

**No.F.5-7/2024/Pest Control Services/Tender/C&W**  
**National Council of Educational Research & Training**  
**Sri Aurobindo Marg, New Delhi-110016**

**E-Tender Notice**

The NCERT invites online bids through e-Tendering method for providing periodical treatment for pest control i.e. Rats, Bores, Bees , Wasps, Cockroaches, White Ants, Termites & Mosquito Spray, in the NCERT Buildings, Sri Aurobindo Marg, New Delhi from the eligible firms or their authorized dealers which would be valid for a period of 180 days from the date of opening.

**CRITICAL DATES**

Date of Published the Tender Document	01/05/2025 03:00 PM
Bid Document download/ sale start date	02/05/2025 11:00 AM
Bid Submission Start Date	02/05/2025 11:00 AM
Pre-Bid Meeting	05/05/2025 11:00 AM
Last Date of Submission of Bids	26/05/2025 05:30 PM
Bid Opening Date	28/05/2025 11:00 AM

Further details and complete **details of bid document** can be accessed from the NIC portal/Website <http://eprocure.gov.in> and eprocure/ app or [www.ncert.nic.in](http://www.ncert.nic.in). Further any query relating to the process of online bid submission or queries relating to CPP portal in general may be directed to the 24x7 CPP portal helpdesk on Toll free no. 18002337315

(Mahavir Singh)  
Under Secretary  
C&W Section

**No.F.5-7/2024/Pest Control Services/Tender/C&W**  
**National Council of Educational Research & Training**  
**Sri Aurobindo Marg, New Delhi-110016**

**Dated: 01/05/2025**

**Tender Notice**

1. The National Council of Educational Research & Training (NCERT) is an autonomous body under the Ministry of Education. The NCERT is interested in inviting e-tender for award of contract for undertaking periodical treatment for pest control i.e. Rats & Borer, Bees & Wasps, Cockroaches, White Ants, Termites & Mosquito Spray, in the NCERT Buildings. The interested firms/agencies may personally visit the campuses both at NCERT HQ and Nasirpur, Dwarka to have the first hand information about the buildings located in our campus and submit their online bids **giving monthly and lump sum charges** alongwith terms and conditions, if any. The treatment will be done at the following places:-

1. **Non-Residential Buildings at Sri-Aurobindo Marg, New Delhi**

- (i) Zakir Hussain Block
- (ii) Govind Ballabh Pant Block (Library)
- (iii) Publication Department (Ambedkar Block) including Barracks)
- (iv) Workshop /DEK Building
- (v) Janki Ammal Khand (Science Block)
- (vi) Chacha Nehru Bhawan (CIET)
- (vii) NIE Guest House, NIE-Canteen, PG Hostel, Community Center, NIE-Auditorium (above SBI), Crèche Building and Transit Guest House

2. **Residential Building's**

- (i) Residential Quarters at NCERT Campus, Sri Aurobindo Marg, New Delhi (342 Quarters) & Director's Bungalow.
- (ii) Residential Quarters at Pappankalan Campus, Nasirpur Dwarka, New Delhi (135 quarters)

2. The contract will be initially valid for a period of one year beginning from the date of assignment of the job and extendable for a maximum period of three years subject to mutual consent on satisfactory performance on year to year basis.

3. The Tender shall be accepted under Two Bid System. The interested firms have to submit the Technical Bids and Financial Bids online in the prescribed proforma through e-

procurement portal <http://eprocure.gov.in/eprocure/app> only. **Tender submitted** by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender documents.

4. All tender documents attached with this invitation to tender including the Specifications are sacrosanct for considering any offer as complete offer. It is

therefore important that Tender Acceptance Letter which is a written undertaking that all the terms and condition of the tender are understood and accepted should be signed and submitted through e-Procurement site <https://eprocure.gov.in/eprocure/app>.

5. The Earnest money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) shall be payable through online mode as per the bank details given in this document. This will be refunded without interest to the unsuccessful bidders after final selection of the bidder for the award of contract. Bank details for online payment are as follows :-

Secretary, NCERT

State Bank of India

Account No.10137881331

IFSC Code-SBIN0001690

NCERT, NIE Campus, Sri Aurbindo Marg, New Delhi-110016

6. The interested parties can inspect the premises between 10:00 AM to 04:00 PM on any working day. They may contact Section Officer, C&W Section, NCERT on telephone No. 011-26592195, during office hours on any working day for ascertaining the job requirements and any other additional information/clarification required by them.

7. All entries in the tender form should be legible and filled clearly, if the space provided for furnishing is insufficient; a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction either in the Technical Bids or Financial Bids is permitted.

8. Conditional bids shall not be considered and will be rejected summarily.

9. The Technical Bid shall be opened online on the scheduled date and time at

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10. The Financial Bids of only those bidders who qualify in the technical bid will be opened after evaluation by the Committee constituted for the purpose.

11. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids its EMD will be forfeited.

12. The Director, NCERT reserves the right to reject any or all the tenders submitted by the bidders at any time or relax/withdraw/ add any of the terms and conditions contained in the Tender Documents without assigning any reason thereof.

13. The tender documents can be downloaded from the website <http://eprocure.gov.in/eprocure/app> from \_\_\_\_\_ to \_\_\_\_\_ upto 5.00 P.M and also from ncert [www.ncert.nic.in](http://www.ncert.nic.in)

14. Any subsequent Updates, Addendums, Corrigendums etc., if any will be published only on the website <http://eprocure.gov.in/eprocure/app> and [www.ncert.nic.in](http://www.ncert.nic.in). All bidders are required to regularly check the websites for any updates.

Sd/-

(Mahavir Singh)  
Under Secretary  
C&W Section

## General Information for the Bidders

### 1. Eligibility Conditions

1.	(i) Required Tender Fee (In the form of DD) Rs. 500/- (Five hundred only) (Non-refundable) <b>Exemption Tender Document Fee, if having MSME certificate.</b>
2.	Required Earnest Money Deposit (EMD) (In the form of DD) for Rs. 10,000/- (Ten thousand only) <b>Exemption EMD if having MSME certificate</b>
3.	Copy of Firm's Registration : Shop and Establishment certificate showing the date of initial registration
4.	Copy of the PAN No of the firm
5.	Copy of Tin No. of the Firm
6.	Copy of Goods & Service Tax (GST) Registration No. of the Firm
7.	Name & Address of tenderer's Bank and Bank Account No
8.	Name and Address of the Contract persons to whom all references shall be made by the Council
9.	Signature of the Bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document
10.	A bona fide firm/agency having at least 03 years of experience in the field of Pest Control Treatment i.e (Rats, Bores, Bees, Wraps, Cockroaches, White Ants, Termites, Mosquito Spray etc).
11.	List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing pest/rodent control services, Names, designations and telephone numbers of concerned officers in the respective institutions/organizations may also be indicated.
12.	ITR for the last 03 years (2021-22, 2022-2023 & 2023-2024)
13.	Supporting document showing Annual Turnover of an amount of Rs. 5,00,000/- .
14.	Undertaking as per Annexure-VIII on letter head.
15.	Municipal/State Certificate as bonafide contractor in the field of Pest Control Treatment i.e (Rats, Bores, Bees, Wraps, Cockroaches, White Ants, Termites, Mosquito Spray etc).
16.	Tender Acceptance letter as per Annexure-II
	<u>Note:</u> Scanned photocopies duly signed by the authorized signatory of all documents from Sr. 1 to 16 above may be uploaded on the NIC website together with the technical bid.

## 2. Submission of Bids

The Tender shall be accepted under Two Bid Systems. The interested firms have to submit the Technical Bids and Financial Bids online in the prescribed proforma through e-procurement portal <http://eprocure.gov.in/eprocure/app> only. **Tender submitted** by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

- (i) Technical Bid: As per Proforma for Technical Bid(**Annexure-IV**) and should contain the following details :-
  - a) Vendor's eligibility Criterion (As per the format at **Annexure-I** )
  - b) All pages of the technical bid shall be numbered, indexed and the document shall be used as final for all [purposes.
  - c) Scanned copy of Demand Draft of Rs. 10,000/- (Ten thousand only) submitted as EMD and also tender fee of Rs. 500/- (Five hundred only) non-refundable. DD for EMD & tender fee must be submitted to C&W Section before last dated of submission of bids.**
  - d) Tender Acceptance Letter signed by bidder with seal as per **Annexure-II**
  - e) Financial Bid : Should contain Price Bid only. (As per Proforma for Financial Bid) (**Annexure-III** )

## 3. Opening of bids:

- (i) The technical bid shall be opened online on the schedule date and time at \_\_\_\_\_AM on \_\_\_\_\_
- (ii) Financial Bids of only those bidders who qualify in the technical bid will be opened after evaluation by the tender opening Board/committee.

## 4. Rates:

- (i) Rates are to be quoted as per Proforma for Financial Bid in INR. No enhancement of rates will be allowed for the job contract during the currency of contract (**initial/extended**)

## **5. Validity of bid**

- i) The bid shall remain valid for 180 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by NCERT as non-responsive.
- ii) The NCERT may at its discretion, request the bidder for extension of period of bid validity. The request and responses thereto shall be made in writing. In such eventuality of extension of bid validity, the validity of bid security provided shall also be suitably extended. However, modification in Bid will not be allowed at any stage.

## **6. Earnest Money Deposit**

- i) EMD amount will be accepted online. The bid without EMD is liable to be summarily rejected.
- ii) Without prejudice to any other right of NCERT the Earnest Money Deposit may be forfeited by the NCERT:
  - (a) if the Bidder withdraws his bid during the period of bid validity; or
  - (b) in case the successful Bidder refuses to sign the Agreement; or
  - (c) if the bidder fails to furnish the Performance Security.
- (iii) EMD will be refunded to the bidders within sixty days from the date of issue of award letter to the successful bidder and no interest would be paid thereon.

## **7. Performance Security**

The successful bidder shall be required to deposit an amount equal to 10% of the contract value. Performance Security should remain valid for six months beyond the date of completion of all contractual obligations. Performance Security shall be submitted in the form of Demand draft in favour of Secretary, NCERT, New Delhi payable at New Delhi or in the form of Bank Guarantee issued by a scheduled/nationalized bank. Performance will be discharged after completion of contractor's performance obligations under the contract. The above security deposit will be liable to be forfeited during the period of contract, in case breach of any terms & conditions of the contracting contractor or failure to provide any services under the contract or loss results from contractor's failure and breach of obligation under the contract.

## **8. Period of Contract**

The contract shall initially be for a period of one year which can be extended further **on yearly basis** upto a maximum of 03 years on mutual consent and satisfactory performance.

## **9. Acceptance/Termination of Bid**

The NCERT reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of NCERT's action.

## **10.Evaluation**

1. NCERT shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and **bids are in order**.
2. If there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, NCERT will determine the substantial responsiveness of each bid. A substantially responsive bid is one, which conforms to all the terms and conditions of bid document without material deviation. A bid determined as substantially non-responsive will be rejected by the NCERT.
3. The evaluation will be based on financial offer made by the various bidders based on the total of all rates quoted and other merits of the offer.
4. Though the evaluation will be based on the lowest total amount quoted in the Financial Bid and will be considered for placement of offer.

## **11.Award of Contract**

- a).The issue of a work order shall construe the intention of the NCERT to enter into contract with the successful bidder.
- b).The successful bidder shall within **07 days** of issue order, give its acceptance along with performance security and sign the contract with the NCERT.

## **12.Signing of Contract**

The signing of contract shall construe the award of contract to the bidder. Upon successful bidder signing the contract, the NCERT shall discharge the bid security. Failure of the successful bidder to comply with the signing requirement shall constitute the sufficient ground for the annulment of the award and forfeiture of the bid security, in that situation the NCERT may at its discretion award the work to other bidder or call for fresh bids.



**13.** Relaxation/modification in tender: NCERT reserves the right to:

- Relax the tender conditions **prior to last day of submission of bids**, if considered necessary for the purpose of finalizing the contract in overall interest of NCERT.
- Re-tender or modify the terms & conditions of the tender. It also reserves the rights to negotiate the rates with the lowest bidder.
- Accept or reject any or all of the financial bids in part or in full, irrespective of their being the lowest, without assigning any reasons.

#### **14. TERMINATION OF CONTRACT, VACANT POSSESSION ETC.**

- i) The Council reserves the right to terminate the contract at any time after giving one month's notice without assigning any reason, the decision of the Council in this regard shall be final and binding on the contractor.
- ii) In case of loss or damage caused to any of the furniture-fixtures used by the licensee during the treating area, the cost thereof shall be recovered from the contractor and the same shall be deducted from the Security Deposit
- iii) If the contractor commits breach of any of the aforesaid terms and conditions, the contract will stand terminated forthwith.

#### **15. Downloading of Tender document:**

The tender document can be downloaded from the website <http://eprocure.gov.in/eprocure/app> from \_\_\_\_\_ to \_\_\_\_\_ upto 4.00 P.M and also from [www.ncert.nic.in](http://www.ncert.nic.in) .

## **16. Statutory Obligations**

a) The successful bidder/contractor will meet all the statutory requirements obtain all necessary licenses or other approval if any required for running the contract under the relevant acts and he will be responsible for all the consequences for not obtaining such licenses as required by the law from time to time and will have to submit the certified photocopy of the same to the NCERT. And any other laws, rules, regulations, guidelines etc. that may be applicable from time to time or that may be introduced by the Central/State Government or Municipal/Local Self Government authorities subsequent to the date of this agreement.

b) The Contractor shall keep the NCERT indemnified from all acts of omissions, defaults, breaches and/or any claim damages, loss or injury and expenses to which NCERT may be put to or involved as a result of Contractor's failure to fulfill any of the obligations hereunder and/or under statutes and/or any bye-laws or rules framed there under or any of them.

NCERT shall be entitled to recover any such losses or expenses which may have to suffer or incur on account of such claims, demand loss or injury from the Security deposit / performance deposit of the contractor without prejudice to its any other rights under the law.

b) That NCERT will not be liable for any act or breach or omission by the contractor in regards to the statutory obligations whatsoever and shall in no case be responsible or liable in case of dispute, Prosecution or awards made by Court of Law or other Govt. agencies. In case of accident arising out of and in the course of this agreement, NCERT will not be responsible for payment of any compensation. It will be the sole responsibility of the contractor for payment towards loss or compensation whatsoever. The person engaged by Contractor shall be treated, as Contractor's own employees and can claim no privileges from NCERT. The sole responsibility any legal or financial implication would rest with the contractor. The Contractor will be directly responsible for administration of his employees as regards their wages, uniforms, general discipline and courteous behavior.

c) The Contractor will have to obtain general insurance against risk, fire accident for his belongings etc. and provide a copy of the same to NCERT.

d) All the taxes/levies/fee charges payable to Govt. Deptt./Local bodies shall be paid by the contractor & no claim whatsoever shall be paid by the NCERT.

## **17. Resolution of Disputes**

17.01 The Council and the contractor shall make every effort to resolve amicably by direct informal negotiation in r/o any disagreement or dispute arising between them under or in connection with the contract.

17.02 If, after thirty (30) days from the commencement of such informal negotiations, the Council and the firm have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism.

**17.03** The dispute resolution mechanism to be applied shall be as follows:

(a) A dispute or difference arising between the Council and contractor relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the Arbitrator.

(b) The Indian Conciliation and Arbitration Act, 1996, the rules there under and any statutory modifications or re-enactments thereof, shall apply to the arbitration proceedings.

(c) The Director may arbitrate himself/herself or in his/her discretion, may appoint any other person as an arbitrator to adjudicate upon the dispute. The decision of the arbitrator shall be final and binding on the parties.

17.04 The venue of arbitration shall be Delhi.

Sd/-

(Mahavir Singh)  
Under Secretary  
C&W Section

## **SPECIFICATIONS, TERMS AND CONDITIONS**

1. The Firm/Company should have a minimum experience of three years in the field of Pest Control Treatment i.e (Rats, Bores, Bees, Wraps, Cockroaches, White Ants, Termites, Mosquito Spray etc).
2. The contract shall initially be for a period of one year beginning from the date of assignment of the job/contract and extendable for a maximum period of three years subject to mutual consent on satisfactory performance, on year to year basis.
3. This bids should be accompanied by an Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only ) online. The validity of the Bid Security shall be for a period of 180 days.
4. The successful bidder within fifteen days of the acceptance of the letter of Acceptance (LoA) shall execute a Performance Security in form of an Account Payee Demand Draft, Fixed Deposit Receipt(FDR) from a Commercial Bank or Bank Guarantee from a Commercial Bank in an acceptable form, a sum equivalent to 10% of the accepted contract value in favour of Secretary, NCERT, New Delhi, payable at New Delhi. Performance Security should remain valid for 180 days beyond the date of completion of all contractual obligations. Bid Security should be returned to the successful bidder on receipt of Performance Security.
5. The contractor will not be permitted to authorise any sub-contractor or any other firm.
6. The contractor has to carry out the necessary pest control service mainly in respect of the following pests:-
  - (i) Rats and Borer
  - (ii) Bees & Warps
  - (iii) Cockroaches
  - (iv) White Ants, Termites
  - (v) Mosquito Spray
7. That the Contractor/Firm will be granted a letter of agreement to carry out the above work in the NCERT including CIET building and residential complex at NCERT & Nasirpur Campus initially for a period of one year beginning from the date of assignment of the job/contract and **further** extendable for a maximum period of three years subject to mutual consent on satisfactory performance on year to year basis.

8. The Contractor/Firm shall use latest **method /technology** in executing the work of Anti Termite Treatment and Rodent Control, and the contractor/firm shall be responsible for removal of any dead rats/other insects etc and other pests after the treatment.
9. The contractor/firm shall make a **periodical** visit of entire campus **once in every two months** and obtain the certificate from the concerned dept/section/units/Residents etc about satisfactory work done by the firm and **submit its report** to the Welfare Section. **In addition**, on receipt of the requisition either telephonically or in written from the Section Officer (C&W) or any other officer of the NCERT residents, a representative for the work of Anti Termite Treatment and Rodent Control is to be deputed. **However, no additional charges will be payable to such need based work.**
10. The contractor/firm shall be in-touch with Welfare section on regular basis to find out the complaints, if any and also give Certificate, to be obtained from the concerned Officer/ residents of staff quarters in respect of treatment done by him. **He will also maintain his own register for attending complaints.**
11. The Council shall make the payment to the contractor/firm on six monthly basis on receipt of the satisfactory report and if the services are not found satisfactory, the payment will not be made.
12. The Council reserves the right to terminate the Contract by giving one month's notice if the work of the firm is not found satisfactory.
13. That in the event of any dispute arising out of or in connection with the said Contract, the same shall be decided in accordance with Arbitration & Conciliation Act by an arbitrator to be appointed by the **Director**, NCERT and the cost of Arbitration shall be jointly shared by both the parties.
14. The Tender shall be accepted under Two Bid Systems. The interested firms have to submit the Technical Bids and Financial Bids online in the prescribed proforma through e-procurement portal <http://eprocure.gov.in/eprocure/app> only. **Tender submitted** by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

15. Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.

(Mahavir Singh)  
Under Secretary  
C&W Section

Annexure-I

1. Eligibility conditions/Check List of Technical Bid Documents

S. No	Particulars	Attached supporting documentary evidence.		At Page Number
		YES	No	
1.	(i) Required Tender Fee (In the form of DD) Rs. 500/-(Five hundred only) (Non refundable) <b>Exemption Tender Document Fee, if having MSME certificate.</b>			
2.	Required Earnest Money Deposit (EMD) (In the form of DD) for Rs. 10,000/- (Ten thousand only). <b>Exemption EMD, if having MSME certificate.</b>			
3.	Copy of Firm's Registration : Shop land Establishment certificate showing the date of initial registration			
4.	Copy of the PAN No of the firm			
5.	Copy of Tin No. of the Firm			
6.	Copy of Goods & Service Tax (GST)Registration No. of the Firm			
7.	Name & Address of tenderer's Bank and Bank Account No			
8.	Name and Address of the Contract persons to whom all references shall be made by the Council			
9.	Signature of the Bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document			
10.	A bona fide firm/agency having at least 03 years of experience in the field of Pest Control Treatment i.e (Rats, Bores, Bees, Wraps, Cockroaches, White Ants, Termites, Mosquito Spray etc).			
11.	List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing Catering Services, Names, designations and telephone numbers of concerned officers in the respective institutions/organizations may also be indicated.			
12.	ITR for the last 03 financial years (2021-2022,2022-23 & 2023-2024)			
13.	Supporting document showing Annual Turnover of an amount of Rs. 5,00,000/- .			
14.	Undertaking as per Annexure-VIII on Letter head.			
15.	Municipal/State Certificate as bonafide contractor in the field of Pest Control Treatment i.e (Rats, Bores, Bees, Wraps, Cockroaches, White Ants, Termites, Mosquito Spray etc).			
16.	Tender Acceptance letter as per Annexure-II			



To,  
The Secretary  
NCERT,  
Sri Aurobindo, Marg,  
New Delhi-110016.

Sub: Tender Acceptance letter

Sir,

I hereby undertake that I have read and understood the entire tender document and accept & agree to comply with the same. I also accept and agree that any subsequent Addendums and Corrigendum if issued in this regard I shall comply accordingly.

Signature of the Authorized Signatory  
of the Bidder with seal of firm

**PROFORMA FOR FINANCIAL BID**

To,

The Secretary  
 NCERT  
 Sri Aurobindo Marg, New Delhi-110016

Subject: **Quotation for providing Pest/Rodent Control Treatment in the Campuses of NCERT**

**Sir,**

**With reference to your Tender No. \_\_\_\_\_ dated \_\_\_\_\_ on the subject mentioned above, the undersigned have read the terms and conditions of the tender and quote the rates as under :-**

<b>S. No</b>	<b>Type of Treatment</b>	<b>Basis Rates in Lumpsum Rupees</b>	<b>GST</b>
1.	Providing treatment for control of Rats , Borer, Bees , Wasps Cockroaches, White Ants Termites and Mosquito Spray		
	Total		

I/We undertake that if our bid is accepted we will provide pest control treatment Services in accordance as specified in the terms and conditions of the tender documents.

I/We undertake that I/we shall furnish the Performance Security within fifteen days after issue of notification of award for an amount equal to 10% of the contract value in the form of demand draft or Fixed Deposit Receipt (in original) or Bank Guarantee in an acceptable form from any Nationalized/Commercial Bank in favour of **Secretary, NCERT payable at New Delhi**. Performance Security shall remain valid for a period of six months beyond the date of completion of all contractual obligations of the supplier. No interest will be paid on amount, the same will be refunded when the contract is over and after clearing all dues.

I/We also agree to abide by this Bid validity period of 180 days from the date of opening of Technical Bid. It shall remain binding upon us and may be accepted at any time before the **expiry** of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

I/We understand that you are not bound to accept the lowest or any bid you may receive.

I/We attach here with an affidavit confirming that the information furnished in the Bid is correct to the best of our knowledge and belief.

I/We clarify/confirm that we comply with the eligibility requirements of the bidding documents till our contract remain in operation/force.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20

Signature of the Authorized Signatory of the Bidder with seal of firm

PROFORMA FOR TECHNICAL BID

To,  
The Secretary,  
NCERT, Sri Aurobindo, Marg,  
New Delhi-110016.

Subject: **Pest/Rodent Control Treatment in the Campuses of NCERT**

Sir,

**With reference to your Tender No. 5-7/2017-18/Pest Control/Vol-I/C&W dated \_\_\_\_\_ on the subject mentioned above, the undersigned have read the terms and conditions of the tender and quote the rates as under.**

Sl. No.	particulars	Page Number
1.	Agency Details ( as per annexure- V )	
2.	Vendor's Qualification (As Per the format given at Annexure-I)	
3.	Experience Certificate (as per Annexure-VI)	
4.	Tender Acceptance Letter as per Annexure-II	
5.	Any other Supporting Documents submitted by bidder	
6.	Undertaking on non-judicial stamp paper of Rs.10/- (As per Annexure-VII)	
7.	Compliance Statement Certificate as per Annexure - VIII	

2. It is to certify that above information are correct and duly certified copy of relevant documents in the proof of above is enclosed herewith. All pages of the Technical bid have been numbered, indexed and the document is final for all purposes.

3. All the above mentioned documents have been scanned & uploaded along with bid documents.

Signature of the Authorized Signatory of the Bidder  
with seal of firm

AGENCY DETAILS

(Including performance records, financial viability etc.)

- 1.Name of Agency (Copy to be enclosed) :
- 2.Status of ownership of the firm(Proprietary/Partnership/Company) (Copy to be enclosed)
- 3.Registration No. for Pest/Rodent Control treatment (Municipal Corporation) (Copy to be enclosed):
- 4..PAN Number (Copy to be enclosed) :
- 5.Income Tax A/C No. & Tax Paid During Last three Financial Year(Copy to be enclosed):
- 6.Tin Number of the Agency (Copy to be enclosed) :
7. Service Tax/Good Service Tax Registration No. (Copy to be enclosed) :
- 8.No. of Manpower (Qualified, Skilled and Unskilled) Available with the firm as on date as per the Master Rolls. (Copy to be enclosed) :
- 9.Telephones Nos. :
- 10.Residential Address :
- 11.Banker's Name & Address(Copy of cancelled cheque / NEFT details to be enclosed) :
- 12.Experience (Years) :
13. Minimum annual turnover of Rs. 05 Lakhs in a year of last two years (supporting document to be enclosed).
- 14.List of Major Clients(Enclose copy of Orders/Contractors : Alongwith Items Details, Performance Report)
- 15.Any Other Information/Documents which may help DCPW : In assessing Tender's Capabilities for award of contract

Signature of the Contractor  
Name/Firm\_\_\_\_\_

Address\_\_\_\_\_

Date:\_\_\_\_\_

Place:\_\_\_\_\_

EXPERIENCE CERTIFICATE

Certified that M/s.....has  
provided/is providing Pest/Rodent Control Treatment Service in this  
PSU/Government Department, satisfactorily for the period from  
.....to.....

Authorized signatory with Office Seal /Rubber Stamp

**Letter Head**  
**UNDERTAKING**

I/We have read and understood the contents of tender and agree to abide by the terms and conditions of this tender and undertake the following.

1. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as mentioned in the bid document.
2. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the government have banned/suspended business dealing. I/We further undertake to report to the NCERT, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the contract with you.
3. I/We agree that all disputes, if arising related to this tender, shall be within the jurisdiction of courts of Delhi.
4. I/we undertake that the firm/company etc has never been blacklisted by any of the Central/Govt. organization and no criminal case is pending against the firm/company.
5. That the information supplied by the firm/company/bidder in the bid are true and nothing has been concealed and in case at any stage any information is found false our EMD/ Performance Security can be forfeited and our tender can also be rejected by the Council.

Date:

Signature of the tenderer/bidder)  
Name: designation with seal of the firm/company

**Compliance Statement Certificate**

I/we do hereby state that each terms and conditions of the tender documents have strictly been complied and nothing has been concealed or left as required in the tender document.

Authorized signatory with Rubber Stamp

Dated:

Place:



### List of Annexure

Sl. No.	Annexure	Subject	Page No.
1.	I	Eligibility Conditions/Check List of Technical Bid Documents	
2.	II	Acceptance letter	
3.	III	Proforma of Financial Bid with undertaking	
4.	IV	Proforma of Technical Bid	
5.	V	Agency Details	
6.	VI	Experience Certificate	
7.	VII	Undertaking On Non-Judicial Stamp Paper of Rs. 10.	
8.	VIII	Compliance Statement Certificate	
9.	-	List of Annexure	
10.	-	Instructions For Online Bid Submission	

## **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) 1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules.

These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded bid Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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Signature of the Authorised

Name: \_\_\_\_\_

Seal : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_