

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH  
GOREGAON (EAST), MUMBAI**

**TENDER DOCUMENT**

**FOR**

**Annual Rate Contract for repair of electrical rotating equipment at IGIDR**

NIT No.: IGIDR/Tender/2025/ED/15 Date: 29.07.2025

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

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Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (East), Mumbai-400065.

Telephone: 022 6909 6200/513. Fax: 022 6909 6399.

## INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

### Notice Inviting Tender

“NAME OF THE WORK: **“Annual rate contract for repair of electrical rotating equipment at IGIDR”** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. IGIDR invites sealed bids from the qualified vendors of repute for the following work:

Name of work	EMD (Rs.)	Period of Contract
(1)	(2)	(3)
<b>Annual Rate Contract for repair of electrical rotating equipment at IGIDR</b>	<b>5000/-</b>	<b>One Year</b>

2. Tenders are being invited for the above-mentioned work. IGIDR Mumbai reserves its right to award the work to the successful bidder.
3. Bidder has to deposit Earnest Money of **Rs. 5000.00** (Rupees Five Thousand only) along with the bid.
4. The tender bids in two bid systems are invited through two separate Emails to [tender@igidr.ac.in](mailto:tender@igidr.ac.in):  
“Email-1: EMD and Pre-qualification/Technical Bid” and “Email-2: Financial bid”. Subject of email should be mentioned as “Email-1: EMD and Pre-qualification/Technical Bid for Annual Rate Contract for repair of electrical rotating equipment at IGIDR” and “Email-2: Financial bid for Annual Rate Contract for repair of electrical rotating equipment at IGIDR” respectively. All the bid documents should be attached as a PDF document or a zip file, and the financial bid file should be protected with a password.
5. Last date of submission of Tender document shall be on **18.08.2025, at the end of the day**.
6. The institute reserves the right to reject any prospective application without assigning any reasons whatsoever.
7. Before submitting the bid, the contractor should understand the nature and scope of the work.

REGISTRAR

## **SECTION 'A'**

### **Letter of Offer**

Date \_\_\_\_\_

To,

The Registrar,  
Indira Gandhi Institute of Development Research,  
Gen. A.K. Vaidya Marg, Film city Road,  
Goregaon (East), Mumbai- 400065.

Subject: Tender for “Annual rate contract for repair of electrical rotating equipment at IGIDR”

Reference: Tender Advertisement No. IGIDR/Tender/2025/ED/15 dated 29.07.2025

Dear Sir,

With respect to your above-mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited **NEFT/DD/FDR/BG** of Rupees Five Thousand only or MSME exemption Certificate as an earnest money to the IGIDR, which will not bear any interest. Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

**Signature**

Name & seal of bidder

*\*To be submitted on company/firm letterhead.*

**SECTION ‘B’**  
**GENERAL INSTRUCTIONS TO BIDDERS**

Tender bids through email should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.

1. Bidder has to deposit Earnest Money of **Rs. 5000.00** (Rupees Five Thousand only) through NEFT/DD/FDR/BG to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI” Account No. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with screenshot of transaction should be included in the part of the tender document towards Earnest money.
2. The bidders registered under MSME are exempted from submission of EMD, but they should submit the necessary copy of the MSME certificate for exemption.
3. The tender bids in the two bid systems are invited through two separate Emails to [tender@igidr.ac.in](mailto:tender@igidr.ac.in): **“Email-1: EMD and Pre-qualification/Technical Bid”** and **“Email-2: Financial bid”**. Subject of email should be mentioned as **“Email-1: EMD and Pre-qualification/Technical Bid for Annual Rate Contract for repair of electrical rotating equipment at IGIDR** and **“Email-2: Financial bid for Annual Rate Contract for repair of electrical rotating equipment at IGIDR”** respectively. All the bid documents should be attached as a PDF document or a zip file. In case the bidder cannot attach a single bid file to an email, then they can split their bid and submit in multiple emails with mentioning in the email subject as **Part-I, II, III.... etc.**
4. All the required documents should be scanned and merged either into a single PDF file or zipped into a single, and attached to the respective Emails. **The Financial bid should be attached as a PDF document protected with a password and the password to be shared at the time of financial bid opening through online meeting. The vendor should keep their password securely with them and be required to give it only when asked in an online meeting for financial bid opening.**
5. The bids will be received **on 18.08.2025 at the end of the day**. Each copy of the tender document under their stamped and signed. No tender will be accepted after **18.08.2025** under any circumstances whatsoever.
6. The Email bid with the subject **“EMD & Pre-qualification/Technical Bid for Annual rate Contract of Electrical rotating equipment at IGIDR”** shall be opened by the Tender Opening Committee on the next day, **19.08.2025, at 02:30 PM**. Through an online meeting platform. The link to the meeting will

be shared with participating bidders. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.

7. The Email bid with the subject “Financial bid for Annual rate contract for repair of electrical rotating equipment at IGIDR” of only qualified bidders will be opened. The date of opening of the price bid shall be informed by the institute to the qualified bidders. The date of opening of the financial bid and the link for the online meeting shall be informed by the institute to the qualified bidders. **The bidders should provide the password to the financial bid PDF file during the opening of the financial bid. In case the bidder can NOT provide the password for the financial bid at the opening, then their bid shall be rejected.**
8. Tender bid shall remain valid for acceptance by the Institute for a period of three months from the date of opening of the bid, which period may be extended by mutual agreement, and the bidder shall not cancel or withdraw the tender during this period.
9. The bidder must use only the tender forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.
10. The tender form must be filled in English. If any of the documents are missing or unsigned, the tender may be considered invalid by the Institute in its discretion.
11. Rates should be quoted both in figures and in words in columns specified. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever, especially on any change in rate specifications after the opening of the tender, will be entertained.
12. Each Page of the Tender document should be stamped and signed by the authorized person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc., as laid down. Any tender with any of the documents not so signed will be rejected.
13. A tender that is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their tender is not accepted by the institute, but without interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for the execution and fulfilment of the contract. No interest shall be paid on this deposit. The EMD of the successful bidder may be converted into a Performance Security Deposit. The security deposit of the successful bidder will be

forfeited if they fail to comply with any of the conditions of the contract. No interest will be paid on the Security Deposit withheld by the institute.

14. Tender incomplete in any form will be rejected outright; conditional offers will not be accepted.
15. The Institute does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
16. The Institute reserves the right to divide the rate contract for items mentioned in the tender, amongst two or more bidders at its own discretion, and the successful bidders will have to execute orders for part of the items placed with them at the quoted rates. The Institute also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed, and the Contractor shall execute the same without claiming anything extra for the same. In this context, the rates quoted for each item must be self-supporting and relevant.
17. No bidder will be allowed to withdraw after submission of the tender; otherwise, the EMD submitted by the bidder will stand forfeited. In case the successful bidder declines the offer of contract (or refuses to acknowledge or execute the contract within 15 days of award of order), for whatever reason, their EMD will be forfeited.
18. The rates shall also be firm and shall not be subject to change, labour conditions or any conditions whatsoever. Bid must include in their rates, applicable GST and any other tax and duty or other levy, whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, duty or levy, whether existing or future, shall be entertained by the Employer.
19. **The intending bidder can obtain any clarifications regarding the tender document, scope of work, etc., if any by contacting Mr. Amit Gaikwad (Estate Officer) on email [amitg@igidr.ac.in](mailto:amitg@igidr.ac.in) or mobile – 022 6909 6507 or from the Estate Department of the Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065 on any Institute`s working day.**

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place:

Signature of the Bidder with seal

Date:

**SECTION ‘C’**  
**TERMS AND CONDITIONS**

1. The successful bidders shall not assign the subcontract. He shall not sublet any portion of the contract except with the written consent of the IGIDR. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.
2. Permission, if any, required from the local bodies shall be obtained by the successful bidder at his cost.
3. If the service provided is not found satisfactory, IGIDR reserves the right to cancel or amend the contract.
4. The bidder should submit the financial bid as per the bid form issued by the institute for all the items.
5. Overall L1, overall L2, overall L3, etc., bidders will be calculated on the basis of quoted rates for individual items. After comparing the total amount of the overall L1, L2, L3, etc. quote, the L1 bidder will be empanelled for the rate contract. The contract may be subdivided between two or more bidders for their individual majority of the lowest quoted items.
6. The successful bidder shall carry out the contract strictly in accordance with the specification details, scope of work and instructions of the Institute in Charge.
7. Any damage caused to any of the Institute's properties shall be made good by the contractor at their own cost.
8. In all matters of dispute arising on the work, the matter shall be referred to the **Registrar Indira Gandhi Institute of Development Research, Goregaon**, for a decision.
9. In the event that the Successful Bidder is not satisfied with the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language, and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.

**10. Insurance Clause:**

The Contractor shall be responsible for any injury to person, animals or things and for any structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated sub-Contractor's employees, whether such injury or damage arise from carelessness, accident or any other case whatever in any way connected with the carrying out of the contract.

**11. Performance Security Deposit:** The successful bidder should deposit an amount of Rs. 5000.00 towards the performance security deposit. In case the successful bidder who submitted the MSME certificate against exemption of EMD needs to deposit Rs. 5000.00 in the form of DD/FDR/Bank guarantee valid till 60 days beyond the completion of the contract. No interest shall be paid on the security deposit. The security deposit will be forfeited if the successful bidder fails to fulfil the contract obligations.

**12. Payment Terms:**

Payment shall be made to the contractor after successful completion of the awarded job within 14 days of submission of a certified invoice along with supporting documents.

**13. Warranty:** The warranty shall be for **six months** from the date of successful installation and testing of the equipment at the institute after repair.

**14. Tenure of Contract:**

Initially, the contract period shall be for **one year** from the date of award of order; however, it can be extended for a further two years based on the review of the performance of the successful bidder on a yearly basis at the same rates (except revision of rates if agreed), terms & conditions.

**15. Termination Clause:**

15.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the contractor in the performance of this contract or in the discharge of any contractual obligations arising out of this contract or if the contractor commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the contractor, the Institute may terminate this contract by giving a 30(thirty) days written notice of intended termination to the contractor.



- 15.2 In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the Contractor, subject to clause 15.5 hereunder.
- 15.3 Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving one month's notice to the Contractor without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract. The Contractor may terminate this Contract at any time by giving two months' notice to the Institute without assigning any reason thereof.
- 15.4 Forthwith on the expiry or earlier termination of this Contract, the Contractor shall return to the Institute all materials and equipment belonging to the Institute with regard to this Contract. The Institute shall also inform the Contractor of the time when it can collect its equipment stored in the Institute, and the Contractor shall collect the same. In the event that the Contractor does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.
- 15.5 Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, the cost of remedying any defects (if any) and the cost of completion of the work (if required). The Institute shall be entitled to recover from the Contractor the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the Contractor.
- 15.6 On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Date :

Signature of the Bidder with seal

**SECTION - 'D'**  
**QUALIFICATION CRITERIA**

- **Minimum documents to be submitted by the bidder along with Pre-Qualification Bid:**

- a) The bidder should be registered with the appropriate registration authorities. Copy of Registration in Shop & Establishment or Certificate of Incorporation or Partnership Deed/Affidavit/MOA to be submitted.
- b) Copy of Registration of Goods & Service Tax and PAN
- c) The bidder should have an average annual turnover of **Rs. 5.00 Lakh** for similar services only in the last three financial years. The bidder should submit the audited balance sheets, Profit & Loss account statements or CA certificate for the turnover amount of the last three financial years, duly certified by CA, i.e., FY2021-22 (or FY2024-25), FY2022-23 and FY2023-24.
- d) The bidder should have experience in successful completion of similar works for repair of electrical rotating equipment during last 07 years ending till last month in various organizations during last 7 years ending till last month.  
(Copy of Work orders/contracts/completion reports to be submitted).
- e) The bidder should have either the Registered Office or a Branch Office located in the territory of MMRDA.
- f) The bidder should not be blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency (Submit Undertaking as per **Annexure-A**).

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice for the purpose. All documentary proof must be listed on the letter pad of the company, duly stamped and signed by the authorized person of the agency and attached as a PDF file, to be submitted along with the qualification bid (Email-1).

- Information to be furnished by the bidder:

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
2	Telephone Number: Office /Residence:  Mobile Number:  Fax No.  E-Mail address-	
3	Details of Registration (number & date)	
4	Month and Year in which the firm / company was formed/ incorporated.	
5	Type of organisation (Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.)	
6	Enclose copy of partnership deed, Articles of Association or MOA or Affidavit (in case of firm)	
7	Average Annual Turnover of Last Three Financial Year (attached audited balance sheets & profit & Loss account statements) i.e., FY2021-22 (or FY2024-25), FY2022-23 & FY2023-24.	FY 2021-22 (or FY2024-25) =  FY 2022-23 =  FY 2023-24 =
8	Bank Account Details	Bank Name:  Account Number:  IFSC Code:

**SECTION - 'E'**  
**TECHNICAL BID**

• **Scope of work:**

1. There are 61 Nos. of electrical rotating equipment, like motors, pumps and fans of different capacities in the campus.
2. Breakdown inspection call has to be attended on the same day of its reporting. The successful bidder has to submit the proposal for works to be carried out after the inspection of equipment in their workshop or at the site.
3. The repaired equipment should be installed and tested at the institute within 7 days after approval of the rates by the institute.
4. The rate contract may include full job like rewinding, bearing replacement, mechanical seal replacement, lathe work and bush replacement. Installation and testing of the equipment at the site shall be done by the successful bidder.
5. The rate contract includes the replacement of the capacitor, clutch, governor, oil seal, motor fan, fan cover, terminal, terminal plate and cover, etc.
6. After repairing the particular rotating equipment, the successful bidder is supposed to install and test the equipment at the site in the presence of the technician of the institute.
7. During the maintenance/service of the proposed equipment at the institute, any failure caused to any other equipment available at the institute, the repairing/replacing cost shall be paid by the successful bidder maintaining.
8. The rate quoted should be inclusive of the removal of equipment to be repaired, loading, unloading, to & fro transportation, installation & testing, etc.
9. The equipment can be sent as an individual or in any number in a lot for repair under a rate contract.

• **List of electrical rotating equipment under ARC:**

Sr. No.	Equipment details
1	0.5 HP, Single phase water pump
2	1.0 HP, Single phase water pump
3	1.5 HP, Single phase water pump
4	2.0 HP, Single phase water pump

5	2.5 HP, Single phase water pump
6	3.0 HP, Single phase water pump
7	3.5 HP, Single phase water pump
8	5.0 HP, Single phase water pump
9	0.5 HP, Three phase water pump
10	1.0 HP, Three phase water pump
11	1.5 HP, Three phase water pump
12	2.0 HP, Three phase water pump
13	2.5 HP, Three phase water pump
14	3.0 HP, Three phase water pump
15	3.5 HP, Three phase water pump
16	5.0 HP, Three phase water pump
17	5.5 HP, Three phase water pump
18	7.5 HP, Three phase water pump
19	0.5 HP, Single phase motor
20	1.0 HP, Single phase motor
21	1.5 HP, Single phase motor
22	2.0 HP, Single phase motor
23	2.5 HP, Single phase motor
24	3.0 HP, Single phase motor
25	3.5 HP, Single phase motor
26	5.0 HP, Single phase motor
27	5.5 HP, Single phase motor
28	7.5 HP, Single phase motor
29	1.0 HP, Three phase motor
30	1.5 HP, Three phase motor
31	2.0 HP, Three phase motor
32	2.5 HP, Three phase motor
33	3.0 HP, Three phase motor
34	3.5 HP, Three phase motor
35	5.0 HP, Three phase motor
36	5.5 HP, Three phase motor

37	7.5 HP, Three phase motor
38	10 HP, Three phase motor
39	15 HP, Three phase motor
40	20 HP, Three phase motor
41	60 HP, Three phase motor of water pump
42	50 HP, Three phase motor of water pump
43	11 HP, Three phase motor of Jockey pump
44	40 HP, Three phase motor of water pump
45	4 HP, Three phase motor of jockey pump
46	12.5 HP, Three phase motor of booster pump
47	3 HP, Three phase submersible pump
48	3.5 HP, Three phase submersible pump
49	5.0 HP, Three phase submersible pump
50	5.5 HP, Three phase submersible pump
51	6 inch PVC exhaust fan
52	9 inch PVC exhaust fan
53	12 inch PVC exhaust fan
54	6 inch Metal exhaust fan
55	9 inch Metal exhaust fan
56	12 inch Metal exhaust fan
57	Ceiling fan 1200mm diameter
58	Ceiling fan 900mm diameter
59	Wall fan PVC (standard size)
60	55 kW/75 HP 3 phase induction motor
61	7.5HP 3 phase Submersible pump

Date :

Signature of the Bidder with seal

**ANNEXURE - A**

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH  
REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING  
REGARDING BLACKLISTING / NON – DEBARMENT**

To,  
The Registrar  
Indira Gandhi Institute of Development Research  
Film City Road, Santosh Nagar,  
Goregaon (East),  
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, are not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have executed/undertaken the works/ Services during the last 5 years.

For M/s \_\_\_\_\_

Authorized Signatory

Date:

*\*To be submitted on company/firm letterhead with sign and stamp on it.*