

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.

CRITICAL DATES

Date of Published the Tender Document	13-Mar-2026 05:25 PM
Bid Document download/ sale start date	13-Mar-2026 05:30 PM
Bid Submission Start Date	13-Mar-2026 06:00 PM
Pre-Bid Meeting	N/A
Last Date of Submission of Bids	30-Mar-2026 09:00 AM
Bid Opening Date	01-Apr-2026 10:00 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. 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 : 13.03.2026

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. 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

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 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. 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) Exemption Tender Document Fee, if having MSME certificate.
2.	Required Earnest Money Deposit (EMD) (In the form of DD) for Rs. 10,000/- (Ten thousand only) Exemption EMD if having MSME certificate
3.	Copy of Firm's Registration: Shop and Establishment certificate showing the date of initial registration. Proof of registered/operating office in Delhi/NCR.
4.	Copy of the PAN No of the firm
5.	Copy of Goods & Service Tax (GST) Registration No. of the Firm
6.	Name & Address of tenderer's Bank and Bank Account No
7.	Name and Address of the Contract persons to whom all references shall be made by the Council
8.	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
9.	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).
10.	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.
11.	ITR for the last 03 financial years.
12.	Supporting document showing Average Annual Turnover of an amount of Rs. 5,00,000/- (Rupees Five Lakh Only) for last three years.
13.	Undertaking as per Annexure-VII on letter head.
14.	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).
15.	Tender Acceptance letter as per Annexure-II
16.	An Integrity Pact
	<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. After receipt of performance security from successful bidders, the the EMD submitted by successful bidder will be returned without any interest.

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.
- c). After receipt of performance security @10% of contract value, contract for providing Pest Control will be awarded for initially for period of one year.

12. 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 .

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 payment will be made to the contractor/firm on quarterly basis on pro-rata basis of quoted yearly rate, further subject to completion/satisfactory certificate obtained from user for each quarter of year.
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. 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.
14. Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.
15. 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.

(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) Exemption Tender Document Fee, if having MSME certificate.			
2.	Required Earnest Money Deposit (EMD) (In the form of DD) for Rs. 10,000/- (Ten thousand only). Exemption EMD, if having MSME certificate.			
3.	Copy of Firm's Registration : Shop land Establishment certificate showing the date of initial registration. Proof of registered office/operating office in Delhi/NCR.			
4.	Copy of the PAN No of the firm			
5.	Copy of Goods & Service Tax (GST)Registration No. of the Firm			
6.	Name & Address of tenderer's Bank and Bank Account No			
7.	Name and Address of the Contract persons to whom all references shall be made by the Council			
8.	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			
9.	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).			
10.	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.			
11.	ITR for the last 03 financial years.			
12.	Supporting document showing Average Annual Turnover of an amount of Rs. 5,00,000/- (Rupees Five Lakh only) for last three years.			
13.	Undertaking as per Annexure-VIII on Letter head.			
14.	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).			
15.	Tender Acceptance letter as per Annexure-II			
16.	An integrity Pact			

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

Date :

Place :

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 :-

S. No	Type of Treatment	Basic Rates in yearly (Annually) (Rupees)	GST	Total (A+B)
1.	Providing treatment for control of Rats , Borer, Bees , Wasps Cockroaches, White Ants Termites and Mosquito Spray	(A)	(B)	

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 _____ 2025

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. 5-7/2024/Pest Control/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) and Proof of registered/operating office in Delhi/NCR. (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. & Email ID :
- 10.Residential Address :
- 11.Banker's Name & Address(Copy of cancelled cheque / NEFT details to be enclosed) :
- 12.Experience (Years) :
13. Minimum annual average turnover of Rs. 05 Lakhs in last year three financial 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 NCERT : 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

Date :

Place :-

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.	-	Integrity Pact	
11.	-	Instructions For Online Bid Submission	

Date :

INTEGRITY PACT

The Secretary NCERT,
NewDelhi-110016

Sub: Submission of Tender/Bid for inviting online bids through e-tender to provide Pest Control Services in NCERT.

Dear Sir,

I/We acknowledge that NCERT is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I / We agree that the Notice Inviting Tender (NIT)/ Bid is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN

UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by NCERT. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/ our failure to sign and accept the Integrity Agreement, while submitting the tender/ bid, NCERT, New Delhi shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the
Bidder) With the Rubber Stamp Seal
of the Firm

To be signed by the bidder and same signatory competent / authorized to Sign the relevant contract on behalf of NCERT.

INTEGRITY AGREEMENT

This Integrity Agreement is made at.....on this.....day of202

BETWEEN

The Secretary, NCERT, New Delhi-110016

NCERT,....., (Herein after referred as the

'Principal/Owner', which expression shall unless repugnant to the meaning or context here of include its successors and permitted assigns)

AND

(Name and Address of the Individual/firm/Company)

through..... (herein after referred to as the

(Details of duly authorized signatory)

"Bidder/Contractor" and which expression shall unless repugnant to the meaning or context here of include its successors and permitted assigns)

Preamble

WHEREAS the Principal/Owner has floated the Tender No.....

.....) (Hereinafter referred to as "**Tender/Bid**") and intends to award, under laid down organizational procedure, contract for "Hiring of tax consultant for filing GST of NCERT New Delhi and its constituent units.

AND WHEREAS the Principal / Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "**Integrity Pact**" or "**Pact**"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid document and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses asunder:

Article 1: Commitment of the Principal/Owner

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the

execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

- (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential /additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
 - (c) The Principal/Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.

- c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Director/Owner as part of the business relationship, regarding plans, technical proposals and business details ,including information contained or transmitted electronically.
 - d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
 - e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose (with each tender as per pro-forma enclosed) any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
 - 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/ forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
 - 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

- 1) Without prejudice to any rights that may be available to the Director/Owner under law or the Contract or its established policies and laid down procedures, the Director/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/ Contractor(s) and the Bidder/

Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right: If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. Imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.

2) Forfeiture of Performance Guarantee/Security Deposit:

If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Performance Guarantee and Security Deposit of the Bidder/Contractor.

3) Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal code (IPC)/Prevention of Corruption Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/ Contractor as deemed fit by the Principal/Owner.
- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention

system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders from the tendering process who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tendering or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6 - Duration of the Pact

- 1) This Pact begins when both the parties have legally signed it. It expires for the Contractor / Vend or after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.
- 2) If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/ determined by the Competent Authority of NCERT, New Delhi.

Article 7-Independent External Monitor

Sh. Rakesh Sehgal (IEM), NCERT	Smt. Madhu Sharma (IEM), NCERT
Email: rsehgal59@gmail.com	Email: madhulsharma@yahoo.com
Mob: 9650231115	Mob: 9448482403

1. The Director has appointed competent and credible Independent External Monitors for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairpersons

of the Board of the Principal. (3) The Bidder/Contractor/Supplier accepts that the Monitor has the right to access without restriction to all Project documentation of the principle including that provided by the Bidder/Contractor/Supplier.

The Bidder/Contractor/Supplier will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to this project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder/Contractor/Supplier/ Subcontractor with confidentiality.

3. The Director, NCERT will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principle and the Bidder/Contractor/Supplier. The parties offer to the Monitor the option to participate in such meetings.
4. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Director and request the Management to discontinue or heal the violation, or to take other relevant action. The Monitor can in this regard submit nonbinding recommendation. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Independent External Monitor shall give an opportunity to the Bidder/Contractor/Supplier to present its case before making its recommendations to the principal.
5. The Monitor will submit a written report to the Chairperson i.e., Director, NCERT within 8 to 10 weeks from the date of reference to him by the “Director” and, should the occasion arise, submit proposals for correcting problematic situations.
6. If the Monitor has reported to the Chairperson a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
7. The word ‘Monitor’ would include both singular and plural.

Article 8- Other Provisions

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the NCERT New Delhi of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by

all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.

- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to the original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 9-LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHERE OF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....

(For and on behalf of Principal/Owner)

.....

(For and on behalf of Bidder/Contractor)

WITNESSES:

1 _____

(Signature, Name and Address)

2 _____

(Signature, Name and Address)

Place :-

Date :

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.

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- 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.

Signature of the Authorised

Name: _____

Seal : _____

Date : _____

Place : _____

