

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

**TENDER DOCUMENT**

**FOR**

**Annual Service Contract of Fire Alarm System & Fire Extinguishers at IGIDR**

NIT No: IGIDR/Tender/2022/ED/06 Date:28.01.2022

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

---

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

TELEPHONE: 022 6909 6200/507/9892910366; FAX: 022 6909 6399.

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI**

**Notice Inviting Tender**

“NAME OF THE WORK: **Annual Service Contract of Fire Alarm System & Fire Extinguishers at IGIDR**” at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.

1. Institute invites bids from reputed & qualified contractors for the following work:

Name of work	Estimated Cost (INR)	EMD (INR)	Period of Contract
(1)	(2)	(4)	(3)
<b>Annual Service Contract of Fire Alarm System &amp; Fire Extinguishers at IGIDR Campus</b>	<b>2,25,000.00</b>	<b>INR 4500.00</b>	<b>1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023</b>

The tenders in two bid system being invited for the above-mentioned work. IGIDR reserves its right to award the work to the successful bidder.

2. Bidder has to submit Earnest Money Deposit **Rs. 4,500.00** (Rupees Four thousand Five Hundred only) along with the bid.
3. The EOI bids in two bid system 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 Service Contract of Fire Alarm System & Fire Extinguishers at IGIDR”**” and “**Email-2: Financial Bid for “Annual Service Contract of Fire Alarm System & Fire Extinguishers at IGIDR”**” respectively. **All the bid documents should be attached as a PDF document or zip file and the financial bid file should be protected with a password.**
4. Last date of submission of Tender document shall be up to **03:00 PM on 17.02.2022**.
5. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

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:** “Annual Service Contract of Fire Alarm System & Fire Extinguishers at IGIDR, Mumbai.

**Reference:** NIT No. IGIDR/Tender/2022/ED/06 Date: 28.01.2022

Dear Sir,

With respect to your above-mentioned tender, we hereby submit 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 Four thousand five hundred only or MSME exemption Certificate as an earnest money deposit 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

\* The bidder should submit the Letter of Offer on their company 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 submit Earnest Money Deposit of **Rs. 4,500/-** (Rupees Four thousand Five Hundred 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 tender document towards Earnest money.
2. The bidders registered under MSME are exempted for submission of EMD, but they should submit the necessary copy of the MSME certificate for exemption.
3. The tender bids in two bid system 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 Service Contract for Fire Alarm Systems & Fire Extinguishers” at IGIDR** and “**Email-2: Financial Bid for “Annual Service Contract for Fire Alarm Systems & Fire Extinguishers” at IGIDR** respectively. **All the bid documents should be attached as a PDF document or zip file.**
4. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file 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 required to give only when asked in online meeting for financial bid opening.**
5. The bids will be received up to **03:00 PM on 17.02.2022**. Each copy of the tender document under their stamp and signature. No tender will be accepted after **03:00 PM on 17.02.2022** under any circumstances whatsoever.
6. The Email bid with subject “EMD & Pre-qualification/Technical Bid for “Annual Service Contract for Fire Alarm Systems & Fire Extinguishers at IGIDR” shall be opened by REGISTRAR or his authorized representative in his office on the next day **18.02.2022 at 4.00 PM** through online meeting platform. The link of meeting will be shared with participated 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 subject for “Annual Service Contract for Fire Alarm Systems & Fire Extinguishers at IGIDR” of only qualified bidders will be opened. The date of opening of price bid shall be informed by institute to the qualified bidders. The date of opening of financial bid and link for online meeting shall be informed by the institute to the qualified bidders. **The bidders should provide the password of financial bid PDF file during the opening of the financial bid. In case bidder can NOT provide password for 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 is 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 Documents 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 terms & conditions, specifications, special conditions of contract, etc. as laid down. Any Tender with any of the documents not so signed will be rejected.
13. A tender which 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 execution and fulfillment of the contract. No interest shall be paid on this deposit. The Earnest Money Deposit (EMD) of the successful bidder may be converted into Performance Security Deposit. The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the Institute.
14. 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.

15. Institute reserves the right to sub-divide the work 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. 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 successful bidder 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.
16. On receipt of intimation from the IGIDR of the acceptance of his/their tender, the successful vendor/contractor shall be bound to sign the formal Contract and within seven days thereof, the successful vendor/contractor shall sign an agreement and the Schedule of Conditions but the written acceptance by Indira Gandhi Institute of Development Research and the Contractor so, whether such formal agreement is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful bidder.
17. No bidder will be allowed to withdraw after submission of the tender; otherwise the EMD submitted by the bidder would stand forfeited. In case, the successful bidder decline the offer of contract (or refuse to acknowledge or execute the contract within 15 days of award of order), for what so-ever reasons, their EMD will be forfeited.
18. The rates quoted in the bid shall include all charges like material rates, applicable GST, transportation, loading and unloading, 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, technical scope etc. if any by contacting to Mr. Amit Gaikwad (Estate Officer) on email [amitg@igidr.ac.in](mailto:amitg@igidr.ac.in) or mobile - 9881070122 or from the Estate Department of the Indira Gandhi Institute of Development Research, Goregaon (E), 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 Bidder with seal

Date :

**SECTION - 'C'**  
**SPECIAL CONDITIONS**

1. The workmen/staff will not be allowed to stay within the premises.
2. Permission if any, required from the local bodies shall be obtained by the successful bidder at his cost.
3. The successful bidder shall decide the mode and manner of work to be done by his workmen.
4. The successful bidder shall comply with the labour acts or any other Labour Laws in force from time to time for all of the workers employed by him.
5. In case the successful bidder contravenes any provisions of the law, and the Institute suffers any damage or loss or harm due to any acts of commission or omission of the Contractor, the Contractor is bound to indemnify the Institute. The Contractor shall also be responsible for the discharge of all legal liabilities towards the Institute and also for observing all laws and Government rules relating to labour laws.
6. The successful bidder shall execute necessary agreement with the Institute within 07 days of issuance of the work order/declaration as the Successful Bidder, whichever is earlier.
7. The successful bidder shall use only approved brand materials if any required.
8. The work has to be carried out with least inconvenience to the staff.
9. The successful bidder has to obtain permission from the local authorities as per the existing local bye laws for such works and the charges/fees if any, has to be borne and paid by the contractor.
10. The successful bidder should have valid labour license from Labour Commissioner wherever the number of laborers' engaged is 50 or more.
11. The successful bidder shall have the addresses and photographs of their workmen being engaged by them for the said work. The entry of workmen/staff will be allowed inside the building only on producing the photo pass issued by the Institute.
12. Any damage cause to any of Institute's properties shall be made good by the contractor at their own cost.
13. The successful bidder shall carry out the work strictly in accordance with specification details and instructions of the Institute's In Charge.

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 Bidder with seal

**SECTION - 'D'**  
**TERMS AND CONDITIONS**

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions that shall form part of the Formal Contract to be executed with the Institute.

1. The Contractor shall not assign the sub-contract. 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. The Contractor shall carry out all the work strictly in accordance with scope of work and as per detailed instructions of the Institute.
3. The contractor shall before commence work prepare a detailed work program which shall be approved by the Institute.
4. The successful bidder must co-operate with the other contractor appointed by the Employer so that the work shall proceed smoothly to the satisfaction of the Institute.
5. 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.
6. In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of 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.

7. **Insurance Clause:**

The Contractor shall be responsible for all injury to person, animals or things and for all 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.



**8. Performance Security Deposit:**

The EMD amount paid by the successful bidder shall be converted to PSD at the total value of contract amount for one year, subject to the revision at the time of placing the work order, within 15 days of the receipt of the formal order. The successful bidder who has submitted the MSME Certificate should submit PSD of Rs.4500/- within 15 days of the receipt of formal order. The performance security will be furnished in the form of an account payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from a commercial bank drawn in favour of “The Registrar, Indira Gandhi Institute of Development Research, Mumbai” payable at Mumbai. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the service provider. This deposit shall be forfeited in case the contractor, who fails to discharge its duties/commitments or whose contract is terminated pre-maturely.

**9. Payment Terms:**

Payment shall be made to the contractor after successful completion of Monthly/Quarterly service within 15 days of submission of certified invoice along with supporting documents.

**10. Tenure of Contract:**

Initially the contract period shall be from 1<sup>st</sup> April 2022 till 31<sup>st</sup> March 2023 however it can be extended for further 02 years based of review of performance of contractor on yearly basis on same rates, terms & conditions if found satisfactory performance.

11. The contractor should submit the following documents within 7 days of issuance of work order.

- a. Documents of labor/staff engaged mentioning their bio-data and Xerox of Aadhar & Pan Card along with One Photograph etc.

**12. Notice to Correct:**

If the Contractor fails to carry out any of his obligations, or if the Contractor is not executing the Works in accordance with the Contract terms, the Institute may give notice to the Contractor requiring him to make good such failure and remedy the same within a specified reasonable time.

**13. Termination Clause:**

13.1 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.

13.2 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 10.5 hereunder.

13.3 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.

13.4 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 intimate to the Contractor a 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.

13.5 Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, 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.

13.6 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 :

Signature of bidder with seal

Date :

## SECTION-‘E’

### PRE-QUALIFICATION CRITERIA

- **Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:**
  - a) The bidder should have minimum 03 years experience for providing similar services in last 07 years.
  - b) The bidder should be registered with the appropriate registration authorities. Copy of Registration of Firm in Shop & Establishment or Certificate of Incorporation to be submitted.
  - c) The bidder should have an Authorized Fire License issued by Directorate of Maharashtra Fire Services, GoM for Fire Detectors and Fire Extinguishers. **(Should submit copies of valid Licenses)**
  - d) Copy of Registration of Goods & Service Tax and PAN
  - e) The bidder should have an average annual turnover of **Rs. 5,00,000.00** for similar services only in the last 3 financial years. The bidder will submit the audited balance sheets, P & L account statements or CA certificate for Turnover amount of last 3 financial years duly certified by CA.
  - f) The bidder should have experience in successful completion of similar works i.e., maintenance/service contracts of Fire detection & extinguishers during last 07 years ending last month either of the following-
    - (i) At least 01 similar work of costing not less than Rupees 1.80 Lakh **or**
    - (ii) At least 02 similar works of costing not less than Rupees 1.13 Lakh **or**
    - (iii) At least 03 similar works of costing not less than Rupees 0.90 Lakh(Copy of Work orders/completion certificates to be submitted).
  - g) List of clients and copy of certificate of appreciation if any.
  - h) 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**).
  - i) Either the Registered Office or one of the Branch Offices of the bidder should be located in district/municipal territory of Mumbai, Mumbai suburban, Thane and Navi Mumbai.

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 the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (Email-1) duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the bidder:**

<b>Sr. No.</b>	<b>Item</b>	<b>Information to be filled by Bidder</b>
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 Affidavit (in case of firm)	
7	Average Annual Turnover of Last Three Financial Year (attached audited balance sheet & profit & Loss account)	FY 2020-21:  FY 2019-20:  FY 2018-19:
8	Bank Account Details	A/C No.  Bank Name:  IFSC:

**SECTION-‘E’**  
**TECHNICAL BID**

**Work Name: Annual Service Contract for Fire Alarm System and Fire Extinguishers at IGIDR campus.**

**Part A: Service Contract for Fire Alarm/Detection System:**

<b>Area of Fire Alarm System</b>	<b>Detectors</b>	<b>Call Points</b>	<b>Panels</b>
Auditorium & Classrooms	40	4	8Z 1 & 2Z 1
Administrative Office (1 <sup>st</sup> floor)	35	4	4Z 1
Dining Hall & Cafeteria	31	2	6Z 1
Cafeteria	7	2	2Z 1
Seminar Rooms	26	4	4Z 1
Research Block I	78	3	4Z 3
Research Block II	76	3	4Z 3
Research Block III	80	3	4Z 3
Recreation Area	14	2	2Z 1
New Hostel	68	12	8Z 1
New Admin (Estate & Back Office)	41	2	4Z 1
Conference Hall	18	2	4Z 1
Library	210	7	Loop Hooters/Sounders- 8 & Beam Detector-1.

**A.1 Scope of Work Monthly Service of Fire Alarm/Detection system.**

1. To Test Smoke Detectors at random of every zone by blowing smoke to ascertain those detectors.
2. To check proper audio-visual signal in corresponding zone of local control panel of respective area/floor
3. To confirm that external Response Indicator if connected to the detector glows on operation of the corresponding detector.

4. To ensure the fire signal from the Local Panel is repeated on Main as well as Repeater Panel.
5. To carry out functional tests of all Zones in the Local Panels by simulation for:
  - a) Fire Test
  - b) Open Circuit
  - c) Short Circuit
  - d) Fault Sounder Isolated Indication
  - e) AC/DC Fuse blown indication
  - f) Lamp Test
  - g) Battery Voltage Check
6. Main as well as Repeater Panel shall also be tested functions 'a' to 'g' as listed above.
7. Any breakdown calls during the period shall be attended free of cost.
8. Report to be submitted for any damage/non- working of Faulty Detectors, Call Points, Hooter and other modules shall be on extra cost after approval.
9. Any material/spares required for replacement of faulty items shall be supplied on extra cost or will be made available by IGIDR.

**Part B: Service Contract of Fire Extinguishers (152 Nos. in Campus)**

<b>Sr. No.</b>	<b>Minimax Type of Extinguishers</b>	<b>Quantity</b>
1.	Minimax 2 Kg ABC Extinguishers	06 Nos
2.	Minimax 4 Kg ABC Extinguishers	81 Nos
3.	Minimax 6 Kg ABC Extinguishers	02 Nos
4.	Minimax 9 Kg ABC Extinguishers	17 Nos
5.	Minimax 2 Kg CO2 Extinguishers	28 Nos
6	Minimax 3 Kg CO2 Extinguishers	01 Nos
7	Minimax 4.5 Kg CO2 Extinguishers	11 Nos
8	Minimax 9 Kg CO2 Extinguishers	02 Nos
9	Minimax 4 Kg BC Extinguishers	04 Nos

**B.1 Scope of Work for Quarterly Services of Fire Extinguishers:**

1. To carry out Servicing of 152 Nos. Fire Extinguishers as per the IS 2190 and NBC/TAC standards.
2. To carry out routine Pressure testing of 152 Nos. Fire Extinguishers placed in different areas of the Institute.
3. Updating Records of the Equipments & proper Maintenance of Logbooks.
4. To Prepare Quarterly Test Report during service and submitting to the Estate Department.
5. To carry out Refilling of Fire Extinguishers which are either found due for refilling or Pressure Low by transporting them for Refilling and installing back in the Institute.
6. Any material/spares required for replacement of faulty items shall be supplied on extra cost or will be made available by IGIDR.
7. To carry out HPT testing of Fire Extinguishers (As and when applicable) as per the Fire Standard Safety guidelines on extra cost or will be made available by IGIDR.
8. To carry out routine Fire Fighting training on site to staff at the Institute at no cost.
9. Any breakdown calls during the period shall be attended free of cost

Place :

Date :

Signature of 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 \_\_\_\_\_, is 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 letterhead duly signed and stamped on it.*