TENDER DOCUMENT

FOR

Outsourcing of Recruitment process to exam conducting agency for recruitment of EA-I (Tech)

at

NISE, Gurugram

NIT NO: A-12024/4/2026-Admin

The last date of receipt of bids: 27/11/2026 at 17:00 Hrs

NATIONAL INSTITUTE OF SOLAR ENERGY

Gurugram - Faridabad Road, Gwal Pahari, Gurugram, Haryana-122003, India

Tel. No.: +91-124-285 3064

Website: www.nise.res.in

Contents

Appendix –'A'	Important Terms and Conditions……..…	5-7
Appendix –'B'	Instructions to Bidders…….……	8-11
Appendix –'C'	Scope of Services ……	12-15
Appendix –'D'	General Terms and Condition…….	16-20
Appendix –'E'	Price Bid Format……..……	21

National Institute of Solar Energy

(An Autonomous Institute of Ministry of New & Renewable Energy)

National Institute of Solar Energy (NISE) is an autonomous institute of Ministry of New and Renewable Energy (MNRE), Government of India. The activities involved at NISE are Research Design Development; Performance Evaluation and Reliability Assessment of solar systems, its Components and Balance of Systems as per National and international standards. The focus of the institute is the resource assessment, testing, calibration & certification of interactive R&D, design development and demonstration of solar systems, standardization, technology up-gradation, training & skill development, consultancy, incubation of young entrepreneurs and other related works. The institute plays a vital role in working as an interface between the ministry and institutions, industry & user organizations for development, promotion and wide spread utilization of solar energy in the country including National Solar Mission (NSM).

Notice Inviting Tender

On behalf of the Director General, the National Institute of Solar Energy (NISE), Gurugram invites online open **E-tender in two bid system** from any **Public Sector Undertaking or Autonomous Institutions** set up by the Central or State Government having experience to carry out similar services of end to end online recruitment process.

Notice Inviting Tender (NIT) **NIT No:- A-12024/4/2026-Admin**	
Name of Service	**Outsourcing of recruitment process to exam conducting agency for recruitment of EA-I (Tech)**
Estimated cost	₹ 17,70,000/-
Cost of tender	Tender Document can be viewed on NISE web site and available for download. The bid should be submitted online through E-Wizard. Tender Document may be downloaded free of cost from the NISE website https://www.nise.res.in.
Executive agency	National Institute of Solar Energy, Gurugram
Eligibility criteria	Any Public Sector Undertaking or Autonomous Institutions set up by the Central or State Government having experience to carry out similar services of end to end online recruitment process.
Scope of Service	Scope of Services for Engagement of Recruitment Agency for end to end recruitment process outsourcing is as per **Appendix 'C'.**

Completion of Service	Within 90 Days from the date of issue of Purchase Order (PO).
Last date for submission of bids	**27/11/2026 at 17:00 Hrs** (Note: In case this date is declared as a holiday by NISE or Govt. of India in future, then the next working day shall be the last date for submission of Bids)
Date of opening of bids	**30/11/2026 at 11:00 Hrs**

National Institute of Solar Energy

(An Autonomous Institute of Ministry of New & Renewable Energy)
Gurugram-Faridabad Road, Gwal Pahari
Gurugram - 122 003; Haryana

Appendix –'A': Important Terms and Conditions

Outsourcing of Recruitment process to exam conducting agency for recruitment of EA-I (Tech)

at

National Institute of Solar Energy, Gurugram
(As per the sections of the specification mentioned in this tender document)

Notice Inviting Bid (NIT) No	A-12024/4/2026-Admin
Name of Work	**Outsourcing of recruitment process to exam conducting agency for recruitment of EA-I (Tech)**
Estimated cost	₹ 17,70,000/-
Cost of tender	Tender Document can be viewed on NISE web site and available for download. The bid should be submitted online through E-Wizard. Tender Document may be downloaded free of cost from the NISE website https://www.nise.res.in.
Executive agency	National Institute of Solar Energy" Gurugram
Eligibility criteria	Any Public Sector Undertaking or Autonomous Institutions set up by the Central or State Government having experience to carry out similar services of end to end online recruitment process.
Submission of Bids	The Tender Document can be viewed on NISE web site and available for download. The bid should be submitted online through E-Wizard Portal along with complied specifications and required documents as mentioned in tender document. The bids against published NIT (E-Tender) can only be submitted online through E-Wizard Portal. No claim shall be entertained on account of disruptions of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last-minute technical snags.

	Obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. 2. All Corrigendum/Amendments/Corrections, if any, will be published on NISE website. 3. All required documents as per tender clause must be uploaded on E-Wizard wherever indicated during the submission of Bids. 4. To participate in the e-tender, it is mandatory for the applicants to get registered their firm/ organization with the e-tendering portal of https://nise.ewizard.in to have user ID & Password from M/s ITI Ltd. Register your organization on M/s ITI E-tender Site well in advance, before the last date of submission of your tender for obtaining credentials by paying Annual registration charges and Bid submission Fees.
Earnest Money Deposit (EMD)	EMD is exempted for MSME participating in tender on submission of valid UAM (Udyog Aadhaar Memorandum (UAM)). For all other participants EMD of **two percent** of the estimated value of the service must be submitted online through Tender Wizard E-Payment. The Earnest MoneyDeposit (bid security) is normally to remain valid for a period of 45 days beyond the final bid validity period.
Performance Guarantee	Performance Security Deposit of **three percent** of contract value of service to be submitted to NISE by the bidder on intimation of Offer Letter / Email. Performance Security Deposit will be returned after 60 days from the date of satisfactory completion of services.
Liquidated Damage and Penalty	If the bidder/Manufacturer/Supplier fails to complete the service within the period specified or deliver the Goods or to perform the Services within the period(s) as indicated in Appendix 'A', 'B', 'C' 'D' and 'E' specified in the Tender Document / Contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct half percent of contract price per week for the delay subject to a ceiling of 10% of the final contract price/ tender value.
Payment Terms	(i) Twenty Five (25%) of the amount payable (cost plus applicable GST) towards conducting end to end complete recruitment process including computer based test (CBT) for 03 posts of Executive Assistant-I (Technical) for NISE for all applicants will be released after generation of admit cards on submission of invoice. (ii) Fifty (50%) of the amount payable (cost plus applicable GST) towards conducting end to end complete recruitment process including computer based test (CBT) for 03 posts of Executive Assistant-I (Technical) for NISE for all applicants will be released after successfully conducting the examination on submission of Invoice. (iii) Twenty Five 25% of the amount payable (cost plus applicable GST) towards conducting end to end complete recruitment process including computer based test (CBT) for 03 posts of Executive Assistant-I (Technical) for NISE for all applicants will be released after successful generation of result and preparation of Merit/Panel List on submission of invoice.
Bid Validity	All Bids received against published NIT shall be valid for at least 6 months from the date of opening Bids.

Completion of Service	Within 90 Days from the date of issue of Purchase Order (PO).
Last date for Submission of bids	**27/11/2026 at 17:00 Hrs** (Note: In case this date is declared as a holiday by NISE or Govt. of India in future, then the next working day shall be the last date for submission of Bids)
Address for Communication of tender issuing and Accepting officer	Director (Admin) National Institute of Solar Energy Gurugram - Faridabad Road, Gwal Pahari, Gurugra-122 003, Haryana, India. Email: diradmin@nise.res.in Ph.: +91-124-285 3064

For Director-General
National Institute of Solar Energy
Gurugram-Faridabad Road, Gwal
Pahari, Gurugram -122 003,
Haryana, India

Appendix – "B": Instructions to Bidders

(i) Only those bidders who full fill the eligibility criteria mentioned in **Appendix 'A'** may apply for the said NIT.

(ii) Bidders should submit their price bid as per the format provided at **Appendix-'E'**.

(iii) Bidders who do not meet the criteria given above or make an untrue or false representation, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, do not properly complete the contract, cause inordinate delays in completion or financial failure are subject to disqualification.

(iv) All Services are to be strictly executed in accordance with **Appendix 'C'**.

(v) The Services are to be completed within the period as indicated in aforesaid **Appendix 'A'.**

(vi) The NISE administration will return the earnest money applicable to all unsuccessful tenderers by endorsing an authority on the deposit receipt for its refund.

(vii) Bidders shall quote rates in the **Appendix 'E'** published online with reference to the tender.

(viii) Bidder shall comply with the provisions of various Acts and Statutory requirements such as Contract Labour Act, Minimum Wages Act, Child Labour (Protection) Act, Factory Act,Shops & Establishment Act etc. and any other enactment made in this regard from time to time.

For Director-General
National Institute of Solar Energy
Gurugram-Faridabad Road,
Gwal Pahari, Gurugram - 122 003, Haryana, India

Bank Details for the Purpose of issuing EMD in the form of FDR / BG

Bank Details	
Account Holder Name	National Institute of Solar Energy (NISE), Gurugram -Faridabad Highway, Gwal Pahari Gurugram - 122003, Haryana Tel: +91 124-285 3064
Bank Name	State Bank of India
Branch	Shop no. 12, DLF Qutub Enclave, Haryana
SB Account No	33843408697
IFSC Code	SBIN0006604
MICR Code	110002197
Branch Code	06604
NISE GST Details	
Full Address	National Institute of Solar Energy Gurugram – Faridabad Road Gwal Pahari; Gurugram – 122003, Haryana
GST No	**06AAAJN0939P1ZR**
State Code	**06**

FORMAT FOR SUBMISSION OF BIDDERS DETAILS

1.	Name of contractor / suppliers	
2.	Registered Address	
3.	Phone No	
	Name of proprietor / Head of the organization	
	Phone No /Mobile No	
	Email ID	
4.	Correspondence Address	
5.	Name of Contact Person	
	Designation	
	Phone no / Mobile No	
	Email ID	
6.	Website	
7.	**Bank related information**	
	Bank name	
	Branch name	
	Branch address	
	RTGS-IFSC Code	

	Account type	
	Account Name	
	Account no	
8.	PAN No.	
9.	GST No.	
Documents to be submitted along with bid 1. Document in support of eligibility of bidder mentioned in **Appendix B**: Eligibility criteria. 2. Previously executed Purchase orders with respect to similar services.		

I certify that the information given herein is correct to the best of my knowledge and belief.

Signature of Authorised Person

Seal of the company/concern

Appendix 'C'

Scope & Specification of Services for Outsourcing of Recruitment process to exam conducting agency for recruitment of EA-I (Tech)

The (Name of organization / company) shall render professional services for end-to-end computer based recruitment process of NISE, which includes candidate's application processing, conducting a Computer-Based Test (CBT), setting question papers, and other services associated with the recruitment process. The broader scope of services is as follows:

1. **Pre-examination Activity:**

(i) Design, development, configuration, customization and deployment of registration forms on official/ given website to enable online registration of candidates/ applicants.
(ii) Configure system validation and facility to capture applicant data through online.
(iii) Integration of candidate registration module with application fees collection.
(iv) Applicants shall apply online only and should be able to upload scanned copy of their photo, signature, certificate (s) etc.,
(v) Generation of fees receipt and filled up application form.
(vi) Provision for updation of application status based on successful fee receipt from candidates.
(vii) Disable application form after expiry of the scheduled application submission date.
(viii) System generated **"Candidate Registration Report"** detailing day-wise registration, gender/caste categorization, fee confirmation details and valid candidates enrolled for the online assessment examination etc.
(ix) Screening of applications as per advertisement and any further improvement as required by NISE in this regard.
(x) The (Name of organization / company) is required to integrate online Payment Gateways, to the registration portal for facilitating transfer of fees submitted by the registered candidates to the desired account.
(xi) Sending SMS & e-mails to candidates regarding important updates of all stages of exam process.

2. **Computer Based Examination planning, scheduling & Security:**

(i) Booking of test venues and preparing comprehensive examination schedule.
(ii) Issue of Admit cards to candidates.
(iii) Conduct of CBT.
(iv) Biometrics capturing of candidates during exam.
(v) CCTV live streaming and recording
(vi) Installation of Jammer
(vii) Frisking through HHMD
(viii) End to end management of testing process.
(ix) Complete Security Management of the examination process (Physical Security Informational Security, Server Security and Network Security).

3. **Question paper preparation and management.**

Based on the prescribed syllabus, (Name of organization / company) is responsible for designing and preparation of Multi Choice Question (MCQ) Papers for CBT examination in bilingual mode (English and Hindi).

4. **Post examination Phase:**

(i) Handling candidates Objections through objection management process.
(ii) Examination logs, Score reporting, Result generation and Report Analysis.
(iii) Provide documented inputs and support for candidates queries, RTI Queries and court cases related to examination activity.
(iv) Handing over the examination results and exam materials to authorised officer of the NISE.

5. Obligations of Agency

i. Agency shall perform the Services in accordance with this Tender and to carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices. Agency shall observe sound management practices, and employ appropriate technology and methods. Agency shall always act, in respect of any matter relating to this Contract or to the Services, and shall at all times support and safeguard NISE's legitimate interests in any dealings with Third Parties.

ii. Agency shall hold NISE's interests paramount, without any consideration for future Service, and strictly avoid conflict of interest with other assignments or their own corporate interests. If during the period of this Purchase Order, a conflict of interest arises for any reasons, Agency shall promptly disclose the same to NISE and seek its instructions for compliance.

iii. Agency shall be responsible for non-conduction of examination due to software failure, lack of co-ordination, mis-management, leakage of question papers, and in such a scenario, Agency shall conduct the re-exam on its own cost.

iv. Agency shall write to the area police station of individual examination centres to depute police for safe and secure conduct of examination.

v. Agency shall timely provide all data related to services rendered by Agency to NISE for all cases pertaining to RTI Act in connection, in order to give reply to the applicant/citizen of RTI request/ CPGRAM grievances/or other grievances.

vi. Agency shall hand over the Panel/Merit List results of the examination to the authorized official of NISE.

vii. There should be proper infrastructure at exam centres with CCTV surveillance and recording.

viii. Exam centres should be equipped with jammers to avoid the usage of electronic devices.

ix. Biometric registration and verification should be ensured before the start of the exam.

x. Setting up of hand held metal detector for physical frisking of candidates before the start of exam.

xi. Agency shall ensure that none of the candidate appearing for the exam is related to the team members deployed at the exam centres.

xii. Agency should ensure the fair recruitment process and accurate merit list/waiting list generation.

xiii. Cities of Examination centres preferably two (one in North & one in South India) will be as decided by NISE. Agency will conduct CBT on the date decided by NISE. Agency to ensure its representative/employee is available in each centre on the date of examination for coordination.

xiv. Any communication/admit card, etc made by Agency to the candidates will be shown to NISE for approval and amendments, if any.

xv. The Agency will provide a Helpline Number and email id for the candidates for any enquiry/technical assistance. The Agency will extend their support to redress the queries.

xvi. Agency to complete the recruitment process within the specified time frame.

6. Obligation of NISE

i. NISE shall nominate a designated official to coordinate with Project Implementation Team of Agency who will provide relevant information and clarifications from time to time.

ii. NISE shall provide clarification, if so required during redress of grievances of candidates by Agency.

iii. NISE will provide the proforma and other contents/ paragraphs, etc. for preparation of the cut off list/ merit list and criteria to shortlist the candidates for CBT. Accordingly, Agency will provide the cut off list. Based on NISE's criteria, the candidates will be shortlisted and call letter for those shortlisted candidates will be sent by Agency.

iv. In case the examination is postponed due to any reason attributable solely due to NISE, in such a case NISE shall bear all the related expenses for re-conduct of the examination.

v. NISE will issue to officials and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services.

vi. NISE to provide to the Agency any such other relevant assistance to facilitate performance of the Purchase Order.

vii. NISE will provide the detailed scope of Service and other requirements for incorporation in the process to be adopted by Agency.

viii. NISE will provide syllabus and other terms of CBT as required for conducting the examination/test.

7. Confidential Information and Trade Secrets

A. The Parties, for itself and its employees, agree to keep all such matters confidential, and agree not to disclose them to anyone, either during or after the expiration or termination of this recruitment process, except with the written consent of the other party, excepting any information as may be required by law, or any regulatory authority for the Parties its obligations under this Tender or such information that may come into the public domain otherwise than by a breach of this Tender.

B. The parties further agree that upon expiration or termination of this service, Agency and NISE will promptly deliver to each other all materials in its or its employees' possession or control containing such confidential information

C. Agency will provide data to NISE immediately after every event and will retain copy of data for six months from the test date, post which it will be deleted from the servers.

D. Both the parties shall maintain confidentiality in respect of award of this recruitment assignment to Agency for conduct of examination/ test till the declaration of result and any breach of confidentiality on the part of Agency or its officials, shall constitute a breach of the contract under this Tender. It is clarified that in case due to breach of confidentiality in the process of conducting the examination/test, if the examination is to be conducted again, then the same shall be conducted by Agency without claiming any additional charges.

8. **Timeline/Schedule**

Timeline/time schedule of the entire services to be performed by Agency shall be strictly adhered to in accordance with timelines agreed mutually for CBT Exam on the date decided by NISE. The breach of timeline shall constitute breach of the contract under the present tender with all its consequences.

9. Indemnification

Each party shall indemnify, keep indemnified and hold/harmless the other Party from and against all costs, expenses, liabilities, injuries, direct, indirect or consequential loss (all three of which terms include, without limitation, pure economic loss, loss of profits loss of business, depletion of goodwill and like loss), damages, claims, demands, proceedings or legal costs (on a full indemnity basis) and judgments which it may incur or suffer as a result of a breach of the contract under this Tender or negligent acts of omissions or wilful misconduct of the Party and/or its Personnel including any resulting liability to any third party, without limitation.

10. Handling of objection

Agency will open an objection handling window for 7 days within 2 days of declaration of result of screening of applications on website and also after conducting exam for candidates who have genuine objection to exam and question paper.

11. Compliance with Laws

A. Each party represents and warrants that it has conducted and will conduct its affairs and activities in respect of the services to be rendered under this Tender in accordance with all applicable laws, rules, regulations, orders and decrees of any court or governmental authority.

B. Each party agrees that it shall at all times comply with all rights and obligations hereunder. The rights and obligations under this Tender shall be subject to applicable laws and such resolutions passed by the Board of Directors and Shareholders of Agency and Director General, NISE respectively.

12. Conflicting Terms and Conditions

The parties represent and warrant that they are not party to any Tender or under any obligation which conflicts with the terms of this Tender or which prohibits them from effectively carrying out its responsibilities under this Tender.

13. Waiver

Any failure on the part of the parties hereto to comply with any of its obligations, or conditions hereunder may be waived in writing by the other party to whom such compliance is owed. In absence of such written waiver, no forbearance or other failure to insist on prompt compliance with any obligations, Tender conditions hereunder shall be deemed to constitute a waiver of the rights of the party to whom the compliance is owed.

For Director-General
National Institute of Solar Energy
Gurugram-Faridabad Road
Gwal Pahari,
Gurugram – 122 003, Haryana, India

Appendix 'D': General Terms and Condition

1. Amendments to this Tender

Should the circumstances arise which call for amendment to this Tender the same may be made by NISE in writing.

2. Severability

If any provision of this Tender is held illegal or unenforceable by any court of law or other authority of competent jurisdiction, such provision shall be deemed severable from the remaining provisions of this tender and shall not affect or impair the validity or enforceability of the remaining provisions of this Tender.

3. Compensation of Loss or Damages Caused by Breach of Contract

In case of breach of any terms & conditions of the contract under this Tender by either party, the other party shall be entitled to receive from the party who breaches the terms & conditions, compensation for any loss or damages caused to the other party.

4. Force Majeure

A. Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances such as:

(i) Acts of a Government, domestic or foreign including but not limited to war, declared or undeclared, priorities, guarantees embargoes etc.
(ii) Any riot or civil commotion, military operation, blockade
(iii) Any earthquake, floods, fire, tempest, lightning, epidemic or other acts of God or public enemy.
(iv) Inability to secure material or transportation facilities due acts/emission of carriers/railways or other means of transport.
(v) Any strike or lockout only these including 10 continuous days in duration affecting the Service.
(vi) Any other circumstances beyond the control of parties that have arisen after the conclusion of the present Purchase Order.

B. However, Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or its agent or employees (ii) any event which a diligent Party could reasonably have expected to (I) take into account at the time of conclusion of the contract under this Tender and (II) avoid or overcome in the carrying out of its obligations hereunder.

C. Further, Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

D. The failure of party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, with the objective of carrying out the contract under this Tender.

E. A party affected by an event of Force Majeure shall take all reasonable measures to remove such party's inability to fulfil its obligations hereunder with a minimum of delay.

F. In such circumstances, the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences

G. The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

H. Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

5. Notices

Any intimation, notice, request, grievances, complaint or consent required or permitted to be given or made pursuant to this Tender shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed or when sent by registered post to such Party at the specified address.

Form of Notice: All notices, demands and communications between the parties must be in writing and in English / Hindi Language.

Method of Notice: The parties shall give all notices, demands and communications between the parties by (i) personal delivery (ii) first class registered or certified mail, postage prepaid, return receipt requested. All notices, demands and communications shall be given at the address to be mentioned in the contract under this Tender.

Receipt of Notice. A notice, demand and communication given under this Tender will be effective when the other party's is in receipt of it, or if mailed, on the earlier of the other party's is in receipt of it and the fifth Business Day after mailing it. A notice, demand and communication given under this Purchase Order shall be deemed to have been duly given upon receipt or refusal to accept receipt.

6. Arbitration

In the event of any question, dispute and/or difference of any kind whatsoever arising between the parties in connection with, relaxing to or arising out of this Tender, including any question relating to existence, meaning and interpretation of any clause of this Tender or any alleged breach thereof:

A. The parties shall attempt to settle such disputes in the first instance by mutual discussions between designated representatives of the Parties. For clarity the designated representative of NISE and Agency, will be the Director General, NISE and the Authorised person of Agency respectively.
B. The Arbitration and Conciliation (Amendment) Act. 2015, the rules made there under and any modification thereof, for the time being in force, shall be deemed to apply to the arbitration proceedings as above by arbitration proceedings to be conducted by a sole arbitrator to be appointed by the mutual agreement. The venue of arbitration shall be Gurugram. The arbitration proceedings shall be conducted in English language.
C. The Courts as per jurisdiction shall have the jurisdiction over all disputes.

7. Termination of Contract

A. The contract under this Tender shall expire on the completion of the Service of recruitment.

B. Any party may terminate this contract at any time after giving 30 days' notice of termination to the other party:
(i) If the other party fails to perform, has made or makes any inaccuracy in, or otherwise breaches, any of its obligations, covenants, or representations, if the other party violates any of the terms and condition stated in the contract under this Tender.

(ii) If any Law makes the performance of the terms of the contract under this tender Illegal or otherwise prohibited, or any Governmental Authority issues and order restraining or enjoining the transactions under the contract.

C. The termination of contract under this Tender shall not prejudice or affect in any way the rights and benefits already accrued or liabilities and duties imposed on the Parties.

D. That neither party may without the prior written consent of the other, such consent not to be unreasonably withheld, assign or in any way dispose of its rights under the contract of this Tender to any third party.

8. Language and Governing Laws

The Contract shall be executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this contract. The applicable laws to this Contract shall be Indian laws and the courts have jurisdiction.

9. The Details of previous experience of the Tenderer in supply of similar services Should be submitted in the following format along with Technical Bid: -

Sl. No.	Documents	Name & Address of the Organization	Details of order value	Remarks

Name, Signature & Date with Seal

10. **Template for Bank Guarantee in lieu of Earnest Money Deposit (if applicable) is as follows: -**

Director General,
National Institute of Solar Energy (NISE),
Gwal Pahari, Gurugram-Faridabad Road,
Gurugram-122003, Haryana

This Deed of Guarantee made this ..... day of ……..... (Bankers Name) constituted under the ..... having its Central Office at ……..... and amongst other places Branch at ……..... (hereinafter referred as 'the Bank' which expression shall unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assigns on one part and The Director General, National Institute of Solar Energy (NISE), Gwal Pahari, Gurugram-Faridabad Road, Gurugram-122003, Haryana (hereinafter referred to as the "purchaser")

WHEREAS ..... (hereinafter referred to as the (SUPPLIER) and having its Registered Office at ..... is bound to have deposited with the purchaser by way of Earnest Money Rs. …….. (Rupees ……) in connection with the Tender Specification No.....

WHEREAS the Supplier has agreed to furnish a Bank Guarantee valid up to six months i.e., up to …….. instead of deposit of Earnest Money.

Now the DEED witnessed,
That the surety in consideration of the above tender made by the supplier to the purchaser hereby undertake to guarantee payment on demand to the purchaser without demur and without any reference whatsoever to the seller solely on the basis of a claim from the purchaser of the said amount of Rs..... (Rupees ……) which the supplier is bound to have deposited with the Purchaser by way of Earnest Money Deposit in connection with his Tender.

BANK GUARANTEE IN LIEU OF EARNEST MONEY DEPOSIT

Notwithstanding anything contained in the foregoing the surety's liability under the Guarantee is restricted to Rs…….. (Rupees ……..)

This guarantee shall not be affected by any change in the Constitution of Purchaser, Supplier or the Surety.

No forbearance, want of vigilance, grant of time on the Purchaser's part or alteration of the terms and conditions of the contract under this Tender shall discharge the surety of any liability under this Guarantee.

The "Surety" cannot revoke this guarantee during its currency except with the previous consent of the purchaser in writing.

(i) Our liability under this Bank Guarantee shall not exceed Rs. …….
(Rupees …….. only)

(ii) This Bank Guarantee shall be valid up to ……..... and

(iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if you serve upon us a written claim or demand on or before …….

SIGNATURE
Banks Rubber Stamp
(Name)

Designation with Bank Stamps
Date

WITNESS

…….
Signature
…….

Name

11. Check List to avoid rejection of the Tender is as follows:-

(i) Have you submitted your Price Bid and Technical Bid online in the prescribed format?

YES / NO

(ii) Have you submitted technical literature/pamphlet/catalogues, etc.,?

YES / NO

(iii) Have you submitted EMD, tender fee & processing fee amount online as specified in the tender?

YES / NO

(iv) Have you filled in FORMAT FOR SUBMISSION OF BIDDERS DETAILS and submitted?

YES / NO

(v) Have you submitted eligibility documents w.r.t. condition mentioned in **Appendix "A"**?

YES / NO

Signature of the Tenderer with Seal

The above checklist duly answered shall be submitted within due date along with technical bid.