बीआरआईसी
बायोटेक्नोलॉजी विभाग का संगठन
BRIC
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एन सी सी एस
राष्ट्रीय कोशिका विज्ञान केंद्र
NCCS
NATIONAL CENTRE FOR CELL SCIENCE

PART- I (TECHNICAL PROPOSAL)

EXPRESSION OF INTEREST (EOI) CUM REQUEST FOR PROPOSAL(RFP) APPOINTMENT OF ARCHITECT/ CONSULTANT FOR REFURBISHMENT/ RENOVATION OF THE EXISTING NCCS OLD BUILDINGS AND BALANCE INTERIOR & ALLIED WORKS AT BANER, PUNE





DUE DATE FOR SUBMISSION: 30/10/2026 @ 15:00 HRS

TO BE SUBMITTED TO:
The Director
National Centre for Cell Science
Savitribai Phule Pune University Campus,
Ganeshkhind
Pune 411007 (Maharashtra, India)

NAME AND ADDRESS OF BIDDER:_____

Tender Cost: Nil

INDEX

Sr. No.	Particulars	Page Nos.
	PART I- TECHNICAL PROPOSAL	
Section-1	**Disclaimer**	**3–7**
	Advertisement -Press Notice Inviting Tender	
	Notice Inviting Tender (Detail)	
Section-2	**Information to Consultant**	**8–17**
	Definitions, Conflict of Interest and Instructions to Bidders	
	Bid issue and submission	
	Clarifications and Modifications	
	Preparation of Proposal	
	Prequalification and Financial Proposal	
	Submission and Opening of Proposals	
	Technical Evaluation and QCBS Selection	
	Negotiations and Award of Contract	
	Performance Security	
	Signing of the contract	
	Resolution of Dispute	
Section-3	**Data Sheet**	**18**
Section-4	**Terms of Reference**	**19–33**
	Scope of Consultancy Services	
	Details of services to be provided by the Consultant ▪ **Consultant's Services** ▪ **Services Designs** ▪ **Engineering Document / Detailed Estimates** ▪ **Preparation of Document** ▪ **Execution Stage** ▪ **Role of the Consultant** ▪ **Post Completion** ▪ **General Terms and Conditions**	
Section-5	**Pre-Qualification Submission Forms**	**34–43**
	PART II- FINANCIAL PROPOSAL	
Section-6	**Financial Proposal Submissions form**	**44-45**

SECTION-1

1. DISCLAIMER

While due care has been taken in preparing this EOI-cum-RFP, prospective bidders shall examine the document and satisfy themselves regarding its completeness. Any discrepancy shall be brought promptly to the notice of the office indicated below.

To,
The Director,
National Centre for Cell Science,
Savitribai Phule Pune University Campus,
Pune 411007.

1. ***Neither The Director NCCS, PUNE, nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this EOI cum RFP and it is not possible for NCCS, Pune to consider the particular requirements of each party who reads or uses this EOI cum RFP. Certain prospective Bidder may have a better knowledge of the Assignment than others. Each prospective Bidder should conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this EOI cum RFP and obtain independent advice from appropriate sources.***

2. ***Neither The Director NCCS, Pune nor their employees will have any liability to any prospective Consultants or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EOI cum RFP, any matter deemed to form part of this EOI cum RFP, the award of the Assignment, the information and any other information supplied by or on behalf of The Director NCCS, PUNE or their employees, any Architects or otherwise arising in any way from the selection process for the Assignment.***

3. ***The Director NCCS, PUNE reserves the right to reject any or all of the Proposals submitted in response to this Request for Proposal at any stage without assigning any reasons whatsoever and without any liability thereof. The Director NCCS, PUNE also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the EOI cum RFP.***

4. ***Every effort is being made to keep the website up to date and running smoothly 24 x 7 by the NCCS and the Service Provider. However, NCCS takes no responsibility, and will not be liable for, the website being temporarily unavailable due to any technical issue at any point of time.***

5. ***The Director NCCS, PUNE reserves the right to change/ modify/amend any or all of the provisions of this Request for Proposal. Such changes would be intimated to all parties procuring this EOI cum RFP document.***

6. ***All prospective Consultants shall carefully read the detailed scope of services, submission requirements, instructions and conditions before submitting their proposals.***

2. PRESS NOTICE TO BE ISSUED FOR PUBLICATION IN NEWSPAPERS

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NCCS
NATIONAL CENTRE FOR CELL SCIENCE

रुचि की अभिव्यक्ति आमंत्रण सूचना। **NOTICE INVITING EXPRESSION OF INTEREST**

निदेशक, एनसीसीएस, पुणे, निम्नलिखित परामर्श सेवाओं के लिए प्रमाणित कार्य अनुभव वाले प्रतिष्ठित एवं अनुभवी परामर्शदाताओं से रुचि की अभिव्यक्ति-सह-प्रस्ताव आमंत्रित करते हैं। The Director, NCCS, Pune, invites EOI-cum-RFP from reputed and experienced Consultants with a proven track record for the following consultancy services.

क्रम सं.	एनआईटी सं.	कार्य का नाम	अनुमानित लागत	ईएमडी	पूर्ण करने की अवधि
1	NCCS/I&M/ARCH/ 475/2026	एनसीसीएस के मौजूदा पुराने भवनों के नवीनीकरण/पुनरुद्धार तथा बाणेर, पुणे में शेष आंतरिक सज्जा एवं संबद्ध कार्यों के लिए व्यापक परामर्श सेवाएँ प्रदान करना। Providing comprehensive consultancy services for refurbishment/renovation of the existing NCCS old buildings and balance interior and allied works at Baner, Pune.	₹10 करोड़ Rs. 10 Cr	शून्य Nil	छत्तीस माह Thirty Six Months

विस्तृत दस्तावेज़ www.nccs.res.in तथा https://eprocure.gov.in से डाउनलोड किया जा सकता है। आगे की सभी जानकारी, निर्देश, शुद्धिपत्र/परिशिष्ट एवं सूचनाएँ केवल एनसीसीएस की वेबसाइट पर प्रकाशित की जाएँगी।

Detail document can be downloaded from our **website www.nccs.res.in and https://eprocure.gov.in**. All further information, instructions, corrigendum/addendum or notices will be published on website only.

SEAL AND SIGN. OF THE BIDDER

3. NOTICE INVITING EXPRESSION OF INTEREST

NCCS/I&M/ARCH/475/2026 10/10/2026

3.1. National Centre for Cell Science is an autonomous research institution under the Department of Biotechnology, Government of India. NCCS intends to undertake refurbishment/renovation of its existing buildings and balance interior and allied works at the Baner laboratory building, Pune. NCCS proposes to appoint an Architect/Consultant to provide multidisciplinary assessment, design, tender documentation, execution support and completion services as detailed in Section 4.

The Director, NCCS, Pune, invites EOI-cum-RFP from reputed and experienced architectural/consultancy firms having the requisite technical expertise and meeting the eligibility criteria specified below. Bidders are therefore invited to submit a proposal for the services required for the above-mentioned project. The EOI cum RFP can be downloaded from the NCCS Pune website: **www.nccs.res.in and https://eprocure.gov.in.**

The enclosed EOI cum RFP contains the following documents:

Section 1	Disclaimer, Press Notice & Notice Inviting EOI
Section 2	Information to Consultant and Technical Evaluation
Section 3	Data Sheet
Section 4	Terms of Reference
Section 5	Pre-qualification submission forms for Eligibility
Section 6	Financial Proposal Submission Form (Part II)

3.2. **TENDERING SCHEDULE**:

1	EOI document available on websites for download	:	10/10/2026 to 30/10/2026
2	Pre-bid Meeting	:	16/10/2026 @ 15 Hrs
3	EOI cum RFP Submission due date	:	30/10/2026 @ 13 Hrs
4	Opening of Technical Proposal	:	30/10/2026 @ 15 Hrs
5	Opening of Financial Proposal	:	Will be communicated in due course of time

3.3. **ELIGIBILITY / PRE-QUALIFICATION CRITERIA:**

3.3.1. The Consultant/Firm shall be a legally constituted single entity in India, such as a proprietorship, partnership or company, and shall have been continuously engaged in architectural/engineering consultancy for at least seven years up to the date of publication of this EOI-cum-RFP. Documentary evidence of legal status, establishment and applicable registrations, including GST and PAN, shall be submitted.

3.3.2. The Consultant/Firm shall have an office in or around Pune or submit an undertaking to establish an office in Pune within one month of appointment for adequate support throughout the consultancy period.

3.3.3. The Architect shall hold valid registration with the Council of Architecture, India. Neither the Architect nor the firm shall be under any applicable suspension or debarment imposed by the Council of Architecture as on the bid submission date. The bidder shall submit a copy of the Architect's valid registration certificate and a signed undertaking confirming the above.

3.3.4. The Consultant/Firm shall have satisfactorily completed multidisciplinary consultancy assignments for pharmaceutical, life-sciences or biotechnology research laboratory buildings during the seven years preceding publication of this EOI-cum-RFP, meeting any one of the following works-cost criteria:

One completed similar assignment involving works costing not less than **₹8 crore;** OR
Two completed similar assignments, each involving works costing not less than **₹5 crore;** OR
Three completed similar assignments, each involving works costing not less than **₹4 crore.**

Similar consultancy services shall include architectural, structural and MEPF designs, detailed drawings, technical specifications, BOQ and cost estimates for refurbishment or new laboratory projects. The stated values refer to the cost of the works, not the consultancy fee. Work orders and client-issued completion certificates shall identify the nature of services and works cost, with client contact details for verification. Experience shall be in the bidder's own name; experience of subsidiary/group companies, joint ventures or as a sub-consultant shall not qualify.

3.3.5. The Consultant/Firm shall have an average annual turnover from professional consultancy receipts of not less than ₹25 lakh during 2023–24, 2024–25 and 2025–26. The firm shall not have incurred losses in two consecutive years during this period. Audited balance sheets and profit and loss accounts, duly certified by a Chartered Accountant, shall be submitted.

3.3.6. The Consultant/Firm shall submit a demand draft for ₹2,000 drawn on a nationalized /scheduled commercial bank in favour of the Director, National Centre for Cell Science, payable at Pune, towards non-refundable processing charges**.** These charges are separate from the document download cost, which is nil.

3.3.7. The Architectural Firm shall submit undertaking that their firm / organization have never been blacklisted by any Govt/ Semi Govt Organizations/ Institutes/ PSU's etc as per attached format in the tender.

(Self-attested documents supporting the eligibility criteria shall be enclosed. Joint ventures are not permitted. The Consultant may engage specialist associates/sub-consultants, but shall retain full responsibility for all deliverables and contractual performance)

3.4. INSTRUCTIONS:

3.4.1. The firm shall submit all the particulars mentioned in the EOI cum RFP evidenced through proper documentation to the satisfaction of NCCS, Pune.

3.4.2. The eligibility criteria for pre-qualification (Technical) and financial proposals shall have to be submitted in separate sealed covers as mentioned in the EOI cum RFP.

3.4.3. The Financial bid shall be valid for minimum of 180 (One Hundred Eighty) days from the submission date.

3.4.4. Submission of EOI cum RFP complete in all aspects shall reach the office at the address given below:

To,
The Director,
National Centre for Cell Science,
Savitribai Phule Pune University Campus,
Pune 411007

3.4.5. Mere submission of EOI cum RFP does not vest any right to the firm for selection.

3.4.6. The Director, NCCS Pune reserves right to reject any or all EOI cum RFP at any stage without any reason whatsoever.

3.4.7. The Director, NCCS, Pune, reserves the right to hold, modify, withdraw or cancel the EOI-cum-RFP process without liability, with notification on the NCCS website.

DIRECTOR
BRIC-NCCS, PUNE

SEAL AND SIGN. OF THE BIDDER

SECTION-2

INFORMATION TO CONSULTANT

2.0. DEFINITIONS AND TERMS:

2.1. In this document the following words and expressions have the meaning hereby assigned to them

Employer shall mean the National Centre for Cell Science, Pune (NCCS), including its authorised officers, Engineer-in-Charge and representatives.

Bidder shall mean the legally constituted single entity submitting a proposal in accordance with the eligibility criteria of this EOI-cum-RFP.

Architect/Consultant shall mean the person, firm or company whose proposal has been accepted by NCCS, including its legal representatives, successors and permitted assigns.

Agreement/ Contract shall mean the Articles of Agreement, Terms & conditions, the Appendix, Schedule of Quantities and Specifications attached hereto and duly signed.

Site shall mean the site of the contracted works at **(i) National Centre for Cell Science, Savitribai Phule Pune University Campus, Pune-411007 and (ii) Laboratory Building of National Centre for Cell Science (NCCS) at Survey No.89, Baner, Pune-411045 (Maharashtra, India).**

Works shall mean the refurbishment/renovation, interior and allied works covered by the assignment, including additional, altered or substituted works authorised by NCCS in writing.

The consultancy contract shall comprise the Letter of Appointment, agreement, this EOI-cum-RFP and its corrigenda/addenda, accepted technical and financial proposals, scope of services, schedules and written clarifications expressly incorporated by NCCS. All contract documents shall be read together.

2.2. The Architect/ Consultant/Firm having experience and expertise of providing the above services are invited to submit their EOI cum RFP for pre-qualification (technical) and financial proposals for the above consultancy services.
Selection shall be through a single submission of separate technical and financial proposals, evaluated **in two stages under the QCBS method detailed below.**

a) Stage I: Bidders meeting the minimum eligibility criteria shall undergo technical evaluation. Only bidders obtaining at least 60 marks out of 100 shall qualify for financial evaluation.

b) Stage II: Financial proposals of technically qualified bidders shall be opened and evaluated, and the combined QCBS score shall determine ranking.

2.3. The proposal submitted by the consultant / firm will be the basis for contract negotiations and ultimately, signing of a contract with the selected firm.

2.4. The Assignment shall be implemented in accordance with the scope of work, TOR in the EOI/RFP document.

2.5. Prior to submitting their proposals, the Consultant / Firms are advised to visit the site at their own cost and expenses, to have their own assessment & ascertain for themselves the information required for executing and completing the assignment, such as site conditions, local bye laws, technical data etc., necessary for preparation of their proposals.

2.6. **CONFLICT OF INTEREST:**

a) The Consultant / Firms shall provide objective, impartial advice and hold the NCCS interest paramount without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.

b) The Consultant and its affiliates shall not undertake goods, works or other assignments connected with this project that conflict with the consultancy obligations. In particular, they shall not participate as contractors or suppliers for works designed or evaluated under this assignment.

2.7. The Consultant/Firm, including its affiliates and associates, shall observe the highest standards of ethics during selection and contract execution. NCCS shall:

a) Reject a proposal if the bidder has engaged in corrupt or fraudulent practices in competing for the contract.

b) Cancel the contract if the Consultant or its representatives are found to have engaged in corrupt or fraudulent practices during selection or execution, in accordance with the contract and applicable law.

For the purposes of above:

(i) “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a NCCS, Pune official in the selection process or in contract execution; and

(ii) “Fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of NCCS Pune, and includes collusive practices among Consultant / Firms (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive NCCS Pune of the benefits of free and open competition.

2.8. BID ISSUE AND SUBMISSION:

The interested bidders can download the EOI document from website www.nccs.res.in and CPP Portal http://eprocure.gov.in/eprocure/app which is available at free of cost. However, in case of downloading of EOI document from website it will be the responsibility of bidders /applicants / firms to ensure that complete tender documents have been downloaded.

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Proposals shall be submitted under the two-envelope system described under "Submission of Proposals" below. The outer envelope shall bear the name of the assignment, bidder's name and address, and be addressed to:

The Director,
National Centre for Cell Science
BRIC-NCCS,
Savitribai Phule Pune University Campus,
Ganeshkhind, Pune 411007.

The '**Technical bid**' should consist of the following documents:

a) Application form along with documents relating to eligibility/ pre-qualification criterion (Forms & Annexure).
b) Processing Fee.
c) Power of attorney of person authorized to sign the Bid,
d) Complete EOI Document duly signed and stamped.

The "**Financial Proposal"** should contain the following documents:

a) As per the prescribed format (Part-II Commercial / Price bid)

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The complete bid document shall be submitted in person or by post, duly filled, signed and stamped on each page, and shall reach NCCS by the prescribed deadline. Late proposals shall not be considered. Technical and financial proposals shall remain valid for 180 days from the submission due date.

The Director, NCCS, Pune reserves the right to amend or withdraw any of the terms and conditions contained in the tender document before accepting the tender or to reject any or all the tenders without giving any notice or assigning any reason. The decision of the Director, NCCS, in this regard shall be final and binding on all.

2.9. CLARIFICATION AND MODIFICATION:

i) The Consultant / Firms, before submitting their proposals, may request a clarification on any point of the EOI cum RFP documents, provided that such request shall reach NCCS Pune office at least two days before the pre-bid meeting. The request must be sent in writing or by e-mail to pmtamhane@nccs.res.in.

ii) The Consultant / Firms may seek clarifications on the EOI cum RFP during the pre-bid meeting also. Clarifications if any will be made during the pre-bid meeting. After examining the clarifications sought and suggestions made the client if required will

issue necessary corrigenda, addendum, amendment and clarifications as the case may be. After this stage no further queries for clarifications will be entertained by the client.

iii) All corrigendum, addendum, amendment and clarifications to EOI cum RFP will be hosted in the website **www.nccs.res.in** (not in the newspaper or other websites) and will be binding on them. The Consultant / Firms shall keep themselves updated with all such developments till the last date of submission.

iv) The NCCS, Pune may at his discretion extend the deadline for the submission of Proposals.

2.10. PREPARATION OF PROPOSAL:

i. Please note that, the costs of preparing the proposal and of negotiating the contract, including visits to the site and NCCS office, are not reimbursable and shall be borne by the consultant / firm. The NCCS is not bound to accept any of the Proposals submitted, and the NCCS is free to accept either only a part of the Proposal or in full.

ii. The Consultant / Firms are requested to submit their Proposals written in English language.

2.11. PRE-QUALIFICATION APPLICATION AND FINANCIAL PROPOSAL:

The Consultant / firm shall meet the following eligibility criteria for their pre-qualification.

2.11.1. PRE-QUALIFICATION:

i) Pre-qualification shall be assessed against the eligibility criteria in Section 1 on the basis of self-attested supporting documents. Bidders meeting these criteria shall proceed to the technical scoring described below. Material deficiencies may result in rejection.

ii) For each qualifying assignment, the bidder shall identify the services actually rendered, including architectural, structural, electrical, HVAC, plumbing, fire safety, communication/ELV, laboratory utilities, interiors and related services, as applicable. Services provided through specialist associates shall be identified with details of the associates and their roles.

iii) The submitted forms and supporting documents shall establish the bidder's eligibility, relevant experience and proposed team capability.

iv) The pre-qualification proposal should include,
(1) A copy of board resolution /power of attorney authorizing the representative to sign on behalf of the company/firm as the case may be.
(2) Details of organization structure,
(3) Proof of year of establishment,

(4) Details of key personnel available in-house and/or through specialist associates, supported by signed CVs, qualifications and written commitments to the assignment.
(5) Details of similar nature of assignment completed in the last 7 years.
(6) Details of similar nature of assignments under execution / in hand and their likely completion period, along with copy of work order.
(7) Complete details and documents required in support of compliance of the Eligibility Criteria.

2.11.2. FINANCIAL PROPOSAL:

1. The financial proposal shall state the consultancy fee as a percentage, excluding GST, in the prescribed format. The fee shall apply to the approved estimated cost put to tender or the actual cost of the corresponding works, whichever is lower, as specified in the Payment Schedule. Only works, equipment and services covered by the assigned consultancy scope shall form the fee base.

2. The quoted consultancy rate shall include all costs of delivering the assignment, including professional staff, specialist consultants, surveys, prescribed audits and testing, COEP/IIT vetting where required, site visits, travel, office expenses, insurance, printing and submission of deliverables. GST and approved statutory authority fees shall be dealt with separately as specified in this EOI-cum-RFP.

3. A supporting cost break-up may be submitted for clarification of the quoted fee. Additional works of a similar nature shall be assigned at the accepted consultancy percentage rate; any other change in scope and its fee implications shall require prior written approval by NCCS.

4. Proposals shall remain valid for 180 days from the submission due date. NCCS may request an extension in writing before expiry. The bidder shall communicate its acceptance or refusal in writing; an accepted extension shall not permit changes to the quoted rate.

5. An agreement in usual format shall be drawn up and entered into with the successful bidder for the Consultancy work entrusted to him on negotiated terms and conditions within the stipulated time as per LOI.

2.12. SUBMISSION OF PROPOSALS:

i) The Proposals shall be submitted in original. It shall contain no interlineations or overwriting except as necessary to correct errors made by the firm itself. Any such corrections must be initialed with date by the person or persons who sign(s) the Proposal.

ii) An authorized representative of the Consultant / firm shall put his seal and initial on each page of the Proposals. The representative's authorization is to be confirmed by a written power of attorney, accompanying the Proposal**.** If the Consultant / firm is an individual or proprietary firm, the bid shall be signed by the individual / proprietary.

iii) The Technical Proposal and Financial Proposal shall be placed in separate sealed envelopes clearly marked with their respective contents and the name of the assignment. Both shall be enclosed in one sealed outer envelope bearing the submission address and the bidder's name and address.

iv) Over-writing should be avoided. Correction, if any should be made by neatly crossing out, initialing, dating and rewriting.

v) The same must be submitted to NCCS at the submission address on or before the time and date stated specified in the EOI cum RFP. Any Proposal received after the closing time for submission shall be rejected.

2.13. OPENING OF PROPOSALS:

i) On the date and time specified for opening, first the outer envelope will be opened and then the pre-qualifying proposals will be opened, in the presence of the Consultant / firm or their authorized representatives who wish to participate. The same will be evaluated.

ii) The subsequent date & time of openings of the financial bids will be intimated separately to the qualified Consultant / firm as a case may be.

2.14. TECHNICAL EVALUATION / SHORTLISTING / SELECTION PROCESS BASED ON QCBS METHOD:

The selection will be through competitive bidding which will be single submission and have 2 stages of evaluation process viz., Eligibility/Pre-qualification (Technical) and Financial Proposal (Price). The method of bid evaluation of the proposals/offers is detailed in the EOI cum RFP document.

Only bidders fulfilling the eligibility/pre-qualification criteria in Section 1 shall be considered for technical evaluation.

Only bidders obtaining at least 80 marks out of 100 in the technical evaluation table below shall qualify for opening of financial proposals.

All technically qualified bidders shall be considered for financial evaluation. The bidder obtaining the highest combined QCBS score shall be ranked H-1 and considered for award.

2.14.1. EVALUATION OF TECHNICAL PROPOSALS:

Sr No	Item	Criteria/ Mark	Max Mark
1.0	**Technical Experience of Consultant/ Firm**		40
	1.1. Relevant experience in architectural consultancy, refurbishment/renovation, interior design and associated building services		10
	7 years' experience	6	
	8 years' experience	7	
	9 years' experience	8	
	10 years' experience	9	
	Above 10 years' experience	10	

SEAL AND SIGN. OF THE BIDDER

Sr No	Item	Criteria/ Mark	Max Mark
	1.2. Completed similar consultancy assignments during the last seven years, each involving works costing, supported by work orders and completion certificates. Minimum eligibility shall separately be assessed under Section 1.		30
	One Project	10	
	Two Projects	20	
	Three or more Projects	30	
2.0	**Key Personnel as on date**		20
	2.1. Team Leader / Architect – 1 No.	5	
	B.Arch., valid Council of Architecture registration and at least **10 years' relevant experience** in architectural design, refurbishment and interior		
	2.2. Structural Engineer – 1 No.	5	
	Postgraduate qualification in Structural Engineering and at least **8 years' relevant experience** in structural assessment, audits, rehabilitation and strengthening		
	2.3. Mechanical / HVAC Engineer – 1 No.	2.5	
	Degree in Mechanical Engineering and at least **8 years' relevant experience** in HVAC and laboratory/building services		
	2.4. Electrical Engineer – 1 No.	2.5	
	Degree in Electrical Engineering and at least **8 years' relevant experience** in electrical distribution, lighting, ELV systems and energy-efficiency measures		
	2.5. Public Health / Plumbing and Fire-Fighting Engineer–1No.	2.5	
	Degree in Civil or Mechanical Engineering and at least 5 years' relevant experience in water supply, drainage, plumbing and building fire-fighting systems.		
	2.6. Horticulture / Landscape Architect – 1 No.	2.5	
	Degree in Landscape Architecture or Horticulture, with at least **5 years' relevant experience** in landscape planning and design, horticulture development, planting schemes, irrigation systems and landscape maintenance planning.		
3.0	**Financial Strength of the Consultant / Firm: Average annual turnover from consultancy services during the last three financial years: 2023–24, 2024–25 and 2025–26**		15
	Rs.25 Lakh and Up to Rs. 50 Lakh	5	
	Above Rs.50 Lakh and Up to Rs. 75 Lakh	10	
	Above Rs. 75 Lakh	15	
4.0	**Presentation- Consultant quality of executed works, company profile, methodology to complete the prospective work if assigned.**		25
	1. Relevant completed works and understanding of the assignment-Quality of relevant executed works and understanding of laboratory refurbishment, interior requirements and coordination of building services	10	
	2. Deliverables and completion approach-Approach to drawings, BOQ, estimates, tender documents, execution support, commissioning review and handover	5	

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Sr No	Item	Criteria/ Mark	Max Mark
	3. Phased execution methodology-Approach to maintaining laboratory operations, planning shutdowns, ensuring safety and coordinating contractors and other agencies	5	
	4. Assessment and design approach-Methodology for condition assessment, structural audit, energy audit, interior design and integration with existing services	5	
	Total Mark		**100**

2.14.2. SELECTION / EVALUATION PROCESS BASED ON QCBS METHODOLOGY:

Selection shall follow QCBS with **70% weightage for technical quality and 30% for cost.** For each technically qualified bidder**,** the normalized technical score shall be 100 × T/Thigh and the financial score shall be 100 × Clow/C. The combined score shall be 0.70 × technical score + 0.30 × financial score. The bidder with the highest combined score shall rank H-1. Scores shall be calculated without intermediate rounding and displayed to two decimal places.

The combined score may equivalently be expressed as follows. In a tie, the bidder with the higher raw technical score shall rank higher; if technical scores are also equal, the lower consultancy rate shall rank higher.

$$B = \frac{C_{low}}{C} \times X + \frac{T}{T_{high}} (1 - X)$$

where,
C = Consultancy percentage rate quoted by the technically qualified bidder, excluding GST.
Clow = Lowest consultancy percentage rate among technically qualified bidders.
T = Raw technical marks awarded to the bidder out of 100.
Thigh = Highest raw technical marks among technically qualified bidders.
X = Financial weightage of 0.30; (1 − X) = Technical weightage of 0.70. B is the combined score expressed as a fraction; multiplying B by 100 gives marks out of 100.

The highest-ranked bidder shall be considered for negotiations, where required, and award subject to approval of the competent authority.

2.15 NEGOTIATIONS AND AWARD OF CONTRACT:

1) Where required, NCCS may hold discussions with the H-1 bidder to finalise the methodology, staffing, deliverables, deployment schedule, NCCS inputs and contract conditions. Such discussions shall not substantially alter or dilute the advertised scope, eligibility criteria or evaluated offer. The agreed description of services shall form part of the contract.
2) Financial discussions, where permitted, shall be limited to justified scope implications or unreasonable cost elements and shall not increase the evaluated

quoted fee. Discussions shall not change the basis of competition. If negotiations fail, NCCS shall proceed in accordance with the applicable procurement procedure.

3) The name of the successful bidder along with details of costs and so on, will be posted on the NCCS website after award of work to the successful bidder has been made and communicated to him in writing.

4) The Director, NCCS reserves the right to accept or reject any bid or all the bids at any time, without thereby incurring any liability to the affected bidder or specifying the grounds for the same.

2.16 PERFORMANCE BANK GUARANTEE:

1) The selected Consultant shall furnish performance security equal to **5%** of the accepted consultancy contract amount within ten days of issue of the Letter of Intent, in the form prescribed below.

2) Performance security may be furnished as an irrevocable bank guarantee from a nationalized /scheduled bank in the prescribed form, or as a demand draft in favour of the Director, NCCS, payable at Pune. The bank guarantee shall remain valid throughout the consultancy period and for 60 days thereafter.

3) In case the Consultant / Firm fails to deposit performance guarantee within ten days of issue of Intent, the offer of appointment of Consultant / Firm shall stand cancelled.

4) Where the consultancy period is extended, the validity of the bank guarantee shall be extended accordingly, including the additional 60-day period.

5) Performance security shall be released within two months of satisfactory completion and acceptance of the assigned consultancy services, subject to adjustment of outstanding recoveries.

2.17 SIGNING OF THE CONTRACT:

The successful bidder shall execute the consultancy agreement on non-judicial stamp paper of **₹500** within 15 days of the Letter of Intent. Failure to furnish the required performance security or execute the agreement within the stipulated period may result in cancellation of the appointment and action under the applicable tender conditions.

2.18 ESCALATION: Escalation is not applicable for this work.

2.19 RESOLUTION OF DISPUTES:

Any dispute arising out of this contract including any clarification as to the intent or interpretation of any of the provisions of these terms and conditions, the same shall be first referred to /sought from the Director, NCCS, whose decision in the matters shall be final and binding on the Contractor. Any other matter relevant to but not covered in the contract shall also be decided by making reference to the Director, NCCS whose decision will be final and binding on the Contractor.

If the dispute is not resolved through the reference made to the Director, NCCS, a reference of the same shall be made to an Arbitrator to be appointed by the Director NCCS Pune for adjudication of the same in accordance with the provisions of Arbitration & Conciliation Act-1996 or amended upto date and any statutory modification / amendment there under from time to time. There shall be no objection

if the Arbitrator to be appointed is a Competent Officer of NCCS in the discretion of the Director NCCS Pune.

LEGAL JURISDICTION: If any dispute is not resolved by Arbitration will be referred to the Court of Pune Jurisdiction only.

SEAL AND SIGN. OF THE BIDDER

SECTION 3
DATA SHEET

3.1. Name of the Client:

The Director,
National Centre for Cell Science,
Savitribai Phule Pune University Campus,
Pune 411007.

Clarification, information, submission of proposal and / or all correspondence to be sent to the above address.

3.2. Proposal Requirements:
Technical and financial proposals shall be submitted in separate sealed covers enclosed in an outer sealed envelope, as specified under “Submission of Proposals” in Section 2.

3.3. Scope of work: As per the Terms & Conditions of the project given in section 4.

3.4. A request for clarification if any should reach NCCS in writing before two days of pre-bid meeting.

3.5. The language (s) to submit proposals is English.

3.6. The Technical Proposal shall include the documents and forms specified under “Pre-qualification” in Section 2 and Section 5.

3.7. The Financial Proposal shall be submitted in the format in Section 6, separately sealed, and shall state the consultancy percentage rate excluding GST.

3.8. Taxes: GST as applicable shall be excluded in the financial offer. The GST shall be paid extra, as applicable.

3.9. The currency in which the proposals can be expressed and contract payments will be made is Indian Rupees.

3.10. Proposals must remain valid for 180 days from the date of submission of proposals.

3.11. Consultant / firm must submit original copies of proposals as follows:
Original Pre-Qualification (Technical) and Financial Proposal and the information on the outer envelope should be marked:

“Expression of Interest (EOI) Cum Request for Proposal (RFP) for **Providing comprehensive consultancy services for refurbishment/renovation of the existing NCCS old buildings and balance interior and allied works at Baner, Pune”.**

The proposal submission address shall be the NCCS, Savitribai Phule Pune University Campus address specified above.

SECTION 4
TERMS OF REFERENCE

4.1. SCOPE OF CONSULTANCY SERVICES:

The Consultant shall provide complete multidisciplinary professional services for comprehensive condition assessment and preparation of an integrated refurbishment/upgradation scheme for the existing NCCS Old Buildings and balance Interior & allied works at Baner, Pune.

The Consultant shall undertake the required surveys, investigations and condition assessments to establish architectural, structural and building-services requirements. Actual site conditions and dimensions shall be verified; existing drawings shall be used as reference and shall not be relied upon without verification.

NCCS Old Buildings:
The scope shall include architectural and space planning; civil and structural repairs/strengthening; electrical, HVAC, fire-fighting and fire alarm systems; plumbing and sanitation; laboratory utilities and centralised gas piping; networking/ELV; laboratory furniture; dumbwaiters and allied electromechanical services, wherever required. Structural audits, required NDT, electrical thermography and energy audits shall be undertaken as applicable to the approved work package. Structural audit reports shall be vetted by COEP or an IIT where required under the assigned scope.

The Consultant shall digitise available tracing drawings into CAD/PDF format as required and prepare coordinated designs, specifications, BOQ, estimates and tender documents. A phased execution plan shall minimise disruption to research, animal care, residential occupancy and other essential activities. Detailed requirements are specified in the subsequent clauses.

Balance interior & allied works at Baner Laboratory Building:
The Baner scope shall cover balance interiors, signage, kitchen equipment, audio-visual systems, acoustic treatment, furniture/seating, horticulture/landscaping, access control and structural consultancy, wherever required. Designs shall be based on verified site conditions and user requirements and coordinated with existing building services.

The assignment shall include tender-stage assistance, execution support and completion services as detailed below, including coordination with NCCS, and executing agencies. Proposed works shall meet applicable functional, safety, accessibility and statutory requirements.

Areas and dimensions indicated below are approximate and shall be verified through site measurements before preparing designs, drawings, BOQ and estimates. In the **first phase**, NCCS intends to undertake refurbishment/renovation of the B & C Wings of the existing laboratory building and balance interior and allied works at Baner. Other areas may be considered in the **second phase**, subject to NCCS requirements and approval of the competent authority. The accepted consultancy rate and agreement terms shall also apply to such additional works of a similar nature.

I. NCCS Old Buildings:

1	The B & C Wings of Old Lab Building	Basement + Ground + 3 floors; approximately 70,000 sq. ft. built-up area.
2	Animal House	G+2 floor= Approx. 11000 Sqft Built-up
3	Residential Quarters	G+2 floor- 3 bldg & G floor= Approx.30000 sqft Built-up
4	Director's Bungalow	G+1 floor=Approx. 3000 Sqft Built-up
5	Old Hostel	G+2 floors= Approx.13000 sqft Built-up
6	Substation & AC Plant	Approx. 2500 Sqft Built-up
7	Guest House	G+1 floor=Approx. 4000 Sqft Built-up

II. Balance interior & allied works at Baner Laboratory Building:

1	Cafeteria, Pantry, Kitchen	Approx. 1600 sqft
2	Reception	Approx. 1600 sqft
3	Discussion rooms-2	Approx. 500 sqft
4	Board room	Approx. 800 sqft
5	Director Office	Approx. 500 sqft
6	Seminar Hall; Capacity 120	Approx. 2000 sqft
7	Class room 1 and 2; Capacity 36 each	Approx. 2300 sqft

Throughout the assignment, the Consultant shall apply relevant codes, standards and good engineering practice to achieve safe, functional, economical and energy-efficient solutions appropriate to existing buildings.

The existing Architect has discontinued architectural services for the Baner project. However, architectural coordination and technical support may still required for GRIHA certification and obtaining statutory approvals from PMC. Site conditions and observations from the GRIHA Consultant, PMC Liaisoning Consultant or statutory authorities may require modifications to drawings, designs and supporting documents wherever requires. It is therefore necessary to include these coordination and support services within the scope of the newly appointed Architect/Consultant to ensure continuity and completion of the pending requirements.

THE CONSULTANT SHALL BE FAMILIAR WITH APPLICABLE CPWD PROCEDURES, SPECIFICATIONS AND CONTRACT CONDITIONS, AND WITH THE REQUIREMENTS OF LABORATORY REFURBISHMENT AND INTERIOR AND ALLIED WORKS.

4.2. THE DETAILS OF SERVICES TO BE PROVIDED BY THE CONSULTANT / FIRM SHALL INTERALIA, INCLUDE THE FOLLOWING:

4.2.1. CONSULTANT'S SERVICES:

1. **Site Evaluation and Planning:**

   Evaluation and analysis of the site, existing facilities and the impact of the existing and/or proposed development on its immediate surroundings, including recommendations to NCCS regarding necessary changes.

2. **Preliminary Designs and Drawings:**

   Preparation and submission of preliminary architectural plans, elevations, sections, area statements and layouts for floors, laboratories, offices, toilets and other areas using AutoCAD, along with 3D models/views, dimensions and schedules of internal and external materials and finishes. The proposals shall be submitted for NCCS approval, and the required 2D drawings and 3D views shall be provided at no extra cost.

3. **Detailed Architectural, Structural and Civil Designs:**

   Preparation and submission of coordinated detailed designs and Good for Construction/Execution drawings for architectural, structural and associated civil works, wherever required, including internal and external works, finishing details and architectural conservation, as applicable.

4. **Internal Utility and Building Services:**

   Preparation and submission of detailed designs, drawings and technical documentation for the following systems, as applicable:
   - Plumbing, drinking water supply, sanitary installations, drainage and associated Public Health Engineering (PHE) works.
   - Electrical power distribution, Single Line Diagrams (SLDs), panel General Arrangement (GA) drawings, lighting, wiring, UPS systems and cable routing.
   - HVAC and other mechanical systems, including equipment layouts, ducting, piping and associated services.
   - Fire-fighting, fire detection and fire alarm systems.
   - EPABX, LAN, networking, data and voice systems, and public address systems.
   - Security systems, access control, CCTV and Building Management System (BMS).

   The drawings shall indicate the routing and coordination of cables, ducts, pipes and other service conduits and shall be suitable for execution and release to site.

5. **Laboratory Utility Services:**

   Preparation and submission of detailed designs and drawings for laboratory water supply, water supply to equipment, centralised CO_2, O_2 and N_2 or other gas supply, shower systems and other specialised laboratory utilities, as required.

6. **External Utility and Infrastructure Services:**

   Preparation and submission of detailed designs, drawings and documents for external water supply, sewerage, stormwater drainage, fire hydrant networks, sewage treatment plants, rainwater harvesting, roads, street lighting, telecommunications, electrical transformers, pumps and other related infrastructure, wherever required.

7. **Interiors, Landscape and Specialised Works:**

   Preparation of designs, layouts, specifications and relevant details for interior architecture, office and laboratory furniture, landscape architecture, graphic design and signage. The scope shall also include the design and selection of audio-video systems and kitchen equipment, as required.

8. **Technical Specifications, BOQ and Cost Estimates:**

   Technical specifications, BOQ and cost estimates shall be prepared in accordance with Clause 4.2.3 – Engineering Documents / Detailed Estimates.

9. **Tender Documentation and Tendering Assistance:**

   Tender documentation and tender-stage assistance shall be provided in accordance with Clause 4.2.4 – Preparation of Tender Document.

10. **NCCS Approval and Design Coordination:**

    All designs, drawings, specifications and documents shall be submitted to NCCS for approval before release for tendering or execution, as applicable. The Consultant shall incorporate modifications and suggestions conveyed by NCCS, coordinate all disciplines and provide any additional drawings or technical details required for the works within the consultancy scope.

11. **Statutory Compliance and Approvals:**

    The designs and documents shall comply with the applicable National Building Code, local building bye-laws and relevant statutory requirements. The Consultant shall obtain approvals from local bodies/statutory authorities wherever required under the consultancy scope to make the facilities operational and functional, and shall provide necessary documents and technical support to NCCS and/or the concerned Architect for regulatory submissions.

12. **Professional Engagement and Execution Support:**

    The Consultant shall engage qualified professionals for the disciplines covered by the assignment. Personnel deployment and execution support shall be provided in accordance with Clauses 4.2.5 and 4.2.6.

4.2.2. SERVICES DESIGNS:

1. **General Design Requirements:**

    1. Services shall be designed in accordance with the approved brief, NCCS functional requirements and applicable codes. Architectural, structural, interior and service layouts shall be coordinated. Energy-efficient design, suitable natural lighting and ventilation, renewable-energy provisions and environmentally appropriate materials shall be considered without compromising laboratory safety or performance.

    2. Due emphasis in design of Civil, MEPF services shall be laid on the following aspects:
        (1) Conservation of natural resources.
        (2) Recycling of building waste.
        (3) Environment protection.
        (4) Energy conservation.
        (5) Occupant comfort.
        (6) Co- ordination and maintenance of services.

    The following services shall be included, wherever applicable:

a) **Heating, Ventilation and Air Conditioning (HVAC):**
Energy-efficient HVAC systems shall be designed wherever required, considering laboratory and occupancy requirements, heat loads, ventilation, indoor air quality, temperature and humidity control, pressure differentials and exhaust requirements, as applicable. Designs shall include equipment selection, ducting, piping, insulation, controls and maintenance access.

b) **Fire Detection, Fire Alarm and Fire-Fighting Systems:**

Systems shall be designed in accordance with applicable fire safety codes, the National Building Code and local fire authority requirements. Addressable fire alarm systems, hydrants, sprinklers, extinguishers, emergency lighting, exit signage and necessary interfaces with other building services shall be incorporated, as applicable.

c) **Electrical Distribution, Lighting and Power Management:**

The design shall include load assessment, power distribution, panels, cabling, earthing, lightning protection, protective devices and lighting schemes. Energy-efficient lighting and occupancy/daylight-based controls shall be provided where suitable, considering laboratory operations, safety and user requirements.

d) **Uninterruptible Power Supply (UPS):**

UPS systems shall be designed for identified critical equipment, computers, communication systems and other essential loads, based on the required capacity, backup duration and operational requirements approved by NCCS.

e) **Water Supply, Water Purification and Plumbing:**

The design shall include domestic and laboratory water supply, water supply to equipment, sanitary installations, pumps, storage, drainage and sewerage systems. Water purifiers/RO systems of suitable capacity and water quality shall be incorporated wherever required and approved by NCCS.

f) **Laboratory Gas Supply and Specialised Utilities:**

Centralised CO_2, O_2 and N_2 gas supply systems and other laboratory utilities shall be designed according to the requirements of the laboratories and equipment. The design shall include distribution piping, controls, isolation arrangements, safety provisions and monitoring systems, as applicable.

g) **Access Control, CCTV and Security Systems:**

Access control, CCTV and associated security systems shall be designed to meet the requirements of restricted areas, personnel movement and monitoring, with appropriate integration and emergency access/egress provisions.

h) **Communication, Networking and Audio-Video Systems:**

The design shall include telephone/EPABX, LAN, data and voice cabling, public address and audio-video systems, based on the functional requirements of the laboratories, offices, meeting rooms, classrooms, boardrooms and seminar halls, as applicable.

i) **Building Management and Monitoring Systems:**

BMS and associated monitoring and control systems shall be designed wherever required for coordinated operation of HVAC, electrical, water supply and other building services, including alarms, metering and interfaces, as applicable.

j) **Interior Design, Furniture and Signage:**

Interior layouts, materials, finishes, office and laboratory furniture, lighting and signage shall be designed to provide a safe, functional and comfortable working environment. The design shall consider ergonomics, accessibility, durability, ease of cleaning and maintenance, and the specific requirements of each space.

k) **External Services, Landscape and Environmental Protection:**

External water supply, sewerage, stormwater drainage, rainwater harvesting, sewage treatment, roads, street lighting, landscape and related services shall be designed wherever required. The design shall promote energy and water conservation and comply with applicable pollution control and environmental requirements.

l) **Kitchen Equipment and Other Specialised Services:**

Kitchen equipment, associated utilities and any other services necessary for the works within the consultancy scope shall be designed according to NCCS requirements and good engineering practice.

2. **Design Documentation and Coordination:**
The Consultant shall prepare design calculations, equipment sizing and selection details, layouts, schematics, SLDs, sections and installation details. Equipment locations, service routes, maintenance access and interfaces shall be clearly indicated. Estimates and tender documents shall be prepared under Clauses 4.2.3 and 4.2.4 respectively.

3. **Design Quality and Suitability:**

The Consultant shall ensure the safety, durability, serviceability, energy efficiency, maintainability and aesthetic compatibility of the proposed systems. Designs shall account for structural requirements, available space and the capacity and condition of existing services before being recommended to NCCS for approval.

4. **Approval and Good for Construction Drawings:**

Following scrutiny by NCCS, the Consultant shall incorporate the required corrections and suggestions and submit revised designs and drawings for approval. Coordinated Good for Construction/Execution drawings shall be issued after approval by NCCS. NCCS approval shall not relieve the Consultant of responsibility for the accuracy, adequacy and coordination of the designs.

5. **Design Revisions During Execution:**
Design revisions required during execution shall be dealt with under Clause 4.2.5 – Execution Stage.

6. **Phased Execution and Continuity of Operations:**

For refurbishment works in occupied buildings, the services shall be designed to support phased execution, taking account of existing laboratory operations, planned shutdowns, temporary service arrangements, safety and commissioning requirements, in consultation with NCCS.

4.2.3. ENGINEERING DOCUMENTS / DETAILED ESTIMATES:

- Detailed estimates shall be based on applicable CPWD specifications and DSR. Where a relevant item is not covered, applicable Maharashtra PWD specifications and schedule of rates shall be used. Relevant NBC provisions and other applicable technical standards shall inform the design and specifications. Estimates shall include item codes, quantities, units, rates, material/finish schedules and supporting quantity calculations for NCCS scrutiny.

- Where prescribed specifications and/or schedule of rates do not provide for certain items/services specification and rates based on proper market rate analysis supported by competitive quotations from reputed/specialized / authorized agencies shall be adopted for these items with the approval of the NCCS.

4.2.4. PREPARATION OF TENDER DOCUMENT:

1. **Preparation of Tender Documents:**

   The Consultant shall prepare complete tender documents for the works covered under the consultancy scope, based on the standard contract documents approved by NCCS and in consultation with NCCS/CPWD, as applicable. The documents shall include the scope of work, tender drawings, technical specifications, item-wise Bill of Quantities (BOQ)/Item Rate Schedule of Quantities, applicable conditions of contract, construction methodology, completion schedule and any special conditions required for execution of the works. For refurbishment of occupied buildings, phased execution, continuity of essential services and planned shutdown requirements shall be incorporated, wherever applicable.

2. **Contractor Qualification and Special Conditions:**

   The Consultant shall recommend contractor qualification criteria and special requirements appropriate to the nature, complexity and timely completion of the works. The final decision regarding eligibility/pre-qualification criteria and conditions to be stipulated in the tender shall rest with NCCS.

3. **Pre-Bid Meetings and Clarifications:**

   The Consultant shall attend pre-bid meetings and assist NCCS in responding to bidders' technical queries and clarifying the drawings, specifications, BOQ and execution requirements. The Consultant shall prepare the necessary clarifications, revised documents and draft corrigenda/addenda incorporating changes approved by NCCS.

4. **Finalisation and Approval:**

   The Consultant shall ensure consistency among the tender drawings, specifications, BOQ and contract provisions. All tender documents and subsequent revisions shall be submitted to NCCS for approval before issue.

4.2.5. EXECUTION STAGE:

1. **Working Drawings and Shop Drawings:**

   The Consultant shall prepare and issue coordinated working drawings with all details necessary for proper execution of the works. The scope shall include preparation of fabrication/shop drawings for selected items, wherever required, and scrutiny and technical approval of shop drawings submitted by the Contractor for various works, services and equipment, ensuring conformity with the approved designs and specifications.

2. **Design Revisions and Technical Clarifications:**

   The Consultant shall provide technical clarifications and revise drawings, details and specifications wherever necessitated by site conditions or execution requirements. Revisions shall be coordinated across all affected disciplines and submitted for NCCS approval, as applicable, before issue for execution.

3. **Project Planning and Phased Execution:**

   The Consultant shall prepare an integrated project programme, indicating the sequence of works, design deliverables, approval timelines, procurement requirements and key construction milestones. The programme shall be coordinated with NCCS and the Contractor, as applicable, and reviewed periodically to support timely completion. For occupied buildings, it shall include phased execution, planned shutdowns and temporary service arrangements to maintain essential laboratory operations.

4. **Review Meetings and Execution Support:**

   The Consultant shall attend project review meetings at least once a month and additionally whenever required by NCCS, without extra cost. The Consultant shall remain available for technical clarifications and promptly identify and report design or coordination issues that may affect safety, quality, progress or completion, or give rise to disputes. Suitable corrective measures shall be recommended to NCCS.

5. **Review of As-Built Drawings:**

   The Consultant shall review and vet Contractor-prepared as-built drawings for architectural, structural, civil, interior and building-services works, as applicable, and verify incorporation of required corrections before recommending acceptance by NCCS.

6. **Coordination:**

   The Consultant shall coordinate with NCCS, CPWD, the concerned Architect, specialist consultants, contractors and other relevant agencies to resolve technical interfaces and facilitate completion.

4.2.6. ROLE OF CONSULTANT AND DEPLOYMENT OF KEY TECHNICAL PERSONNEL DURING EXECUTION:

1. **Technical Assistance and Personnel Deployment:**

   The Consultant/Consultancy Firm shall assist NCCS during pre-commencement, construction and post-completion activities for refurbishment/renovation of the existing NCCS buildings and balance interior and allied works at the Baner laboratory building. The Consultant shall deploy qualified and experienced architects, engineers and relevant specialists for site visits, inspections, coordination and technical review, in accordance with the agreed deployment schedule and project requirements. Any

deviations from the approved drawings, designs or specifications shall be promptly reported to NCCS, together with recommendations for rectification.

2. **Interpretation and Resolution of Technical Issues:**

   The Consultant shall clarify drawings, designs, specifications and other technical documents whenever required. In the event of differences between the Consultant and the Contractor regarding their interpretation, the decision of the Engineer-in-Charge, NCCS, shall be final and binding, subject to the applicable contract provisions. The Consultant shall provide relevant technical records, explanations and assistance to NCCS in arbitration or litigation arising from the works covered under the consultancy scope.

3. **Cost Control and Economy:**

   The Consultant shall review the cost implications of proposed changes and recommend suitable economy measures without compromising safety, quality or functional requirements. Any anticipated expenditure exceeding the approved estimate shall be promptly brought to the notice of NCCS with justification and recommendations. Changes involving additional expenditure shall not be recommended for execution without prior approval of the competent authority.

4. **Approval of Design and Specification Deviations:**

   The Consultant shall obtain prior written approval from NCCS for any material deviation from the approved designs or specifications necessitated by technical, site or administrative requirements. The proposal shall clearly indicate the reasons for the change and its implications for cost, time, functionality and other affected services.

5. **Assessment of Additional, Substituted and Deleted Items:**

   The Consultant shall examine proposed deviations, additional or substituted items and deletions arising during execution. The Consultant shall prepare the necessary justification, drawings, detailed specifications, quantity calculations, rate analyses and cost implications, using the applicable schedule of rates and/or supported market rates, as appropriate, and submit recommendations to NCCS for approval.

4.2.7. POST COMPLETION:

The Consultant shall assist NCCS in reviewing testing and commissioning records, preparing completion/snags reports, verifying rectification and reviewing handover documents. Contractors shall provide equipment training, operation and maintenance manuals and associated technical records. The Consultant shall coordinate with Contractors and end users and review these submissions for compliance. Engineering SOPs shall be prepared wherever required under the assigned scope, in consultation with NCCS; scientific process SOPs shall remain with the concerned end users.

4.3. GENERAL TERMS AND CONDITIONS

4.3.1. TIME SCHEDULE:

1. The date of commencement of the consultancy shall be reckoned from the agreement date.

2. The initial consultancy engagement shall be for three years from the date of commencement, extendable by a further period of up to two years, depending on project requirements, satisfactory performance and approval of the competent authority, on the terms stipulated in the consultancy agreement.

3. The Consultant shall submit a detailed activity-wise Programme covering assessment, surveys, designs, drawings, estimates, tender documentation, execution support, testing and commissioning review, and completion documentation. The Programme shall account for phased refurbishment of occupied NCCS buildings and balance interior and allied works at the Baner laboratory building and shall be submitted to NCCS for approval.

4. For each work package, assessment, design, drawings, estimates and tender deliverables shall follow a package-specific schedule approved by NCCS, considering the extent of surveys/audits, area availability, user consultations and required approvals. Design and tender documentation shall ordinarily be targeted within one to two months after the necessary assessment inputs and site access are available, unless otherwise approved. Execution and handover milestones shall align with phased works and the relevant works contracts.

5. The Consultant shall carry out the services diligently and meet the approved milestones. Time shall be of the essence for pre-commencement deliverables and for consultancy decisions, drawings and clarifications necessary to maintain progress during execution. Delays or constraints affecting the Programme shall be promptly reported to NCCS, together with proposed corrective measures.

6. The Consultant shall assist NCCS in achieving completion within the approved schedules and provide timely technical decisions, revised drawings, reviews and coordination during execution. Testing, commissioning and equipment training shall be carried out by the respective Contractors in accordance with the approved specifications and applicable requirements. The Consultant shall review the relevant submissions and assist NCCS in completing the handover documentation.

7. **Extension of Time and Fees:**

   Where delays are attributable to the Contractor, NCCS, other agencies or circumstances beyond the Consultant's control, the Consultant shall submit a written request for extension of the affected milestones, with supporting details, for NCCS approval. Such extension shall not automatically entitle the Consultant to additional fees. Any extension of the consultancy engagement or additional services shall be governed by the agreement and prior written approval of NCCS. No additional payment shall be admissible for delays attributable to the Consultant.

8. **Compensation for Delay:**

For delay attributable to the Consultant in meeting an approved milestone, including pre-commencement deliverables or essential consultancy decisions during execution and post-completion, the Consultant shall be liable to pay compensation at 0.25% of the total consultancy fee for each week of delay, subject to an aggregate maximum of 10% of the total consultancy fee.

Before levying compensation, NCCS shall notify the Consultant of the delay and consider its written explanation. Compensation shall not apply to the extent that the delay is established as attributable to the Contractor, NCCS, other agencies or circumstances beyond the Consultant's control. The same period of delay shall not be counted more than once for calculating compensation.

4.3.2. PAYMENT SCHEDULE:

i) **Consultancy Fee**:
NCCS shall pay the Consultant the consultancy fee at the percentage rate accepted in the Letter of Appointment, calculated on the approved estimated cost put to tender or the actual cost of the corresponding works, whichever is lower, subject to final adjustment.

ii) **Stage-Wise Payment**:
The consultancy fee for each approved work package shall be paid as follows:

Stage	Deliverables/Services	Percentage of Consultancy Fee for the Corresponding Work Package
I – Assessment, Surveys, Audits and Concept Planning	Review of available drawings; site measurements and surveys; assessment of existing finishes and services; structural audit and energy audit, as applicable, including structural report vetting by COEP or an IIT etc., where required; end-user consultations; and concept space/furniture layouts and proposed materials and finishes. Reports, recommendations and concept proposals shall be submitted for NCCS acceptance.	30%
II – Design, BOQ and Tender Stage	Preparation and approval of detailed designs, coordinated drawings, phased execution plan, technical specifications, BOQ, detailed estimates and complete tender documents, including tender-stage assistance and clarifications.	40%
III – Execution Support	Site visits, coordination, shop-drawing reviews, material/sample reviews, technical clarifications, design revisions and execution support.	20%

Stage	Deliverables/Services	Percentage of Consultancy Fee for the Corresponding Work Package
IV – Completion and Handover	Completion of the corresponding works and acceptance of the Consultant's review of testing and commissioning records, vetted as-built drawings and required completion and handover documents.	10%
Total		100%

iii) **Payment for Phased Works**:

Payments shall be linked to completion and acceptance of services for each approved work package, considering phased refurbishment, availability of areas and continuity of laboratory operations. Payment for a completed package shall not be withheld solely because other packages remain incomplete. Any further pro-rata break-up within the above stages shall be finalised with the selected Consultant and recorded in the consultancy agreement.

iv) **Submission and Processing of Bills**:

The Consultant shall submit bills to the Engineer-in-Charge, NCCS, with supporting documents and details of completed services. Payment shall ordinarily be processed within 10 to 15 working days of receipt of a complete and correct bill, subject to verification and acceptance. Interim payments shall be on account and subject to Income Tax deduction at source, other applicable statutory deductions, security deposit, recoveries and final adjustment. GST shall be paid extra as applicable against a valid invoice.

v) Statutory Charges:

Statutory charges and approval fees payable to local bodies or other authorities shall be borne by NCCS, subject to prior approval and submission of supporting documents. The Consultant's services for preparation of documents and coordination of approvals shall be included in the consultancy fee.

vi) Final Bill:

The final bill for each work package shall be released after satisfactory completion of the corresponding works and assigned consultancy services, acceptance of all required completion and handover documents, and adjustment of previous payments and recoveries.

vii) Changes in Scope:

NCCS may amend the scope or assign additional works of a similar nature through written instructions, at the accepted consultancy rate and on the applicable terms and

conditions of the agreement. The revised scope, fee implications and payment milestones shall be recorded in writing before commencement of such services.

viii) Contract Duration:

The consultancy period and any extension shall be governed by Clause 4.3.1 – Time Schedule. Assigned services and outstanding deliverables shall be completed within the approved period or duly authorised extension.

4.3.3. SECURITY DEPOSIT:

NCCS shall deduct security deposit at 5% of the gross consultancy fee in each running bill. Both the original 5% performance security and 5% deductions towards security deposit shall be released after satisfactory completion and acceptance of the assigned works and services, subject to outstanding recoveries. The Consultant shall remain available for technical advice concerning its designs for one year after handover, without additional fee.

4.3.4. ADDITIONS, MODIFICATIONS AND ALTERATIONS:

NCCS may require design and drawing changes within the assigned scope through written instructions, and the Consultant shall incorporate these without additional fee. Additional work packages or changes beyond the assigned scope shall be dealt with under “Changes in Scope” in Clause 4.3.2 – Payment Schedule.

4.3.5. OUTPUT OF THE CONSULTANCY:

1. The following deliverables shall be submitted for each assigned refurbishment or interior and allied work package, as applicable. Each submission shall comprise one hard-copy set and one complete soft-copy set.

SN	Description
1	Site measurement drawings, survey and assessment reports, structural audit report with COEP/IIT vetting and energy audit report, wherever applicable under the approved scope.
2	Approved concept and detailed architectural/interior designs, furniture layouts and 3D views; coordinated structural and service drawings; plans, elevations, sections, furniture/joinery details, reflected ceiling plans, lighting and associated service layouts, as applicable.
3	Detailed estimates, BOQ, technical specifications and complete tender documents; Good for Construction/Execution drawings, working details and approved revisions.
4	Completion inspection and snag-rectification reports, vetted Contractor-prepared as-built drawings, reviewed testing/commissioning records, manuals, applicable engineering SOPs and handover documents.

2. All architectural, structural, civil, interior and service drawings shall be prepared using CAD software, at scales approved by the Engineer-in-Charge, NCCS. Drawings shall clearly indicate dimensions, specifications, drawing numbers, dates and revision details.

3. Soft copies shall include PDF files and editable source files: DWG for drawings, XLSX for BOQ and estimates, and DOCX for reports, specifications and tender documents, as applicable.
4. Deliverables shall be submitted separately for each approved work package or phase. The Consultant shall incorporate NCCS comments and submit the final corrected documents without additional cost.

4.3.6. COPYRIGHT & CONFIDENTIALITY:

Drawings, design calculations, reports and other deliverables prepared for the assignment shall become NCCS property and shall be submitted in the prescribed editable and PDF formats. The Consultant shall not disclose project information or share deliverables with persons unconnected with the assignment without prior written consent from NCCS, except where disclosure is required by law.

SECTION -5

PRE-QUALIFICATION SUBMISSIONS FORMS

1.0.	**FORM-I**	**:**	**Letter of Submission of Proposals**
2.0.	**FORM-II**	**:**	**Organization Structure of the Architectural Firm**
3.0.	**FORM-III**	**:**	**Details of similar Architectural works completed in the last Seven years**
4.0.	**FORM-IV**	**:**	**Details of Architectural works on hand / in progress of similar nature of works**
5.0.	**FORM-V**	**:**	**Firms Annual Financial Turnover**
6.0.	**FORM-VI A**	**:**	**Details of in House Key Personnel of the Architectural firm**
7.0.	**FORM-VI B**	**:**	**Sub – Consultants and their experience**

SEAL AND SIGN. OF THE BIDDER

FORM-I

LETTER OF SUBMISSION OF PROPOSAL

(On the Letter head of the Architectural firm)

To,
The Director,
National Centre for Cell Science,
Savitribai Phule Pune University Campus,
Pune 411007.

Subject : Expression of Interest (EOI) cum Request for Proposal (RFP) Appointment/engagement of Architect/ Consultant for refurbishment/ renovation of the existing NCCS old buildings and balance interior & allied works at Baner, Pune

Ref. : EOI No. NCCS/I&M/ARCH/475/2026; dated 10/10/2026

Dear Sir,
I/We, the undersigned, duly authorised to act on behalf of the applicant, submit our Technical and separately sealed Financial Proposals for the above assignment. We have reviewed the EOI-cum-RFP and undertake, if appointed, to provide adequate project support from our Pune office or establish such office within one month of appointment as required.

I/We have examined in detail and have understood the terms and conditions stipulated in the EOI cum RFP Document issued by NCCS and in any subsequent communication sent by NCCS, forming part of EOI cum RFP Document. I/We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the EOI cum RFP or in any of the subsequent communications from NCCS. Our proposal contains no conditions.

Our proposal shall remain valid for 180 days from the submission due date and shall be binding upon us during this period, subject to any agreed contract finalisation consistent with the EOI-cum-RFP.

The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the EOI cum RFP, and is correct to the best of our knowledge and understanding. I/We would be solely responsible for any errors or omissions in our Bid.

I/We understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of the Firm
Address, Telephone:

SEAL AND SIGN. OF THE BIDDER

FORM - II

ORGANISATION STRUCTURE OF THE CONSULTANT/FIRM AND CREDENTIALS

(This will be used for evaluating the eligibility criteria)

A. Firm Details:			
1.	Name of the Firm	:	
2.	Year of Establishment	:	
3.	Legal status of the Firm	:	
	Individual	:	
	Proprietary firm	:	
	A firm in partnership	:	
	A limited Company or Corporation	:	
4.	Narrative description of the Firm: Please specify the field of services i.e. Architectural Planning, Designing, etc, in which it is specialized.	:	
5.	Office Address /Tele. No /email/ website:	:	
6.	In case of change of Name of the Firm, former Name / Names and year/ years of establishment:	:	
7.	Names of principle person concerned with this work with title and Telephone No / Fax/Email Id, etc.	:	
8.	Has the applicant or any constituent partner ever abandoned a Architectural job.	:	
9.	Has the applicant or any constituent partner ever debarred from taking up work in any Govt. Departments	:	
B. Details of the architect, partner/ director, registration with the council of Architecture (Enclose copy of the registration)**.**			

Signature of Authorized Representative with Seal:

(Please furnish letter of authorization)

SEAL AND SIGN. OF THE BIDDER

FORM -III

DETAILS OF SIMILAR ARCHITECTURAL SERVICES / WORKS COMPLETED DURING THE LAST SEVEN YEARS (This will be used for evaluating the eligibility criteria)

Sr No	Name of Project	Location	Cost of Work	Built up Area	Date of commencement	Date of completion	Name, address And Contact details of person / officer to whom reference can be made

Signature of Authorized Representative with Seal

FORM –IV

DETAILS OF SIMILAR ARCHITECTURAL WORKS IN PROGRESS / AWARDED DURING THE LAST SEVEN YEARS

Sr No	Name of Project	Location	Cost of Work	Built up Area	Date of commencement	Date of completion	Name, address And Contact details of person / officer to whom reference can be made

Signature of Authorized Representative with Seal

FORM -V

FIRMS ANNUAL FINANCIAL TURNOVER
(This will be used for evaluating the eligibility criteria)

1. Gross Annual Financial Turnover (by way of Professional receipt/in terms of Architectural fee received) for the past three years.

2. Details of Income tax
   a. Permanent Account No
   b. Details of latest Income tax return

Financial Analysis – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last three years duly certified by the Chartered Accountant, as submitted by the Bidder to the Income Tax Department (Copies to be attached).

Sr. No.	**Details**	**Financial Year**		
		2023-24	**2024-25**	**2025-26**
1.	Annual Turnover as per Audited Balance Sheet			
2.	Net Profit			
3.	Loss if any			

Note : The above data is to be supported by audited balance sheets.

Attach copies of audited balance sheets duly certified by the chartered accountant for all three years mentioned. Audited Balance sheet should mention the membership number of chartered accountant issued by ICAI along with full address.

Signature of Chartered Accountant
Name:
Seal & Registration Number:

SEAL AND SIGN. OF THE BIDDER

FORM –VI (A)

DETAILS OF IN-HOUSE KEY PERSONNEL OF THE ARCHITECTURAL FIRM
(A) Details of in-house Key personnel

Sr. No	Name	Qualification	Position held	Date & Years with the Applicant Firm*	Experience of the person (in No. of Years)	His expertise

Note:
Brief C.V's of the above key personnel shall be submitted (not exceeding two pages). Along with the signature of the key personnel and duly attested by the authorized signatory.

Signature of Authorized Representative with Seal

(B) Sub – Consultants and their experience

FORM –VI (B)

Sr. No	Name of the Consultant& Address	Contact person, position & Phone no/fax / email/details	Specialization of the Consultant	Task / Services utilized so far by the applicant in their completed / ongoing projects

Signature of Authorized Representative with Seal

FIRM'S REFERENCES

(Relevant Services carried out in the last seven years which best illustrate qualifications **in support of Form –III**)

Using the format below, provide information on each reference assignment for which your firm/entity, either individually or as a Lead Consultant was legally contracted (add additional sheets if necessary).

Assignment Name:			
Location:		No. of Key Professional Staff Provided by Your Firm:	
Name of Client & Address:		Duration of assignment: Start Date. Completion date.	
Approx. Value of Services (in INR):			
Role of the Firm whether Lead or Associates:		Name of Associated Consultants / Sub-Consultants, if any:	
Name of Key Professional Staff (Project Director/ Coordinator, Team Leader) involved and functions performed from the Firm:			
Narrative Description of Project (clearly what services are rendered by the Firm in this Project):			
Description of Actual Services Provided by your Key Professional :			

(Certificate from Employer / client regarding experience should be furnished)

Signature of Authorized Representative with Seal

DECLARATION FOR NOT BLACK LISTED

Date .....

To,
The Director,
National Centre for Cell Science,
Savitribai Phule Pune University Campus,
Pune 411007.

Subject : Expression of Interest (EOI) cum Request for Proposal (RFP) Appointment/engagement of Architect/ Consultant for refurbishment/ renovation of the existing NCCS old buildings and balance interior & allied works at Baner, Pune
Ref. : EOI No. NCCS/I&M/ARCH/475/2026; dated 10/10/2026

I / We ..... hereby confirm that our firm has not been banned or blacklisted by any government organization/Financial institution/Court /Public sector Unit /Central Government.

If this declaration is found to be false or incorrect, NCCS may reject our proposal, cancel the award and take action under the tender/agreement and applicable law, including recovery against performance security where applicable. EMD forfeiture is not applicable, as EMD is nil.

Signature of Bidder : Place :

Name : Date :

Designation :

Seal

FORM OF BANK GUARANTEE

In consideration of the Director (herein after called "National Centre for Cell Science, Pune") having offered to accept the terms and conditions of the proposed agreement between_____ and _____ (Hereinafter called "the said Consultant") for the work_____ (Hereafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for ₹__. (Rupees_____ only) as a security/guarantee from the Consultant for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We__(Hereinafter referred to as "the Bank") hereby (Indicate the name of the Bank) undertake to pay to the National Centre for Cell Science, Pune an amount not exceeding ₹__. (Rupees_____ only) on demand by the National Centre for Cell Science, Pune.

2. We__ do hereby undertake to pay the amounts due (indicate the name of the Bank) and payable under this Guarantee without any demur, merely on a demand from the National Centre for Cell Science, Pune stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Consultant. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ₹__. (Rupees_____ only).

3. We, the said bank further undertake to pay to the National Centre for Cell Science, Pune any money so demanded notwithstanding any dispute or disputes raised by the Consultant in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Consultant shall have no claim against us for making such payment.

4. We __further agree that the guarantee herein (indicate the name of the bank) contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the National Centre for Cell Science, Pune under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-Charge on behalf of the National Centre for Cell Science, Pune certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Consultant and accordingly discharges this guarantee.

5. We__ further agree with the National Centre for Cell Science, Pune that (indicate the name of the bank) the National Centre for Cell Science, Pune shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend

time of performance by the said Consultant from time to time or to postpone for any time or from time to time any of the powers exercisable by the National Centre for Cell Science, Pune against the said Consultant and to for bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant or for any forbearance, act of omission on the part of the National Centre for Cell Science, Pune or any indulgence by the National Centre for Cell Science, Pune to the said Consultant or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant.

7. We__ lastly undertake not to revoke this (indicate the name of the bank) guarantee except with the previous consent of the National Centre for Cell Science, Pune in writing.

8. This guarantee shall be valid up to__ unless extended on demand by National Centre for Cell Science, Pune. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to ₹__. (Rupees_____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the__ day of__ for__.

(Name of Bank)

SEAL AND SIGN. OF THE BIDDER

बीआरआईसी
बायोटेक्नोलॉजी विभाग का संगठन
BRIC
a DBT Organization

एन सी सी एस
राष्ट्रीय कोशिका विज्ञान केंद्र
NCCS
NATIONAL CENTRE FOR CELL SCIENCE

PART- II (FINANCIAL PROPOSAL)

EXPRESSION OF INTEREST (EOI) CUM REQUEST FOR PROPOSAL(RFP) APPOINTMENT OF ARCHITECT/ CONSULTANT FOR REFURBISHMENT/ RENOVATION OF THE EXISTING NCCS OLD BUILDINGS AND BALANCE INTERIOR & ALLIED WORKS AT BANER, PUNE





DUE DATE FOR SUBMISSION: 30/10/2026 @ 15:00 HRS

TO BE SUBMITTED TO:
The Director
National Centre for Cell Science
Savitribai Phule Pune University Campus,
Ganeshkhind,
Pune 411007 (Maharashtra, India)

NAME AND ADDRESS OF BIDDER: _____

Tender Cost: Nil

SEAL AND SIGN. OF THE BIDDER

SECTION - 6

FINANCIAL PROPOSAL SUBMISSION FORM

To,
The Director,
National Centre for Cell Science,
Savitribai Phule Pune University Campus,
Pune 411007.

Subject : Expression of Interest (EOI) cum Request for Proposal (RFP) Appointment/engagement of Architect/ Consultant for refurbishment/ renovation of the existing NCCS old buildings and balance interior & allied works at Baner, Pune
Ref. : EOI No. NCCS/I&M/ARCH/475/2026; dated 10/10/2026

Dear Sir,

I/We offer to provide the comprehensive architectural and engineering consultancy services for the above assignment in accordance with the EOI-cum-RFP and our Technical Proposal.

Our consultancy fee is _____% (_____ in words), excluding GST, applicable to the approved estimated cost put to tender (tender Cost) or actual cost of the corresponding works, whichever is lower. The accepted percentage rate shall also apply to additional similar works authorised by NCCS under the agreement.

Our Financial Proposal shall remain valid for 180 days from the submission due date and shall be binding upon us, subject to contract finalisation in accordance with the EOI-cum-RFP.

I/We undertake to comply with applicable Indian laws relating to fraud and corruption, including the Prevention of Corruption Act, 1988, as amended, during bidding and execution of the consultancy agreement.

I/We understand you are not bound to accept any proposal you receive.

I/We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of the firm:
Address:

SEAL AND SIGN. OF THE BIDDER