPS earthing
H.11	50 × 6 mm GI Flat — Main Earth Grid & Equipment Earthing	Approved make	800	RMt	Earth grid
H.12	25 × 6 mm GI Flat — Panel & Secondary Earthing	Approved make	500	RMt	Earth grid
H.13	14 / 8 SWG GI Wire — Equipment Earthing	Approved make	2250	RMt	Equipment earthing
Group I — Final Switchgear, Wiring Accessories & Fans					
I.1	Switches, 6 A / 16 A / 20 A	Approved make	1200	Nos.	Campus-wide
I.2	Socket Outlets, 6 A / 16 A	Approved make	500	Nos.	Campus-wide
I.3	Socket Outlets, 5 A	Approved make	500	Nos.	Campus-wide
I.4	Isolators, 32 A / 63 A / 500 A TPN — metallic enclosure	Approved make	10	Nos.	Campus-wide
I.5	MCB breakers (assorted ratings, 6 A – 63 A)	Approved make	50	Nos.	Campus-wide
I.6	Fuses & Circuit-Protection Devices	Approved make	50	Nos.	Campus-wide
I.7	Exhaust Fans, 305 mm	Approved make	80	Nos.	Campus-wide
I.8	Ceiling Fans, 1200 mm sweep	Approved make	150	Nos.	Campus-wide
I.9	Wall-Mounted Fans	Havells	/ 6	Nos.	Campus-wide

		Crompton			
I.10	Pedestal Fans	Usha / Greaves / Havells / Polycab / Anchor / Crompton	15	Nos.	Campus-wide
Group J — Outdoor Lighting — Street Lights & High Mast					
J.1	High-Mast Street-Light Pole with Control Panel	Approved make	1	Nos.	ITCO Campus
J.2	Street Light Pole, 35 W LED	Approved make	51	Nos.	ITCO Campus
J.3	Street Light Pole, 70 W LED	Approved make	45	Nos.	Main Campus, INCOIS
J.4	Street Light Pole, 35 W LED	Approved make	40	Nos.	Residential Quarters
Group K — Motors, Pumps, Gate Motors & EOT Crane					
K.1	Single-Phase Gate Motor — Main Gate	Roger	2	Nos.	Main Gate
K.2	Single-Phase Gate Motor, 500 W — Rear Gate	FAAC 741-S / ENCODER	1	Nos.	Rear Gate
K.3	3-Phase Pump-Set Motor, 10 HP	Kirloskar KS-1012+	1	Nos.	Pump House, Main Campus
K.4	3-Phase Pump-Set Motor, 5 HP	Kirloskar KDS-538+	4	Nos.	Pump House, Main Campus
K.5	3-Phase Pump-Set Motor, 2 HP	Approved make	1	Nos.	Pump House, Main Campus
K.6	3-Phase Open-Well Submersible Pump Motor, 3 / 5 HP	Approved make	4	Nos.	Fire Pump House, ITCO
K.7	3-Phase Pump Motor, 7.5 HP — Gardening (new STP)	Kirloskar	1	Nos.	New STP Building, ITCO
K.8	EOT Crane, 1 TON	Approved make	1	Nos.	Glider Lab, ITCO
Group L — Earthing, Grounding & Lightning Protection					
L.1	Lightning Arrestor	Erico	3	Nos.	Main Campus, INCOIS
L.2	Advanced Lightning Arrestor (ESE type)	Schirtec-ESE	3	Nos.	ITCO Campus
L.3	Maintenance-Free Earth Electrodes, 2.5 m long	Approved make	208	Nos.	Campus-wide earth grid
L.4	GI Pipe Earth Station with 2.5 m × 38 mm GI pipe	Approved make	50	Nos.	Campus-wide earth grid
L.5	Copper Plate Earth Station, 600 × 600 × 3.15 mm	Approved make	8	Nos.	Campus-wide earth grid
L.6	Coil Earthing — Street Lights	Approved make	70	Nos.	Street-light circuits
L.7	Earth Bus & Conductors —	Approved	2230	RMt	All substations & rooms

Sl.	Equipment description	Make / Model	Qty	UoM	Location
	Copper flat with crimping	make			
L.8	Earth Link, 300 × 25 × 2 mm — Copper	Approved make	4	Nos.	Earth bus terminations
L.9	100 mm PVC Pipe Sleeves — earth conductor protection	Approved make	220	RMt	Earth route
L.10	150 mm Heavy-Duty Hume Pipes — earth conductor protection	Approved make	70	RMt	Earth route, road crossings
Group M — Telecommunication & Structured Cabling (Passive)					
M.1	Main Distribution Frame (MDF) — CRCA with Krone connectors	Approved make	1	Nos.	Main Building MDF Room
M.2	Sub Distribution Frame (SDF) — CRCA with Krone connectors	Approved make	8	Nos.	Floor/Building SDF rooms
M.3	25-Pair Telephone Cable — MDF to SDF	Approved make	950	RMt	MDF–SDF backbone
M.4	2-Pair ATC Cable — in conduit/floor trunking	Approved make	500	RMt	To junction boxes
M.5	CAT-5E UTP Cable, 4-pair — in conduit/floor trunking	Approved make	8000	RMt	Structured cabling
M.6	Fiber-Optic Cable — Main Building to Amenity	Approved make	500	RMt	Inter-building backbone
M.7	24-Port Patch Panel	Approved make	1	Nos.	MDF
M.8	48-Port Patch Panel	Approved make	7	Nos.	MDF / SDFs
M.9	RJ-11 Telephone Sockets	Approved make	520	Nos.	Campus-wide
M.10	RJ-45 Data Outlets	Approved make	175	Nos.	Campus-wide
Group N — Solar Water Heater System					
N.1	Solar Water Heater System — collectors, storage tank, circulation pump, hot-water piping and controls	OEM installed	as 1	Set	Guest House / Hostel block roof

B. HVAC Equipment Inventory (reference)

This is the as-known inventory on the date of bid issue, grouped A to P. The bidder verifies every line during the mandatory pre-bid site visit; a joint as-found inventory signed at takeover supersedes this list.

Sl.	Equipment description	Make / Model	Qty	UoM	Location
Group A — Chilling & Cooling Systems — Chillers and Cooling Towers					
A.1	100 TR Water-Cooled Chiller	KWS Model 100.2	2	Nos.	INCOIS Main Substation
A.2	100 TR Water-Cooled Chiller	KWS Model 120.22	1	Nos.	INCOIS Main Substation
A.3	217 TR Water-Cooled Chiller	Trane as 1	1	Nos.	INCOIS Main Substation

				installed				
A.4	125 TR FRP Induced-Draft Cooling Tower (Model 3861)	Paharpur installed	as	3	Nos.	INCOIS Main Substation		
A.5	236 TR FRP Induced-Draft Cooling Tower	Mihir make		1	Nos.	INCOIS Main Substation		
A.6	140 TR Air-Cooled Chiller with Chiller Plant Manager	Carrier		3	Nos.	ITCO Substation		
Group B — Pumping Systems — Chilled Water and Condenser Water Pump Sets								
B.1	Chilled-Water Primary Pump, 10 HP / 7.5 kW	OEM installed	as	4	Nos.	INCOIS Main Substation		
B.2	Chilled-Water Secondary Pump, 30 HP / 22 kW	OEM installed	as	4	Nos.	INCOIS Main Substation		
B.3	Condenser-Water Pump, 30 HP / 22 kW	OEM installed	as	4	Nos.	INCOIS Main Substation		
B.4	Pressurisation Unit (with 2 Nos. pumps) — INCOIS	OEM installed	as	1	Set	INCOIS Main Substation		
B.5	Primary Pump — ITCO	OEM installed	as	3	Nos.	ITCO Substation		
B.6	Secondary Pump — ITCO	OEM installed	as	3	Nos.	ITCO Substation		
B.7	Pressurisation Unit (with 2 Nos. pumps) — ITCO	OEM installed	as	1	Set	ITCO Substation		
Group C — Buffer, Expansion & Pressure Tanks; Air Separators								
C.1	Buffer Tank, 10 KL	OEM installed	as	2	Nos.	INCOIS Main Substation		
C.2	Expansion Tank, 500 L	OEM installed	as	1	Nos.	INCOIS Main Substation		
C.3	Pressure Tank, 500 L	OEM installed	as	1	Nos.	ITCO Substation		
C.4	Air Separator Unit	OEM installed	as	1	Nos.	INCOIS Main Substation		
Group D — Piping Components — Valves and Strainers								
D.1	Butterfly Valves 50–89 mm, motorised + manual	Approved make		30	Nos.	INCOIS + ITCO		
D.2	Butterfly Valves 125 mm, motorised + manual	Approved make		21	Nos.	INCOIS + ITCO		
D.3	Butterfly Valves 150–200 mm	Approved make		6	Nos.	INCOIS + ITCO		
D.4	Ball Valves 25–40 mm dia	Approved make		128	Nos.	INCOIS + ITCO		
D.5	Drain Valves 25–50 mm dia	Approved make		44	Nos.	INCOIS + ITCO		
D.6	Check Valves, various sizes	Approved make		20	Nos.	INCOIS + ITCO		
D.7	Balancing Valves 25–150 mm dia	Approved make		28	Nos.	INCOIS + ITCO		
D.8	Two-Way Control Valves with Electric Actuators	Approved make		51	Nos.	INCOIS + ITCO		
D.9	Y-Strainers 25–125 mm	Approved make		39	Nos.	INCOIS + ITCO		

Sl.	Equipment description	Make / Model	Qty	UoM	Location
D.10	Pot Strainers 125–200 mm	Approved make	7	Nos.	INCOIS + ITCO
D.11	Motorised Valves	Approved make	5	Nos.	INCOIS + ITCO
D.12	0–10 V DC Modulating Electric Actuator Valves	Approved make	42	Nos.	INCOIS + ITCO
Group E — Instrumentation & Monitoring — Field Devices					
E.1	Pressure Gauges, glycerine filled / equivalent	Approved make	132	Nos.	INCOIS + ITCO
E.2	Temperature Gauges, bi-metallic / equivalent	Approved make	114	Nos.	INCOIS + ITCO
E.3	Auto / Manual Air Vents (lump-sum coverage)	Approved make	1	Lot	INCOIS + ITCO
Group F — Air Handling Units (AHUs)					
F.1	AHU, 22 TR	Bhoopathy	3	Nos.	INCOIS Main Building G/F
F.2	AHU, 26 TR	Bhoopathy	1	Nos.	INCOIS Main Building G/F
F.3	AHU, 30 TR	Bhoopathy	2	Nos.	INCOIS Main Building G/F
F.4	AHU, 5 TR	Bhoopathy	1	Nos.	INCOIS Main Building G/F
F.5	AHU, 9 TR	Bhoopathy	2	Nos.	INCOIS Main Building G/F
F.6	AHU, 16 TR	Bhoopathy	3	Nos.	INCOIS Main Building G/F
F.7	AHU, 20 TR	Bhoopathy	1	Nos.	INCOIS Main Building G/F
F.8	AHU, 11 TR with VFD + ERV	Zeco	1	Nos.	INCOIS Main Building F/F
F.9	AHU, 17 TR with VFD + ERV	Zeco	1	Nos.	INCOIS Main Building F/F
F.10	AHU, 37 TR with VFD + ERV	Zeco	6	Nos.	INCOIS Main Building F/F
F.11	AHU, 21 TR with VFD + ERV	Zeco	1	Nos.	INCOIS Main Building F/F
F.12	AHU, 27 TR with VFD + ERV	Zeco	2	Nos.	INCOIS Main Building F/F
F.13	AHU, 65 TR with VFD	Approved make	1	Nos.	ITCO Academic G/F + F/F
F.14	AHU, 48 TR with VFD	Approved make	1	Nos.	ITCO Academic G/F + F/F
Group G — Air-Handling & Damping Systems — Dampers					
G.1	Fire Damper, 350 mm dia with fusible link	Approved make	120	Nos.	INCOIS + ITCO
G.2	Fire / Smoke Damper with motorised actuator	Approved make	6	Nos.	INCOIS + ITCO
G.3	Volume Control Damper (VCD)	Approved make	77	Nos.	INCOIS + ITCO
Group H — Temperature & Humidity Controls — VAV / Thermostats					
H.1	Thermostat & VAV Unit	Belimo	68	Nos.	INCOIS Main Building F/F
H.2	Thermostat & VAV Unit	Honeywell	8	Nos.	INCOIS Main Building G/F (Director area)
Group I — Ceiling Suspended Units (CSUs) — All with VFD					
I.1	CSU, 6 TR with VFD	Zeco equivalent	/ 2	Nos.	ITCO Academic G/F + F/F
I.2	CSU, 7 TR with VFD	Zeco equivalent	/ 3	Nos.	ITCO Academic G/F + F/F
I.3	CSU, 8.5 TR with VFD	Zeco equivalent	/ 2	Nos.	ITCO Academic G/F + F/F

I.4	CSU, 9 TR with VFD	Zeco equivalent	/ 8	Nos.	ITCO Academic G/F + F/F
I.5	CSU, 10 TR with VFD	Zeco equivalent	/ 1	Nos.	ITCO Academic G/F + F/F
I.6	CSU, 11 TR with VFD	Zeco equivalent	/ 5	Nos.	ITCO Academic G/F + F/F
I.7	CSU, 12 TR with VFD	Zeco equivalent	/ 3	Nos.	ITCO Academic G/F + F/F
Group J — Fan Coil Units (FCUs)					
J.1	FCU, 1.5 TR	Carrier 42CE00635C0	4	Nos.	ITCO Academic G/F + F/F
J.2	FCU, 2 TR	Carrier 42CE00635C0	12	Nos.	ITCO Academic G/F + F/F
J.3	FCU, 2 TR	D956	8	Nos.	INCOIS Main Building G/F
Group K — Split AC Units (IDU + ODU)					
K.1	Split AC, 1.5 TR	Toshiba	87	Nos.	Old / ITCO Guest House + Main Building
K.2	Split AC, 2 TR	Blue Star	9	Nos.	Oceansat + INCOIS MB Director side
K.3	Split AC, 2 TR	Voltas	4	Nos.	Amenity F/F + ITCO GH TT room
K.4	Split AC, 2 TR	Toshiba	22	Nos.	Old / ITCO Guest House + MP Hall
K.5	Split AC, 1.5 TR	Hitachi	2	Nos.	Main Building F/F E-classroom
Group L — Tower AC Units					
L.1	Tower AC, 3 TR	Voltas	2	Nos.	Amenity Building G/F
Group M — Cassette AC Units					
M.1	Cassette AC, 4 TR Inverter	Toshiba	13	Nos.	ITCO Canteen Building
Group N — Precision Air Conditioning (PAC) — Mission-Critical					
N.1	PAC, 22 TR	Emerson Liebert PEX390FA100	4	Nos.	INCOIS G/F Glass Room (Data Centre)
N.2	PAC, 7.5 TR	Emerson Liebert PEX130FA100	3	Nos.	INCOIS G/F Tsunami Warning Room
N.3	PAC, 3.5 TR	Ultramatix	4	Nos.	ITCO Oceansat-2 Building
N.4	PAC, 2 TR	Vertiv SRC07ET	2	Nos.	Amenity Building G/F
Group O — Electrical Panels & VFDs — HVAC Scope only					
O.1	AC Internal Main Panel — IN 4P 250 A MCCB; OUT as listed	ITCO scope	1	Nos.	ITCO Academic + ITCO Substation
O.2	AC LT Panel — IN 4P 800 A MCCB; OUT 4x4P 400 A + 8x4P 40 A	ITCO scope	1	Nos.	ITCO Academic + ITCO Substation
O.3	Primary Pumps Panel, Star/Delta starter, 7.5 kW x 4	OEM installed	as 1	Nos.	ITCO Substation
O.4	Secondary Pumps VFD Logic Control Panel, 10 HP x 3	OEM installed	as 1	Nos.	ITCO Substation
O.5	AC Sub-Panel-1, 4P 100 A IN;	OEM	as 1	Nos.	INCOIS + ITCO

Sl.	Equipment Description	Make / Model	Qty	UoM	Location
O.6	5×3P 32 A OUT AC Sub-Panel-2	installed OEM installed	as 1	Nos.	INCOIS + ITCO
O.7	AC Sub-Panel-3	OEM installed	as 1	Nos.	INCOIS + ITCO
O.8	AC Sub-Panel-4	OEM installed	as 1	Nos.	INCOIS + ITCO
O.9	VFD Panel — AHU 65 TR	OEM installed	as 1	Nos.	ITCO Academic
O.10	VFD Panel — AHU 48 TR	OEM installed	as 1	Nos.	ITCO Academic
O.11	VFD Panels — CSU Units	OEM installed	as 24	Nos.	ITCO Academic
O.12	MCC Panel-1, 630 A, 415 V, TPN	OEM installed	as 1	Nos.	INCOIS Substation
O.13	HVAC MCC-30, 250 A, 415 V, TP&N	OEM installed	as 1	Nos.	INCOIS Substation
O.14	HVAC MCC-27, 250 A, 415 V, TP&N	OEM installed	as 1	Nos.	INCOIS Substation
O.15	PLC + VFD Panels for Secondary Pump	OEM installed	as 5	Nos.	INCOIS Substation
O.16	Cooling Tower Panel (CT-4)	OEM installed	as 1	Nos.	INCOIS Main Substation
O.17	Motorised Valves Control Panel	OEM installed	as 1	Nos.	INCOIS Main Substation
O.18	Pressurisation Control Panel with pumps	OEM installed	as 1	Nos.	INCOIS Main Substation
O.19	Water-Cooled Chiller Isolation Panel, 217 TR	OEM installed	as 1	Nos.	INCOIS Main Substation
O.20	AHU Panels DOL / VFD (motor control), G/F	OEM installed	as 13	Nos.	INCOIS Main Building
O.21	AHU Panels F/F + S/F with VFD + motor control	OEM installed	as 11	Nos.	INCOIS Main Building
Group P — Water Coolers, RO Units, Refrigerators & ULT Deep Freezers					
P.1	Water Cooler (Minimagic series)	Voltas / Blue Star	17	Nos.	All INCOIS + ITCO buildings
P.2	Water Cooler, 40 L/h cooling, 80 L storage	Voltas	1	Nos.	MP Hall
P.3	RO Plant, 50 LPH	Ion Exchange	4	Nos.	INCOIS + ITCO
P.4	RO Plant, 150 LPH	Ion Exchange	1	Nos.	ITCO Canteen
P.5	Refrigerator, 150 L	Approved make	8	Nos.	INCOIS, ITCO Guest Houses + Canteen + Academic
P.6	Refrigerator, 270 L	Approved make	2	Nos.	Various
P.7	Refrigerator, 97 L	Approved make	12	Nos.	Various
P.8	Refrigerator, 255 L	Approved make	1	Nos.	Various

P.9	Deep Freezer 481 L, -80 °C ULT	Approved make	1	Nos.	Lab	
	— MISSION CRITICAL					
P.10	Deep Freezer -80 °C ULT —	Approved make	1	Nos.	Lab	
	MISSION CRITICAL					

Annexure-X**KPI Tracker (format)**

The Contractor maintains this tracker monthly and submits it with the monthly report by the 5th. Where a KPI consequence also appears in Section 8, the Section 8 quantum prevails.

KPI	Target	Actual (month)	Remarks / action
Posts manned (24x7 + general)	100%		
Help-desk acknowledgement <= 15 min	>= 98%		
Critical breakdown first response	<= 5 min		
Wage / PF / ESI paid on time	100%		
Logbook / report compliance	100%		
Lost-time safety incidents	0		

Annexure-XI**Tools, Tackles, Ladders, Consumables and PPE**

The Contractor provides and maintains, at its own cost, at least the following at site for the full contract period. The list is a minimum; the Contractor adds anything else needed for the duties. Powered and measuring instruments are kept calibrated and in working order.

Category	Minimum items to be provided
Electrical instruments and tools	Multimeters (3¼ digit or better), clamp meters, phase-rotation meter, insulation tester (megger), earth-resistance tester, lux meter, infrared thermometer for hot-spot checks, and a general toolkit (screwdrivers, spanners, crimping tool, wire stripper, pliers, test lamps).
HVAC tools	Refrigerant manifold gauge set, vacuum pump, refrigerant leak detector, thermometer and hygrometer, anemometer for AHU air-flow checks, open-end / box spanner and hex-key sets, adjustable wrenches, fin comb, and a portable coil-cleaning sprayer.
Plumbing and civil tools	Pipe wrenches (assorted sizes), pipe cutting and threading tools, drain-cleaning rods, plunger, carpentry kit (hammer, hand saw, drill with bits), basic mason tools, 5 m and 30 m measuring tapes, spirit level and tube level.
Ladders and access equipment	A 6 ft step ladder for indoor work, a ladder of about 15 ft for higher areas, and an extension ladder of about 30 ft for roof and street-light work. All ladders of fibreglass or other electrically non-conducting type for use near live electrical work.
Consumables (minimum stock at site)	Lubricants, cotton waste, cleaning solvents, contact-cleaner spray, insulation tape, cable ties, assorted wires and fuses, nuts, bolts and washers, PTFE (Teflon) tape, gasket sheet and other minor hardware.
Uniforms and PPE	Two sets of uniform and safety shoes per person per year, the first set at commencement; helmets, electrical hand gloves and other PPE as the task needs, replaced on wear; raincoats or umbrellas for outdoor work in the monsoon.

Declaration

I, _____ son / daughter of _____, aged ____ years, residing at _____ and sole proprietor / managing partner / director of _____, after having read and understood Tender No. INCOIS / OM-MANPOWER / 2026 floated by INCOIS, hereby undertake that I agree to and shall abide by the terms and conditions prescribed in the said tender document for the outsourcing of 24x7 Operation & Maintenance manpower at the INCOIS campus, Hyderabad, for a period of three (3) years.

Signature of the Tenderer / Authorised Signatory and date. Name; Office Seal; Address. Note: the bidder shall sign and stamp every page of the tender document and upload the same.

Bank Guarantee Format for Bid Security

Whereas.....¹ (hereinafter called "the Bidder") has submitted its bid dated.....(date of submission of bid) for the supply of(being the provision of comprehensive annual maintenance services for the Annual Contract for outsourcing of 24x7 Operation and Maintenance Manpower for Electrical, HVAC, Civil and PHE Installations at the INCOIS, Campus under Minimum wages act under tender No. INCOIS: PUR:97/2025)(herein after called "theBid").

KNOW ALL PEOPLE by these presents that WE(name of bank) of(name of country), having ourregistered officeat(address ofbank) (hereinafter called "the Bank"), are bound unto.....(name of Purchaser) (hereinafter called "the Purchaser") inthe sum of ____for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this__day of ____ 20 ____.

THECONDITIONSofthisobligationare:

1. If the Bidder Withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:

(a) fails or refuses to execute the Contract Form if required; or

(b) fails or refuses to furnish the performance security, in accordance with the instruction to Bidders.

We undertake to pay the Purchaser upto the above amount up on receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including 45 days after the period of bid validity, i.e., up to..... And any demand in respect thereof should reach the bank not later than this date.

(Signature of the Bank)

Name of the Bidder

Bank Guarantee Format for Performance Security**To****The Director****Indian National Centre for Ocean Information Services (INCOIS)****Ocean Valley, Pragathi Nagar (BO), Nizampet (SO)****Pragathi Nagar****Hyderabad-500 090**

Whereas..... (name and address of the contractor) (hereinafter called "the contractor") has undertaken, in pursuance of contract no date..... to (Description of Services) (hereinafter called "the contract").

And whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract.

And, whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until theday of20.....

Our.....branch at.....*(Name & Address of the*(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt..... Otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

.....

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of Branch

*Preferably at the headquarters of the authority competent to sanction the expenditure for the procurement of goods or at the concerned district headquarters or the state headquarters.

Authorization for Attending Pre-bid Conference.

(on Company Official Letter Head)

Bidder's Name_____

[Address and Contact Details]

Bidder's Reference No._____ Date.....

To

The Director, INCOIS

INCOIS

Ref: Tender Document No. INCOIS: PUR:97/2025; Tender Title: **Annual Contract for outsourcing of 24x7 Operation and Maintenance Manpower for Electrical, HVAC, Civil and PHE Installations at the INCOIS, Campus under Minimum wages act.**

Subject: Authorization for attending Pre-bid Conference on _____ (date).

Following persons are hereby authorized to attend the Pre-bid Conference for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Sr.	Name	Government Photo ID Type/ Number

Note:

Maximum of two representatives (carrying valid Government photo IDs) shall be permitted to attend the Pre-bid opening. An alternate representative shall be permitted when regular representatives are not able to attend.

Permission to enter the hall where the pre-bid conference is conducted may be refused if authorization as prescribed above is not submitted.

Signatures of bidder

or

Officer authorized to sign the bid.

Documents on behalf of the bidder

[name & address of Bidder and seal of company]

UNDERTAKING—Local Address confirmation
(To be submitted on the letter head of the institute along with technical bid)

I/We (Name)_____ Contractor /

Partner / Sole Proprietor (strike out which is not applicable of (Firm) _____ do hereby

solemnly affirm and declare that the individual / firm / company has an office at

Hyderabad. The address of the office is as under:

Date:

Place:

AuthorizedSignatoryName:

Designation:

ContactNo.:

BID-SECURING DECLARATION FORM
(For Bid Security (EMD) exemption bidders only)

Bid No. INCOIS: PUR: 97/2025 for "Annual Contract for outsourcing of 24x7 Operation and Maintenance Manpower for Electrical, HVAC, Civil and PHE Installations at the INCOIS, Campus under Minimum wages act."

To
The Director
Indian National Centre for Ocean Information Services (INCOIS),
Ministry of Earth Sciences, Govt. of India,
"Ocean Valley", Pragathi Nagar (BO),
Nizampet (SO), Hyderabad - 500 090,

I/We the undersigned, declare that: I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any tender/contract with INCOIS for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, i.e., if I/We withdraw, modify, amend, impair or derogate from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Dated on _____ day of _____

Signature of the Tenderer/Authorized Signatory & date

Name of the authorized signatory:

OFFICE SEAL,

Designation:

Name of the Bidder:

Address: