

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
Sector-22, Kharghar, Navi Mumbai – 410210
www.actrec.gov.in, e-mail- estatemanagement@actrec.gov.in
022-27405000/5551

**TENDER FOR ANNUAL MAINTENANCE SERVICE CONTRACT FOR PROVIDING
MOTOR MECHANIC & ELECTRICIAN ON 24 HRS. BASIS FOR REPAIRING &
MAINTENANCE OF 27 NOS. ACTREC VEHICLES AT ACTREC**
For the period of one year from 01/12/2025 to 30/11/2026 (Extendable for two years on
yearly basis subject to satisfactory performance)



SR. NO.	PARTICULAR	AMOUNT
01	EMD by Demand Draft to be Drawn in Favour of DIRECTOR - ACTREC Tender received without Earnest Money Deposit (EMD) will be summarily rejected. Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money (Bidder must enclose copy and proof thereof)	Rs. 20,000/- (Rupees Twenty Thousand Only)

Notes:-

1. Tender Notification and Documents are available on website: - www.actrec.gov.in

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Sector-22, Kharghar, Navi Mumbai-410210

CRITICAL DATE SHEET

Bid Document Download/Sale Start date	09 th October, 2025 from 13:00 hrs.
Bid Submission Last Date & Time	30 th October, 2025 upto 13.00 hrs.
Last Date & Time of Submission of Hard Copy of Tender Documents.	30 th October, 2025 upto 13.00 hrs.
Techno-commercial Bid Opening Date	30 th October, 2025 upto 15.00 hrs.
Hard copy of Tender Document Submission Place and End Date & Time	Room no. 332, Estate Management Section 3rd Floor, Paymaster Shodhika Building, Sector-22, Kharghar, Navi Mumbai-410210.

Incomplete or tenders submitted after the due date & time would summarily be rejected. ACTREC reserves the right to cancel any or all tenders without assigning any reason thereof.

Dy. Administrative Officer (EM)

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
Sector-22, Kharghar, Navi Mumbai-410210

TENDER DOCUMENTS

1. Notice for invitation of Tender
2. Tender acceptance undertaking (to be filled by Tenderer)
3. Technical Bid: Tender Application Form
4. General & Special Terms and Conditions
5. Acceptance
6. Solvency certificate to be issued by the Bankers.
7. Agreement to be executed by the tenderer
8. Format of Notary Affidavit (To be filled by Tenderer)
9. Indemnity Bond
10. Financial bid

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
(A grant – in - aid institute under Department of Atomic Energy, Government of India)
Sector-22, Kharghar, Navi Mumbai-410210

Ref . No. ACTREC /ADMN/Vehicle/R&M/7897/ 2025

09th October, 2025

NOTICE INVITING TENDER

Sealed Quotation in techno commercial (Open technical and financial bid same time) is invited for annual maintenance service contract for providing motor mechanic & electrician on 24 hrs. basis for repairing & maintenance of 27 nos. ACTREC vehicles at ACTREC, Sector-22, Kharghar, Navi Mumbai – 410210.

Sr. No.	Name of Work	Approx. cost (Rs.) for one years	EMD (Rs.) Refundable
1	For annual maintenance service contract for providing motor mechanic & electrician on 24 hrs. basis for repairing & maintenance of 27 nos. ACTREC vehicles at ACTREC, for the period of one year from 01/12/2025 to 30/11/2026 (Extendable for two years subject to satisfactory performance).	Rs. 10,00,000/- (Rupees Ten Lakhs Only)	Rs. 20,000/- (Rupees Twenty Thousand Only)

1. The tender document is available on ACTREC web site www.actrec.gov.in which can be downloaded by the bidders. The bidder shall pay the **EMD Rs. 20,000- (Rupees Twenty Thousand Only) through demand draft in favour of Director-ACTREC** at the time of submission of tender to the Centre along with hard copy of the tender documents technical bid and financial bid. The Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money (Bidder must enclose copy and proof thereof)
2. The rates may be quoted in Indian Rupees (INR) exclusive GST. The hard copy in closed envelope of complete tender- containing Technical bid and financial along with all the tender documents in single envelop must reach the Room No. 332, Estate Management Section, 3rd floor, Paymaster Shodhika Building, Sector-22, Kharghar, Navi Mumbai - 410210. Incomplete or tenders submitted after the due date would summarily be rejected. ACTREC reserves the right to cancel any or all tenders without assigning any reason thereof.

Dy. Admin. Officer (EM)

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
(A grant – in - aid institute under Department of Atomic Energy, Government of India)
Sector-22, Kharghar, Navi Mumbai-410210

TENDER ACCEPTANCE UNDERTAKING

Date: _____

To,
The Director,
Advanced Centre for Treatment, Research & Education in Cancer
Tata Memorial Centre
Kharghar, Navi Mumbai - 410210.

Ref . No. ACTREC /ADMN/Vehicle/R&M/7897/ 2025

09th October, 2025

Nature of Service Work: Tender for annual maintenance service contract for providing motor mechanic & electrician on 24 hrs. basis for repairing & maintenance of 27 nos. ACTREC vehicles at ACTREC, for the period of one year from 01/12/2025 to 30/11/2026 (Extendable for two years on yearly basis subject to satisfactory performance).

Sir/Madam,

1. I/We have downloaded/obtained the tender documents for the above-mentioned tender work.
2. I/We hereby certified that I/We have read the entire terms and conditions of the tender documents including all Annexure/schedule etc. which form the part of the contract/agreement and I/we shall abide hereby the terms and conditions clauses contained therein.
3. The corrigendum's issue from time to time by your center to have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document/corrigendum in its totality/entirety.
5. I/We do hereby declare that our firm has not been black listed/debarred by any government department/ public sector undertaking/government organization.
6. I/ we certified that all information furnished by our firm is true and correct and the event that the information is found to be incorrect/untrue or found violated then your center shall without giving any notice or reason therefor or summarily reject the bid or terminate the contract, without prejudice or remedy including the forfeiture of the full said EMD absolutely.

Your Faithfully
Signature and Rubber Stamp

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
Sector-22, Kharghar, Navi Mumbai-410210

TENDER APPLICATION FORM

Ref . No. ACTREC /ADMN/Vehicle/R&M/7897/ 2025

09th October, 2025

Name of the Services/Work	Tender for annual maintenance service contract for providing motor mechanic & electrician on 24 hrs. basis for repairing & maintenance of 27 nos. ACTREC vehicles at ACTREC		
Date of the submission of the tender			
Demand Draft for EMD Amount, Date and drawn at (DD details) if			
Name / Title of the Bidder			
Full Address			
	E-Mail		
	Tel. No & Mobile No.		
	Fax		
Legal entity of the bidder whether Firm / Society / Company / Other entity (offer of unregistered contractor shall be liable for rejection)			
Registration No. under Shop & Establishment. Act			
1. Registration No.	Under Shops & EST. Act.		
2. Registration No.	Under Society Registration Act		
3. Registration No.	Under companies Act		
4. Registration No.	Public Trust Act.		

The bidder must have valid registration No. with any one of the above authorities under the above Act.	
Name & Address of the Bankers of the bidders	
MSME Registration No. along with category (whether Micro, Small, Medium)	
PAN No.	
GST Registration No.	
Any other relevant information wishes to submit	

I certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case any information is found incorrect. I, the under signatory will be personally responsible for the same.

Signature
Name of Authorized Person for Bidder with Seal

INSTRUCTIONS TO THE BIDDER

1. Bidders are requested to take note of the following instructions while filling the tender form for submission of their offer.
2. Bidders should ensure that the tender should be complete in all respects, should be sealed in a cover/envelope of suitable size which should be super scribed with tender reference no. and name of the work/service.
3. The vendor should read the general terms and conditions and take note of them and give their acceptance to that effect.
4. The bidder should ensure that the amount written in such a way that interpolation is not possible. No blank space should be left.
5. Compliance report on technical bids be clear. If tenderer not quoted or put dash (-) or 'NA' then it will be presumed that quoted price includes those item cost.
6. Failure to fulfill any of the conditions shall render the bid for rejection.
7. The Earnest Money Deposit (EMD) of the unsuccessful bidders shall be released after issuing award of contract to the successful bidder.
8. The bidders are advice to carefully understand the documents required to be submitted as part of the bid. Please note the no. of documents have to be submitted. Any deviation from these may lead to rejection of the bids.
9. The bidder is also advised to ensure that all the tender documents are signed by the authorized person and rubber stamp should be affixed wherever asked for.
10. The Director ACTREC reserves the right of cancellation, adding, reducing, deferring the tender in total or partially without assigning any reason there of and claim in this behalf shall not be tenable for compensation in one way or the other. In such case the bidder will be refunded with the EMD without any payment of interest within reasonable time.
11. Offers of financial bids will be evaluated based on lowest offer.
12. The offers should be submitted within the scheduled time limits and delay if any occurred in submission on account of any reason, whatsoever, shall not be condoned and such delayed offers received late shall be liable for rejection.

Certified that I have read the above instructions carefully and taken note of them for compliance.

Signature
Name of the Bidder
Rubber Stamp
Date

TERMS AND CONDITIONS

1. Sealed limited tender is invited by the Director, ACTREC for annual maintenance service contract for providing motor mechanic & electrician on 24 hrs. basis for repairing & maintenance of 27 nos. ACTREC vehicles at ACTREC, Sector-22, Kharghar, Navi Mumbai – 410210 for the period of one year from 01/12/2025 to 30/11/2026 (Extendable for two years on yearly basis subject to satisfactory performance).
2. This Tender form is to be duly signed on all pages and enclosed along with the tender.
3. Tenders must be addressed to the CAO, ACTREC Sector-22, Kharghar, Navi Mumbai 410210. Tender should be submitted in sealed envelopes duly super scribed as “**Annual maintenance service contract for providing motor mechanic & electrician on 24 hrs. basis for repairing & maintenance of 27 nos. ACTREC Vehicles**” with due Completed tenders should be submitted in Room No. 332, Estate Management Section, 3rd floor, Paymaster Shodhika Building, Sector-22, Kharghar, Navi Mumbai – 410210.

4. SCOPE OF WORK

- i) Vendor should provide services of mechanic and electricians on 24 x 7 basis including all holiday's / Festivals and even during odd hours.
- ii) Vendor should provide mechanic / electrician for on road assistance in case of a breakdown and as & when required.
- iii) Service provider shall deploy one supervisor who shall supervise the entire activities under this contract and act as a single point of contract with department for the conduct of contract.
- iv) In case it is not possible to repair the vehicle on road, it will be the responsibility of the service provider to make arrangements at their cost and tow chain the vehicle to the nearest safe place.
- v) All the faults will be attended at site of TMC-ACTREC, Kharghar. In case of major fault, if the machine is required to be taken to the company workshop, the contractor shall provide a replacement unit till the time of repairing.
- vi) Periodical maintenance like engine oil change, differential & gear oil change shall be done once in 6 months and hub greasing and servicing shall be carried out every 4 months.
- vii) All spring leafs (Pata) shall be checked and greased by their mechanic.
- viii) The periodical rotation of tyres shall be carried out by their mechanic.
- ix) No separate labour charge shall be paid for the above work, actual cost of spares shall be reimbursed only after confirmation from concerned driver and approval of transport officer/Dy. CSO, ACTREC.

- x) In case any spare part/component needs to be changed with the approval of transport officer/Dy. CSO, ACTREC.
 - xi) The contractor shall not claim an increase in rates due to rise in cost of raw materials, operational cost etc., and all-inclusive / exclusive charges accepted shall be firm throughout the period of the contract.
 - xii) All material/spare parts which is being replaced in vehicle under contract need to be brought in the complex with proper challan duly entered at security. Similarly, and material removed from the vehicle under contract (defective or good value), if has to be taken at agencies workshop for repairs, need to draw through returnable rate pass or in short ACTREC protocol for material in and out have to be followed.
5. The Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty Thousand only) must be paid by Demand Draft, drawn in favour of Director, ACTREC payable at Kharghar, Navi Mumbai only and shall be enclosed in the sealed envelope. Tender received without Earnest Money Deposit (EMD) will be summarily rejected. Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money (Bidder must enclose copy and proof thereof).
 6. For due performance of obligations under the contract, the successful tenderer shall have to deposit @ 5% amount of total value as security deposit in the form of Demand Draft or by way of Bank Guarantee or FDR in favour of Director, ACTREC with the validity of contract period plus two months immediately within 15 days after receiving of LOI with the absolute right. This period can be extended at the written request from your office for a maximum period upto 15 days with late fee @ 0.1% per day of Security Deposit amount. Such security deposit shall be free of interest which will be refunded after the expiry of the contract or its termination, as the case may be after adjustment of all the dues of the Centre or damages of any kind.
 7. Security deposit would be forfeited in case of pending license fees, water charges, electricity charges and any dues with the Centre or damages of any kind.
 8. **The Tenderer must be accompanied by the following valid documents wherever necessary, Non-submission of any valid documents will bidder rejection of the tender:**

1	Registration No. under Shops and Est. Act, Society Act, Companies Act or Public Trust Act. Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSME, Govt. of India
2	EMD of Rs. 20,000/- (Rupees Twenty Thousand Only) must be paid by Demand Draft in favor of DIRECTOR-ACTREC payable at Kharghar, Navi Mumbai. Tender received without Earnest Money Deposit (EMD) will be summarily rejected. Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money. (Bidder must enclose copy and proof thereof).
3	Income Tax PAN number
4	GST (Goods and services Tax) Registration Number.

5	Latest of Last Three Years IT returns, Profit & Loss Account Statement, Balance Sheet along with turnover certificate with average annual financial turn over (gross) of Rs. 10,00,000/- (Rupees Ten Lakhs Only) (Last three consecutive financial year ending on 31 st March, 2025) certified by C.A.
6	The bidders should have 03 years of experience in the relevant field (Preceding to last 7 years from the date of closure of the bid submission) and bidders must enclose documents/proofs in support of claim.
7	The bidder should be able to submit the Solvency Certificate of Rs. 4,00,000/- (Rupees Four Lakhs Only) value from the any single schedule bankers.
8	An undertaking (self-certificate) on stamp paper that the bidder hasn't been blacklisted by a central / any state government institution and there has been no litigation with any government department on account of similar services is to be submitted.

9. Successful bidders would be bound to provide services even after completion of tenure on tender rates, terms and conditions till the next tender/fresh arrangement is finalized.
10. All the bidders shall submit their bank details along with the tender so as to refund the EMD of unsuccessful bidders by NEFT / RTGS.
11. In case the maintenance & services not found satisfactory to our satisfaction the contract will be terminated by giving 30 days' notice and the security deposit shall stand forfeited without prejudice to rights to take any other action under the terms of contract.
12. Taxes applicable as per Govt. of India will be deducted from the total value of work done as per directives of Ministry of Finance. A certificate for such deduction will be issued to you by Accounts Dept. on request.
13. The contractor shall abide by the general directives, and conditions of the contract and contract Health Regulations or any other directives issued by the management/State/Central Government any other statutory body at any time during the execution of contract. All the liabilities arising out of the any provision of labour acts in force and enacted from time to time shall be contractor's responsibility.
14. The contract shall be required to obtain a license from the commissioner of labour under the contractor labour. (Regulation & Abolition) ACT 1970 and the Maharashtra contract labour 1917 immediately and to observe and abide strictly by the rules and regulations frame there under, in case the said Act is applicable.
15. Contract shall have to comply with all local State/Central and other Government rules, regulations bye/laws etc. and shall be responsible for payment for all fees, duties taxes etc. And such other dues or charges which may be liable under this contract.

16. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:

- a) Child Labour (Prohibition and Regulation) Act-1986
- b) Employees Compensation Act/ ESIC Act-1948
- c) Industrial Employment (Standing orders) Act,1946
- d) Contract Labour Regulation and Abolition Act 1970
- e) Minimum Wages Act-1948/
- f) Payment of wages Act,1936
- g) Employee Provident Fund and Misc Provisions Act-1952
- h) Any other act or legislation which may govern the nature of the contract.

17. Contractor shall be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made on this part. The Contractor shall indemnify the ACTREC from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or other nature in respect of all workers engaged by the Contractor and any other statutory provisions.

18. BILLING AND PAYMENT

- a) The Contractor will submit the pre-receipted bills along with supporting documents in one original and one duplicate on 1st working day of every month in respect of claim for the preceding month. The claim/ bill will be settled by the Centre after verification and its correctness within 30 working days.
- b) The services availed by the Centre for official purposes at the prescribed rate will be billed by the contractor on monthly basis for payment in the first week of every month.
- c) In case of any delay in processing of the bills, the Contractor shall ensure the payment of its workers by 7th of every month.
- d) Permissible taxes will be deducted from the bills and certificate will be issued by the Centre. Income tax as applicable will be deducted at source from your payment and certificate of deduction shall be issued to you by our Accounts Department.

19. Tenders which are received late will not be considered and will be rejected.

20. The tender shall be valid for 180 days from the date of opening of the tender.

21. If the firm is found violating any of the terms and conditions of the contract or the contractor's service is found unsatisfactory, Performance Security Money may be forfeited.

22. The Centre may terminate the contract by giving notice of one month. If the contractor wishes to discontinue the contract, he should give 03 months notice in writing.

23. The contractor shall be liable to pay compensation for any loss or damage caused to the property of the ACTREC or its patients by the Contractor or by his workers.

24. Contractor shall be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made on this part. The Contractor shall indemnify the ACTREC from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or other nature in respect of all workers engaged by the Contractor and any other statutory provisions.
25. Late/delayed tenders received due to any reason whatsoever will not be accepted under any circumstance.

ACCEPTANCE

I have read the General Terms and Conditions of the contract given above. I agree to abide by them.

Signature of the Contractor and seal

Name of authorized person

Name of the firm

Address for correspondence

Date:

SOLVENCY CERTIFICATE

This is to certify that M/s. _____ is a firm of Proprietorship / Partnership / body corporate (give legal entity) duly registered under the provisions of Act (give the name of Statutory Act) for which we are the authorized bankers and having bank transactions for their business through us and have good reputation.

Based on their financial transactions, we certify that financial position of the above named organization is sound and the solvency to the extent of amount Rs. _____ may be admitted.

Signature of Manager
Name of the Bank with seal

Date:

Signature of the Tenderer

(To be executed on general Stamp Paper of Rs. 100)

AGREEMENT

Memorandum of agreement made on this _____ day of _____ between ACTREC-TMC and _____ having its registered office at _____ which expression shall include its successors / assignees hereinafter called the supplier of the one part. The ACTREC of Tata Memorial Centre (A Grant –in-Aid Institute Under the dept. of Atomic Energy, Govt. of India) which is a society incorporated under the Societies Registration Act 1860 having its registered office _____ represented by _____ on the authority of the Society on the second part.

WHEREAS the second party who has published notice inviting tenders **for annual maintenance service contract for providing motor mechanic & electrician on 24 hrs. basis for repairing & maintenance of 27 nos. ACTREC vehicles at ACTREC, for the period of one year from 01/12/2025 to 30/11/2026 (Extendable for two years subject to satisfactory performance)**; AND whereas, the first party applied / offered its offer in response of the notice invitation for tender and the offer whereas found acceptable by the second party who has issued Letter of acceptance / Letter of Intent to the supplier;

WHEREAS, the terms & conditions duly stipulated in the tender form under the Schedule of terms & conditions (general as well as special) have been found acceptable by the first party to abide by them and the second party has found the first party competent and capable supplier and letter of intent has been issued by the second party;

Now it is therefore, parties here un-to have agreed mutually to abide by the terms and conditions of the work order and now this deed WITNESSETH that:

1. The first party shall abide by the general terms and conditions as well as the special terms and conditions as have been stipulated in the tender **for annual maintenance service contract for providing motor mechanic & electrician on 24 hrs. basis for repairing & maintenance of 27 nos. ACTREC vehicles at ACTREC, for the period of one year from 01/12/2025 to 30/11/2026 (Extendable for two years subject to satisfactory performance)** as awarded with effect from the given date and time.
2. That the price variation will not be acceptable to the second party whereas the first party will be under the liability to revise the price downward if it happens due to reduction of taxes leviable by the Central / State Government.
3. That the notice inviting tender, tender form, technical bid, commercial bid together with schedule of quantity and specifications including general terms and conditions and special terms & conditions schedule shall be construed as the part of this agreement.
4. That the mode of payment & currency for the supplies shall not be changed unless otherwise mutually agreed by the parties and if found permissible under the Law of the land.

5. The second party will be free to recover penalty charges damages as may be determined in the terms of the work order conditions from the due amount of supplies or EMD or Performance Deposits / Guarantee including Bank Guarantee.
6. That the first party / contractor shall be responsible to provide alternate manpower in case of any the workmen or group of workmen remain absent from the work on account of one reason or the other or refuse to execute the work or adopt delay tactics by one way or the other or any other unforeseen circumstances occurred or created on account of actions of the personnel of the contractor deployed at ACTREC. Failure of the contractor shall render him liable for all consequences as may be occurred to save life of patients in the hospital.

IN WITNESS whereof, the first party contractor and the through its authorized representative has hereinto set his hands and Shri. _____, _____ for in and on behalf of the second party has hereinto set his hands, executed and signed this deed in presence of.

First Party

Witness: 1. _____

2. _____

Second Party

Witness: 1. _____

2. _____

FORMAT OF INDEMNITY BOND FOR GUARANTEED PERFORMANCE
(To be furnished in Stamp paper as per Stamp Act)
(At present not less than Rs. 100/- stamp paper)

This deed of Indemnity executed by hereinafter referred to as 'Indemnifier' or 'Contractor' which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, representative and assignees in favour of Tata Memorial Centre, hereinafter referred to as the 'Indemnified' or 'Purchaser' which expression shall unless repugnant to the context of meaning thereof, include its administrators, successors and assignees.

Witness as to:

Whereas the Purchaser herein has been awarded contract to the **Annual maintenance service contract for providing motor mechanic & electrician on 24 hrs. basis for repairing & maintenance of 27 nos. ACTREC vehicles at ACTREC, for the period of one year from 01/12/2025 to 30/11/2026 (Extendable for two years subject to satisfactory performance)** at **Advanced Centre for Treatment Research & Education In Cancer (ACTREC)** (Tata Memorial Centre), Sector-22, Kharghar, Navi Mumbai-410210, on terms and conditions set out inter alia in the Purchaser's contract/Award no for a contract valued at Rs..... (Rupees only) and whereas, clause of the above mentioned contract/Award provides for an indemnity bond to be given to the indemnified.

The indemnifier hereby irrevocably agrees to indemnify the indemnified against all or any liability and/or penalty by whatever name it may be called arising out of any demand for or on behalf of the employees of the contractor, or on account of any demand by any statutory authorities. This indemnity shall be in force for a period of five years after the end of the date of the contract period or one year after the end of the date of the contract period or one year after the end of any litigation arising out of this contract whichever is later.

Name the Indemnifier:

Designation:

Name and address of the contractor:

WITNESSES

1.

2.

**FORMAT OF NOTARY AFFIDAVIT ON NON- JUDICIAL STAMP PAPER OF RS.100/-
STATING THEIR IN AS UNDER**

1. Confirming that no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority.
2. That the firm is never being blacklisted /penalized /defaulted by any government Institution / Hospitals with in last 5 years.
3. That the firm has deposited up to date all the statutory taxes levied as per the law of land. (Upload scanned copy of clearance / Return certificate).

Signature

Name of Authorized Person for Bidder with Seal

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
(A grant – in - aid institute under Department of Atomic Energy, Government of India)
Sector-22, Kharghar, Navi Mumbai-410210

Ref . No. ACTREC /ADMN/Vehicle/R&M/7897/ 2025

09th October, 2025

Financial Bid / BOQ

Sub: - Tender for annual maintenance service contract for providing motor mechanic & electrician on 24 hrs. basis for repairing & maintenance of 27 nos. ACTREC vehicles at ACTREC, for the period of one year from 01/12/2025 to 30/11/2026 (Extendable for two years subject to satisfactory performance).

Name and Address of the tenderer

Telephone/Mobile

no. _____

Sr. No	Particulars	Monthly Rates (In Rupees)	Total
1	Charges for annual maintenance service contract for providing motor mechanic & electrician on 24 hrs. basis for repairing & maintenance of 27 nos. ACTREC vehicles at ACTREC, for the period of one year from 01/12/2025 to 30/11/2026 (Extendable for two years subject to satisfactory performance).		

Note: Bidder should quote monthly charges exclusive of GST.