

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
www.actrec.gov.in, e-mail- estatemanagement@actrec.gov.in
 022-27405000 Ext-5551

NOTICE INVITING TENDER

Tender for Providing Tempo Service for Transport of Food and Goods Inside and Outside the Campus of ACTREC for the Period of One Year (Extendable for One Year Subject to Satisfactory Performance)



Sr. No.	Particular
01	EMD of Rs. 13,000/- (Rs. Thirteen Thousand only) in the form of Demand Draft in favour of “Director-ACTREC” payable at Navi Mumbai, Kharghar to be deposited at Cash Counter PS Building, Ground Floor, ACTREC and EMD deposited receipt to be submitted in technical bid on or before due date i.e. 07/09/2026 upto 03:00 pm. Original EMD receipt shall be submitted at the Room No. 332, Estate Management Dept., ACTREC, PS Builg.,3rd Floor, Navi Mumbai, Kharghar – 410210. OR Tenderer's who are registered with NSIC/ SSI / MSE (Micro & Small Enterprises) are exempted from paying EMD and upload photocopy of MSME/Udyam registration certificate. If EMD or exemption certificate copy is not uploaded the tender/bid shall be disqualified.

Note:-

1. Tender Notification and Documents are available on ACTREC Website:
<https://www.actrec.gov.in>
2. Interested agencies /firms may visit this website for registration.

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(A grant – in - aid institute under Department of Atomic Energy, Government of India)
Sector-22, Kharghar, Navi Mumbai-410210

No. ACTREC/Admin/EM/Tempo Service/6496/2026

17th August, 2026

Sealed limited tender (techno-commercial bid) is invited for Providing Tempo Service for Transport of Food and Goods Inside and Outside the Campus of Advanced Centre for Treatment, Research and Education in Cancer (ACTREC), Sector-22, Kharghar, Navi Mumbai – 410210.

Contact Person: - Mr. S. A. Anavkar, Dy. Administrative Officer (EM).

CRITICAL DATE SHEET

Published Date	17 th August, 2026
Bid Document download/sale start date	17 th August, 2026
Bid Online Submission Last Date & Time	07 th September, 2026 upto – 3.00 pm
Technical Bid Opening Date	07 th September, 2026 at – 3.30 pm
Hard copy submission Venue	Estate Management Department, Room No. 332, 3rd floor, PS. Building, TMC - ACTREC, Sector-22, Kharghar, Navi Mumbai - 410210

Dy. Admin. Officer (EM)

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Sector-22, Kharghar, Navi Mumbai-410210

INDEX

Sr. No.	Description	Page No.
1	Notice for Inviting Tender	1
2	Critical Date Sheet	2
3	Index	3
4	Notice for Invitation of Tender	4
5	Instructions to the Bidders	5
6	Tender document undertaking (to be filled by Tenderer)	6
7	Vendor Capability Form	7-8
8	General Terms and Conditions	9-14
9	Acceptance	15
10	Solvency certificate	16
11	Format of Notary Affidavit (To be filled by Tenderer)	17
12	Format of Agreement	18-19
13	Format of Indemnity Bond	20
14	Vendor Bank Details	21
15	Bank Guarantee	22-23
16	Financial Bid	24

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Sector-22, Kharghar, Navi Mumbai-410210

No. ACTREC/Admin/EM/Tempo Service/6496/2026

17th August, 2026

NOTICE FOR INVITATION OF TENDER

Sealed limited techno commercial bid (Open technical and financial bid same time) is invited for Providing Tempo Service for Transport of Food and Goods Inside and Outside the Campus of ACTREC, Sector-22, Kharghar, Navi Mumbai – 410210.

SR. NO.	NAME OF SERVICES/WORK	Estimated budget for one year (Exclusive GST)
1.	Tender for Providing Tempo Service for Transport of Food and Goods Inside and Outside the Campus of ACTREC, Sector-22, Kharghar, Navi Mumbai – 410210 for the period of one year (Extendable to one-year subject to satisfactory performance)	Rs. 6,50,000 /- (Rupees Six Lakhs Fifty-Four Thousand Only)

The tender document is also available on ACTREC web site www.actrec.gov.in for information/view which can be downloaded by the bidders.

The bidder shall pay the **EMD of Rs. 13,000/- (Rs. Thirteen Thousand only)** in the form of Demand Draft in favour of “Director-ACTREC” payable at Navi Mumbai, Kharghar to be deposited at Cash Counter PS Building, Ground Floor, ACTREC and EMD deposited receipt to be submitted in technical bid **on or before due date i.e. 07/09/2026 upto 03:00 pm.** Original EMD receipt shall be submitted at the Room No. 332, Estate Management Dept., ACTREC, PS Builg., 3rd Floor, Navi Mumbai, Kharghar – 410210. Tenderer's who are registered with NSIC/ SSI / MSE (Micro & Small Enterprises) are exempted from paying EMD and upload photocopy of MSME/Udyam registration certificate. If EMD or exemption certificate copy is not uploaded the tender/bid shall be disqualified.

Dy. Admin. Officer (EM)

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Sector-22, Kharghar, Navi Mumbai-410210

INSTRUCTION TO THE BIDDER

Bidders are requested to take note of the following instructions while filling the tender form for submission of their offer.

1. The bidder must note that Tenders are available on ACTREC website: www.actrec.gov.in
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. Failure to fulfill any of the conditions shall render the bid for rejection.
6. Bidder should consider any corrigendum published on the tender document before submitting their bids.
7. 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.
8. 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.
9. The Offer should be submitted within the schedule 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.
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.

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

Signature & Date

Name of the Bidder Rubber Stamp

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Sector-22, Kharghar, Navi Mumbai-410210

TENDER DOCUMENT UNDERTAKING

THE DIRECTOR,

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

No. ACTREC/Admin/EM/Tempo Service/6496/2026

17th August, 2026

Name of Service/Work: Tender for Providing Tempo Service for Transport of Food and Goods Inside and Outside the Campus of ACTREC for the Period of One Year (Extendable for the period of one-year subject to satisfactory performance).

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 from 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 furnish 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

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Sector-22, Kharghar, Navi Mumbai-410210

VENDOR CAPABILITY FORM

No. ACTREC/Admin/EM/Tempo Service/6496/2026

17th August, 2026

Name of the Services/Work	Tender for Providing Tempo Service for Transport of Food and Goods Inside and Outside the Campus of ACTREC		
Date of the submission of the tender			
EMD Receipt No. and Date			
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)			
PAN No.			

GST Registration No.	
Experience of the bidder in dealing with the tendered services (attach copies of work orders)	
Solvency Certificate duly issued by the Banker to the bidder	
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

GENERAL TERMS AND CONDITIONS

Bidders are requested to take note of the following terms and conditions while filling the Tender form.

1. Sealed limited tender (techno-commercial bid) is invited for Providing Tempo Service for Transport of Food and Goods Inside and Outside the Campus of ACTREC for one-year (Extendable for one-year subject to satisfactory performance yearly basis). ACTREC may, if required, increase or reduce the number of Vehicles with an advance notice of 07 days.
2. The bidder must note that Tenders are available on ACTREC website: www.actrec.gov.in and hard copy of the same should be submitted along with technical bid complete in all respect should be sealed in a separate cover and the envelopes should be sealed in a suitable size cover which should be super scribed tender number and name.
3. Vendor should provide daily 12 hours transport vehicle services with driver up to 1500 KM. per month as per schedule decided by CSO, ACTREC.
4. Vendor should provide services for food and goods to the following Locations/Site of inside and outside of the campus of ACTREC.
 - i) HWCC
 - ii) Asha Niwas
 - iii) St. Jude
 - iv) RRS Building
 - v) RRU Building
 - vi) CRI
 - vii) Shivshankar Hostel & Retreat
 - viii) In case any other area/ building is established / commissioned apart from above.
5. After 1500 km Vendor can charged Rs. 10 per KM and Rs. 100/- for extra per hours to transport vehicle and driver.
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 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 any charges / dues with the Centre or damages of any kind.
8. The tenderer should read the General & Special Terms and Conditions of the Centre and give their acceptance to that effect.
9. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
10. Failure to fulfill any of the conditions given above shall render the tender for rejection.

11. The Director, ACTREC does not bind himself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to accept and perform the same at the rates quoted.
12. The bidder should be having a legal entity either of individual/partners or a body corporate which may sue or may be sued.
13. The bidder should be competent enough to deal with the business of the tendered item / services technically and financially and should have adequate man-power (skilled/semi-skilled/unskilled and technical) required for managing the business awarded.
14. The bidder shall pay the **EMD of Rs. 13,000/- (Rs. Thirteen Thousand only)** through demand draft in favor of Director, ACTREC.
15. The bidder should be able to submit the solvency certificate approx. **Rs. 2,60,000/-** value from the any schedule bankers.
16. The bidder should have necessary licence issued by the Competent Authority/transport department to run the transport services.
17. The contractor may discontinue the services by giving 90 days' notice in writing. The contract can be terminated by ACTREC by giving 30 days' notice without assigning any reason thereof.
18. All repairs including major overhaul and maintenance, servicing and other expenses for the up-keep of the vehicle, running expenses such as diesel, oil, tyres, batteries etc. shall be borne by the contractor.
19. The Vehicles shall follow the routes and rallying points as specified in the schedule of work (NIT) and no deviation will be allowed unless it is due to some unforeseen reasons such as traffic jam or diversion of the route by the Traffic Police or Municipal Authorities. However, ACTREC reserves the right to change the schedule / route at any time.
20. The contractor shall display signboard of ACTREC name, destination, route number and route name prominently on the front and rear side of the vehicle while on ACTREC duty. The contractor shall not display ACTREC signboard when the vehicle is not on ACTREC duty.
21. The contractor shall ensure that drivers deployed on the vehicles are qualified and competent, possess valid professional Light Motor Vehicle (LMV) transport License with badge and are always in uniform, wearing black shoes and also well-disciplined. They should behave properly with the officials, well conversant with the route/roads of Greater Mumbai and its surroundings and should not report for duty under influence of alcohol or any narcotics, etc.
22. The contractor shall not sublet, transfer or assign the contract to any other party.
23. The contractor shall produce the original documents of the vehicles and drivers under contract for verification as and when called for by ACTREC management.
24. If the contract is terminated on the basis of non-compliance of terms and conditions of the contract, security deposit shall stand forfeited.
25. Payment of GST shall be as per Govt. order from time to time. Relevant documents and GST Registration number shall be submitted before execution of work.
26. All payment as may be required for obtaining different permits and licence in contractor's line of business will be obtained by the contractors at their cost.
27. In order to avoid mishap / accident, contractor shall ensure that only skilled drivers (having driving license to drive heavy vehicles / passenger vehicles) with sufficient experience in the trade are deployed on vehicles and they observe all rules / precautions in this regard.

28. The contractor shall maintain such documents as may be necessary by law and as instructed by ACTREC from time to time. These should be available for inspection at any time.
29. If the vehicle is involved in any accident or mishap and as a result thereof any employee or employees of ACTREC suffer any injury or death then the contractor shall be liable to pay compensation or damages as may be assessed by the competent authority and ACTREC will not be liable for any criminal or civil consequences.
30. The bidder should provide Goods and Services Tax No. and Licence No. as may be required for providing the services to be used for managing the work.
31. Experienced bidder should attach certificate of their past experience in support of their capability in the field of dealing with the services tendered.
32. The successor / heirs in office will be responsible for the liabilities created by the bidder in respect to the manpower, services etc. offered by bidder.
33. The bidder will be solely responsible for the activities if found fraudulent for cheating or swindling the money by way of advance payment or breach of terms and conditions.
34. The bidder will be responsible by abiding itself by the national law including rules relating to manpower, services etc. offered by the bidder.
35. The bidder is also advised to ensure that the all Commercial offer and the Technical offer papers are signed by the authorized person and rubber stamp should be put wherever asked for.
36. 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.
37. The bidder or his authorized representative will be entitled to participate in the tender opening process to take note of the proceedings of disclosure.
38. The Director, ACTREC reserves the right of cancellation, adding, reducing or deferring the tender in total or partially without assigning any reason thereof and claim in this behalf in any way shall not be tenable for compensation in one way or the other. In such case the bidder will be refunded with the earnest money deposit without any payment of interest.
39. It will be the sole responsibility of the contractor to abide by the provisions of the law/ rules relating to following Acts in respect of workers engaged by him for performance of these contract:
 - a. Child Labour Act, 1986
 - b. Employees Compensation Act, 1923
 - c. Industrial Employment Act
 - d. Contract Labour Abolition and Regulation Act 1970
 - e. Minimum Wages Act, 1948
 - f. Employees' Provident Fund and Miscellaneous provision Act, 1952
 - g. ESIC Act.
 - h. Any other act or legislation which may govern the nature of the contract
 - i. Any other law or Act or rule as may be in force and made applicable to the workmen/ supervision / other persons as may be deployed by the Contractor for carrying out the assigned jobs involving use of skilled, semi- skilled or unskilled workers.

40. ELIGIBILITY FOR SUBMISSION OF TENDER:

The Tenderer must provide following necessary documentary proof: -

1	The tenderer must be the owner of the vehicle (Tempo) with the RTO registration and should be of 2022 and later model as mentioned below: TATA ACE (Body Pack) 8 feet / 4.7 feet or any other equivalent tempo with same specifications.
2	Proof of 3 years' experience in the field (Preceding to last 7 years from the date of closure of the bid submission). Please enclose copies of contract / Work order / Work completion certificates issued by companies for whom the services are being/have been rendered
3	EMD of Rs. 13,000/- (Rs. Thirteen 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) If EMD of demand draft or exemption certificate copy is not uploaded the tender/bid shall be disqualified.
4	Copy of GST registration certificates.
5	Copy of permanent account number (PAN).
6	Copy of Last 3 Years IT returns (Certified by C.A.)
7	Copy of Last 3 Years Profit & Loss Account Statement, Balance Sheet (Certified by C.A.)
8	Average Turn Over of Last 3 Years i.e. Rs. 6,50,000/- (Certified by C.A.)
9	The vendor at the time of applying for the tender should submit all the particulars of the vehicles such as Registration Certificate, TC, Permit, Insurance and valid PUC, to establish the ownership of the vehicle by the firm.
10	The bidder should have to submit the Solvency Certificate of Rs. 2,60,000/- (Rupees Two Lakhs Sixty Thousand Only) values from the any single schedule bankers. Solvency Certificate in the name of any other firm / company etc. will not be accepted (As per format Page No. 16).
11	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. (Format enclosed at page no. 17)

Note - Copies of the above valid documents must have mentioned with the date within the last date of tender submission.

41. COMPLIANCE WITH RTO RULES

1. The contractor shall ensure that the drivers carry valid driving license while on duty. They shall possess good credentials with working knowledge of Hindi and Marathi.
2. Vendor should be the owner of the vehicles with the RTO registration.
3. The contractor shall ensure that the drivers do not carry any inflammable / contraband material in the vehicles.

4. Vendor is fully responsible to provide alternative driver in case of regular driver is absent for any reason.
5. Vendor should be fully responsible to upkeep of the vehicle.
6. The contractor shall be liable to bear all taxes, toll charges, levies, fines, penalties, etc. payable in respect of the aforesaid vehicles. The contractor shall be liable and responsible for non-fulfillment / compliance of all or any of the statutory requirements under the Motor Vehicle Act, 1988 or any other Act for the time being in force.
7. All rules of RTO to be strictly followed.

42. SAFETY AND SECURITY

1. In order to avoid any Mishap / Accident, contractor shall ensure that only skilled drivers (having driving license to drive heavy vehicles / passenger vehicles) with sufficient experience in the trade are deployed on cars and they observe all rules / precautions in this regard. Contractor shall ensure that drivers do not exceed normal speed limit and shall further ensure that his crew is deployed on duty after adequate rest to avoid accidents due to over fatigue. The contractor shall be solely responsible for violation of the above stipulations.
2. The contractor shall engage the drivers for ACTREC duty whose character and antecedent verification has been done by the Police Department, possess valid driving license, having adequate driving experience on passenger vehicles, having thorough knowledge of traffic rules / road safety precautions, aware with the routes of Greater Mumbai and its surroundings.
3. The drivers of the vehicles should follow the traffic rules prominently.
4. The contractor shall make his own arrangement for parking the vehicles after closing the duties. No parking will be allowed in the ACTREC premises after closing the duties. Parking vehicles in ACTREC premises will be at his own risk.
5. The contractor shall always abide by the rules and regulations of ACTREC pertaining to Security and Safety.
6. The Contractor or his representative shall not divulge to any one, any confidential information obtained during the course of work.
7. The Contractor shall be responsible for the safety and security of vehicles.
8. The Contractor shall be responsible for any damages to the vehicles or any death or injury to the driver or any other person travelling in the vehicle in case of any accident.
9. The Centre will not pay any compensation in respect of injury or death caused to your staffs. It will be solely your responsibility under the applicable law and rules.
10. Any indiscipline by the contractor's workmen within the premises, while on duty, will make them liable for penalty and ACTREC will also be entitled to terminate the contract. The security rules as framed from time to time shall be strictly complied with by them.

43. PENALTIES

In case failure in service vendor is required to bear actual expenses incurred by ACTREC in addition and penalty of Rs. 1500/- per occasion, amount of such failure will be deducted by vendor's next monthly bills.

44. Forfeiture of the E.M.D.

If for any reason whatsoever any bidder withdraws his bid at any time prior to expiry of the validity period or after issue of the letter of Rate Contract, LOI/Work Order, refuses to execute the Work Order or furnish the Security Deposit and Performance Guarantee for faithful performance of the contract within the stipulated time, the amount of E.M.D. is liable to be forfeited.

45. Refund of E.M.D.

The original E.M.D. receipt along with written request letter needs to be submitted in the Administration Dept. for Refund of E.M.D.

46. SECURITY DEPOSITS

The contractor may submit a bank guarantee or FDR of any corporate or nationalized bank for value towards the security deposit within 15 days of acceptance of LOI/Work order.

47. BILLING AND PAYMENT

1. The bill shall be submitted for each calendar month duly completed in all respects by 5th of succeeding month so as to enable the ACTREC for arranging payment at the earliest possible. The bill will be supported by a statement showing the details of date wise run of the car, receipt of toll charges, parking charges, if any. The payment to the contractor shall be made by ACTREC through NEFT/RTGS only within 15 days from the date of receipt of the bill and the contractor shall not be entitled to claim any interest for delay in payment due to unforeseen reasons.
2. If the bills are sent back for any correction to the contractor, the date of re-submission of the bill after correction will be considered the date of actual submission of the bill.
3. The bills will be raised once in a month in the format prescribed by ACTREC (the succeeding month for the operation performed in the previous month) and as such the payment will be made by cheque against the bill.
4. Recoveries towards TDS (Income-Tax) and applicable GST TDS will be made as per Government Orders in this respect and certificate to that effect will be issued by the ACTREC.

ACTREC-TMC reserves the right to accept or reject any or all tenders without assigning any reason whatsoever thereof, TMC reserves the right to cancel the contract even after acceptance without assigning any reason whatsoever thereof. TMC is not bound to accept the lowest tender. TMC also reserves the right to extend the validity of the Rate Contract for more than one year as mutually agreed upon.

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

ACCEPTANCE

I have read the General and Special 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

Date:

Address for Correspondence

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:

**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 3 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

AGREEMENT

This deed of agreement is made on this _____ day of _____ 2026 between _____ having its registered office _____ which expression shall include its successors / assignees hereinafter called the supplier of the one part AND The Tata Memorial Centre (TMC) and ACTREC is part of TMC which is a society incorporated under the Societies Registration Act 1860 having its registered office Parel, Mumbai and branch at Sector-22, Kharghar, Navi Mumbai represented by the Director on the authority of the Society on the second part.

WHEREAS, the second party published notice inviting tenders for providing transport vehicle (Tempo services) at ACTREC, Kharghar, Navi Mumbai;

AND whereas, the first party applied and offered its offer in response of the notice of 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 on first part;

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 the transport services to commence the as awarded with effect from the given date and time.
2. That the technical Bid containing technical specifications of the techniques to be used for maintaining the work schedule will be ensured by the first party and will be acceptable to the second party.
3. That the upward 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.
4. The maintenance of the vehicles / tools during currency period of the contract shall be the sole responsibility of the contractor. The alternative vehicles shall be provided within half an hour by the contractor in case of failure / breakdown of any of the vehicles required for maintaining the awarded jobs.
5. 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.
6. 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.
7. That the first party shall be liable for the liquidated damages to be paid to the second party for the defaults on the part of the contractor for commissioning and

maintenance is delayed and the second party will be free to recover such liquidated 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.

8. 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 and recover the cost together with damages as may be occurred on actual basis.

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

First Party

Second Party

Witness: 1. _____

Witness: 1. _____

2. _____

2. _____

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

This deed of Indemnity executed byhereinafter 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 (ACTREC), 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 awarded to the Contractor herein a contract for Tata Memorial Centre - ACTREC, on terms and conditions set out inter alia in the NIT/work order contract/Award of contract no..... for a contract valued at Rs. (Rupeesonly) 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 liabilities arising out of conducting the contract towards the employees of the contractor assigned for carrying out the job of running the laundry from time to time at ACTREC, including the quantum and payment of salaries, allowances, statutory liabilities and any other payments to the contractors employees or on behalf of the contractor's employees or on behalf of the Indemnifier shall be the sole responsibility of the Indemnifier.

The indemnifier further irrevocably agrees to indemnify the indemnified against 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 two years 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.

**APPLICATION FORM FOR DEPOSITING PAYMENT AGAINST BILLS
IN BANK ACCOUNT BY ELECTRONIC CLEARING SERVICE/NEFT**

1. Name of the vendor :
2. Vendor Address & Other particulars :
- a) PAN NO. :
- b) Good & Service Tax No. :
- c) Mobile No :
- d) E-mail Id :
3. Account Holder's Name :
(Title of the Account)
4. Bank Account No :
5. Bank Name, Branch & Address :
6. 9- Digit MICR code of the bank :
7. Account type (SB / CURRENT) :
8. IFSC Code :
(Attach xerox copy of cheque)

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete information, I would not hold the user institution responsible. I agree to discharge the responsibilities as a participant under the scheme.

(_____)

Signature of the Vendor with seal

Certified that the particulars furnished above are correct as per our records.

(_____)

Signature of the authorized official from the Bank

Bank's stamp :

Date :

Note: Xerox copy of cheque may be attached, without which the form will not be accepted.

Form of Bank Guarantee for Earnest Money Deposit / Performance Guarantee/Security Deposit/Mobilization Advance On non-judicial stamp paper of minimum Rs. 100.
(Guarantee offered by Bank to ACTREC/TMC in connection with the execution of contracts)

1. Whereas the (Designation of concerned official) (name of division), ACTREC/TMC on behalf of the DIRECTOR ACTREC (hereinafter called "The Government") has invited bids under(NIT number) dated..... for..... (Name of Work.) The Government has further agreed to accept irrevocable Bank Guarantee for Rs. (Rupeesonly) valid upto (date)*..... as Earnest Money Deposit from (name and address of contractor), (hereinafter called "the contractor") for compliance of his obligations in accordance with the terms and conditions of the said NIT.

OR

Whereas the (Designation of concerned official) (Name of Division), ACTREC/TMC on behalf of the DIRECTOR ACTREC (hereinafter called "The Government") has entered into an agreement bearing Number with.....(name and address of the contractor) (hereinafter called "the Contractor") for execution of work..... (name of work) The Government has further agreed to accept an irrevocable Bank Guarantee for Rs. (Rupees only) valid upto..... (date). as **Performance Guarantee/ Security Deposit/Mobilization Advance** from the said Contractor for compliance of his obligations in accordance with the terms and conditions of the agreement.

2. We, (indicate the name of the bank) (herein after referred to as "the Bank"), hereby undertake to pay to the Government an amount not exceeding Rs..... (Rupees only) on demand by the Government within 10 days of the demand.
3. We, (indicate the name of the Bank) do here by undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. 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 Rs. (Rupees only).
4. We, (indicate the name of the Bank), further undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding pending before any court or Tribunal, our liability under this Bank Guarantee being absolute and unequivocal. The payment so made by us under this Bank Guarantee shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.
5. We, (indicate the name of the Bank) further agree that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligation here under to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor and to forbear 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

Contractor or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said contractor 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. We, (indicate the name of the Bank), further agree that the Government at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor at the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee the Government may have in relation to the Contractor's liabilities.
7. This guarantee will not be discharged due to the change in constitution of the Bank or the Contractor.
8. We, (indicate the name of the Bank), undertake not to revoke. This guarantee except with the consent of the Government in writing.
9. This Bank Guarantee shall be valid up to unless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees..... only) and unless a claim in writing is lodged with us within the date of expiry or extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Date

Witness:

1. Signature..... Authorized
signatory Name and address
Name
Designation
Staff Code No. Bank Seal

2. Signature.....
Name and address

Date to be worked out on the basis of validity period from the date of submission of tender.

** In paragraph 1, strike out the portion not applicable. Bank Guarantee will be made either for earnest money or for performance guarantee/ security deposit/ mobilization advance, as the case may be.

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

FINANCIAL BID

SUB: - TENDER FOR PROVIDING TEMPO SERVICE FOR TRANSPORT OF FOOD AND GOODS INSIDE AND OUTSIDE THE CAMPUS OF ACTREC

No. ACTREC/Admin/EM/Tempo Service/6496/2026

17th August, 2026

Name and Address of the tenderer

Telephone/Mobile no. _____

Sr. No	Particulars	Monthly Rates in Rupees (Exclusive of GST)	Total in Rs. For 12 months (Exclusive of G.S.T.)
1	Rates for Providing Tempo Service for Transport of Food and Goods Inside and Outside the Campus of ACTREC for 1500 km monthly running		

Note: Bidder should quote monthly rates for Providing Tempo Service for Transport of Food and Goods Inside and Outside the Campus of ACTREC, Kharghar along with driver.

Signature of the Tenderer