

No.F.10-15/2020/Allotment of Shop/ C&W
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016

E-Tender Notice

The NCERT invites online bids through e-Tender under two bid system (Technical & Financial Bid) for allotment of vacant shop / stall in the NCERT Campus Buildings, Sri Aurobindo Marg, New Delhi from the eligible firms / individuals.

CRITICAL DATES

Bid Document Publication Date	18.12.2023 at 2.30 p.m.
Bid Document download start date	19.12.2023 at 11.00 A.m.
Pre-bid meeting date	-
Dates to Visit the vacant shops	
Bid Submission Start Date	19.12.2023 at 11.00 A.m.
Last Date of Submission of Bids	15.01.2024 at 05.00 p.m.
Bid Opening Date	17.01.2024 at 11.00 A.m.

Further details can be accessed from the Website <http://eprocure.gov.in> or www.ncert.nic.in. Any query relating to the process of online bid submission or queries (technical) relating to CPP portal may be directed to the 24x7 CPP portal helpdesk on Toll free no. 0120-4001002, 0120-4001005, 0120-6277787.

(R. Selvaraj)
Sr. Stores Officer
011-26534138

No.F.10-15/2022/Allotment of Shop/ C&W
National Council of Educational Research & Training
Sri Aurobindo Marg, New Delhi-110016

Date : 15.12.2023

Tender Notice

The National Council of Educational Research & Training (NCERT) is an autonomous body under the Ministry of Education. The NCERT invites e-tender for allotment of vacant shops / stalls in the Shopping Complex of NCERT, Sri Aurobindo Marg, New Delhi-110016. The interested firms/agencies may personally visit the campus to have the first hand information about the shops/stalls located and submit online bids. The contract will be initially valid for a period of 2 year which will be extendable to one more year subject to satisfactory reports from residents and subsequent approval of the Competent Authority of the Council

1. The Tender shall be accepted under Two Bid Systems. The interested firms and individuals have to submit the Technical and Financial Bids online in the prescribed proforma through e-procurement portal <http://eprocure.gov.in/eprocure/app> only. Tender document sent by any other mode will not be considered and the same will be rejected summarily. **All the documents in support of eligibility criteria along with Tender Acceptance letter are to be updated.** No tender documents will be accepted after the last date and time.

2. The Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five thousand only) shall be paid through online mode. Earnest Money will be refunded to unsuccessful tenders/bidders after award of the contract. After award of contract, the contractor has to deposit of Rs. 20,000/- (Rupees Twenty thousand only) towards **Performance Security** by online mode only. Performance Security should remain valid for 6 months beyond the date of completion of all contractual obligations. Bank details for online payment are as follows :-

Secretary, NCERT
State Bank of India
Account No.10137881331
IFSC Code-SBIN0001690
NCERT, NIE Campus, Sri Aurobindo Marg, New Delhi-110016.

(Bank Detail is enclosed)

3. The interested bidders may inspect the premises between _____ to _____ on any working day from _____ to _____. 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.

4. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed

by the authorized signatory may be scanned and uploaded. No correction either in the Technical Bid or Financial Bids will be permitted.

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

6. The Technical Bid shall be opened online on the scheduled date and time as given in the CRITICAL DATES.

7. 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.

8. 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.

9. The 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.

10. The tender documents can be downloaded from the website <http://eprocure.gov.in/eprocure/app> upto the last date & time as given in the critical dates and also from NCERT website www.ncert.nic.in

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

Sd/-
(R.Selvaraj)
Sr.Stores Officers

General Information for the Bidders

1. Eligibility Conditions and Documents to be submitted

1.	The Firm / Vendor should have a minimum experience of two years during the last five year (2018-2023) in the field of running the concerned shop or stall (Beauty Parlour/Ladies tailor (or) repairing of electrical / electronic goods). A copy of the documentary proof is required/to be attached/uploaded. If the bidder is/was worked for other employers, certificate from the employer is required. If the bidder/ firm were run by himself/herself/independently, self-declaration with address in which the firm/bidder was run is to be attached/uploaded.
2.	The vendor possesses a certificate related to activities (example: trade certificate from ITI) for which the shop/stall is to be allotted. A copy of the documentary proof is required to be loaded.
3.	Tender Fee Rs. 500/- (Non-refundable)
4.	Earnest Money Deposit (EMD) for Rs.5,000/-
5.	Possess a PAN Card, either under individual's name or for the firm.
6.	Should have a current / savings account with a scheduled bank
7.	Should have the address proof for the contact persons to whom all communications to be made by the Council
8.	Tender Acceptance Letter as per Annexure-I
9.	An undertaking duly signed by the bidder as per Annexure -V
	Note. Those who already allotted in NCERT are not eligible for bidding.

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.
- Copies of documentary proofs and other required document should be duly signed by the authorized signatory of all documents from Sl. No. 1 to 9 above may be uploaded on the CPP website together with the technical bid.
- The Earnest money Deposit (EMD) of Rs.5,000/- (Rupees Five thousand only) shall be paid through online mode. Earnest Money will be refunded to unsuccessful tenders/bidders after finalization of the contract. After award of contract the contractor has to deposit of Rs. 20,000/- (Rupees Twenty thousand only) towards EMD and performance **Security** by online mode (**Bank detail see at page-2**). Performance Security should remain valid for 6 months beyond the date of completion of all contractual obligations. After transferring the amount, the copy of the proof of the transfer may be scanned and uploaded with tender document.

- Tender sent by any other mode will not be considered and the same will be rejected summarily.
- No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

3. Technical and financial Bids

The Technical Bid (Annexure-III) proforma should contain the following details.

- a) Vendor's eligibility conditions (As per the format at Annexure-I)
- a) All pages of the technical bid shall be numbered, indexed and the document shall be used as final for all purposes.
- b) Scanned copy of evidence for the online payment of Rs.5000/- Rupees Five thousand only) submitted as EMD and Tender Fee of Rs. 500/- (Five Hundred only) non refundable.
- c) Tender Acceptance letter signed by bidder with seal as per Annexure-II
- d) Financial Bid: Should contain Price Bid only. (As per Performa for Financial Bid) (Annexure-II)

4. Opening of bids

- (i) The technical bid shall be opened online on the schedule date and time as given in the critical dates.
- (ii) Financial Bids of only those bidders who qualify in the technical bid will be opened after evaluation by the Standing tender Committee.

5. Validity of bid

The bid shall remain valid for 180 days after the date of opening of bids.

6. Earnest Money Deposit

- i) The Earnest money Deposit (EMD) of Rs.5,000/- (Rupees Five thousand only) shall be paid through online mode. Earnest Money will be refunded to unsuccessful bidders after award of the contract. After award of contract the contractor has to transfer of Rs. 20,000/- (Rupees Twenty thousand only)

Security Money/performance security by online mode. (Bank detail see at page-2) .

- 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

Performance security will be returned after completion of contractor's performance obligations under the contract. It will be liable to be forfeited during the period of contract, in case of breach of any terms & conditions of the bid by the successful bidder 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 will be initially valid for a period of 2 year which will be extendable to one more year subject to satisfactory reports from residents and subsequent approval of the Competent Authority of the Council.

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 whether bids are generally 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. The evaluation will be based on the highest total amount quoted in the Financial Bid and will be considered for placement of offer. The contract will be awarded to highest bidder.

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 15 days of issue order, give his or her 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 return 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 :-

- (a)-Relax the tender conditions at any stage, if considered necessary for the purpose of finalizing the contract in overall interest of NCERT.
- (b)-Re-tender or modify the terms & conditions of the tender. It also reserves the rights to negotiate the rates with the bidders.
- (c)Accept or reject any or all of the financial bids in part or in full, irrespective of their being the higher, 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. The contractor desires, may seek termination of the contract by giving written notice of not less than two months duration during the agreement period.
- ii) The contractor shall give two months' notice to the NCERT in case he/she intends to vacate the premises.
- iii) The contractor **will on expiry** of the period of the contract, peacefully and quietly hand over vacant possession of the premises to the NCERT without raising any dispute whatsoever.
- iv) The contractor shall not put up any permanent structure or make any alternations or additions in the premises without the prior consent in writing from NCERT
- v) The contractor will be at liberty to remove all the movable articles brought by the contractor in the premises during the continuance of the contract, before delivering possession of the premises.
- vi) In case of loss or damage caused to any of the fixtures etc. provided by the NCERT, the cost thereof shall be recovered from the contractor and the same shall be deducted from the Security Deposit.
- vii) If the contractor commits breach of any of the aforesaid terms and conditions, the contract will stand terminated forthwith.
- viii) **In case of the contractor going in liquidation, the contract shall be treated as cancelled and legal heirs/representatives or successors of the licensee shall not be entitled to claim any right over the licensed premises.**

15. Downloading of Tender document:

The tender document can be downloaded from the website <http://eprocure.gov.in/eprocure/app> as given in the critical date.

16. Statutory Obligations

a)The successful bidder/contractor will be meet required to all the statutory requirements obtain all necessary licenses or other approval if any required for running the shops/stall under the relevant acts and he/she 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 performance deposit of the contractor without prejudice to its any other rights under the law.

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 any accident arising out of and in the course of this agreement, NCERT will not be responsible for payment of any compensation or under any other law. 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 of any legal or financial implication would rest with the contractor. The Contractor will be directly responsible for administration of his or her 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. Resolutions of Disputes

The allotment is made as per the Public Premises Act, therefore dispute between the parties shall be decided as per the Public Premises (Eviction of Unauthorized Occupants) Act, 1971.

Sd/-

(R.Selvaraj)

Sr.Stores Officer

TERMS AND CONDITIONS

1. The Firm/Company/Vendor should have a minimum experience of two years in the field of running concerned shop and stall.
2. In case of non-eviction of shops/stalls after permitted period, the Council may take a decision to charge double the rent from the Allottee with initiation of legal action as per PP Act.
3. The 10% rent shall be enhanced on every year. If a licensee does not pay rent on or before 10th day of the each month, a penalty of 5% per month on total outstanding is to be levied upon to Allottee.
4. If licensee vacates the shop/stall before permitted period/one year, the security money will be forfeited.
5. The bidder whose rates are higher will be allotted the shop. If the rates of two/three bidder are found equal/same, then the shop/stall would be allotted on the discretion of the Council.
6. **The contract will be initially valid for a period of 2 year which will be extendable to one more year subject to satisfactory reports from residents and subsequent approval of the Competent Authority of the Council.**
7. Minimum Rent/License Fee of the shop and stall are fixed @ Rs.3000/- & @ Rs.1500 respectively per month this will be revised from time to time.
8. The licensee will not be permitted to authorise any sub contractor or any other firm to run the shops/stall allotted to him/her.
9. The licensee shall be in-touch with C&W section on regular basis and will also maintain a register for attending any complaints/suggestions from residents/customers.
10. The Council reserves the right to terminate the licence by giving one month's notice.
11. **The allotment will be made as per the Public Premises Act. Dispute between the parties shall be decided as per the Public Premises (Eviction of Unauthorized Occupants) Act, 1971.**
12. Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.
13. Bidder would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids.
14. Submission of online scanned copies of unwanted/irrelevant documents will be taken seriously and stringent action will be taken against the bidders, besides action for rejection of bids and blacklisting of firm will be initiated.

15. Conditional tender will not be accepted.
16. Optional tender will not be accepted. The firm should have to quote for only one model, Options either in model or in rates will not be accepted and the tender will be rejected straightway. The applicant who wants to apply for more than one shop, he will have to fill up separate tender.
17. In case successful bidder fails to deposit the Performance Security Money **within 15 days** from the date of receipt of letter, the E.M.D of the firm will be forfeited in favour of department and action will be initiated to blacklist the firm.
18. The tender Committee reserves the right to relax any terms and condition in the govt./Council interest with the approval of Competent Authority.
19. The legible scanned copy of proper filled "Tender Acceptance Letter" **(Annexure-I)** duly signed & stamped by the bidder should be attached with the technical bid.
20. All the firms participating in the Tender must attach a list of their owners/ partners etc. and a Certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India be attached with technical bid.
21. The tender will be rejected straightway without assigning any reason if the applicant/firm involves in any criminal cases, declared black listed by any Govt./Semi govt. department/agencies etc.
22. In case of violation of any cause of contract/agreement deed, the explanation of the licensee can be called by issuing show cause notice, if the reply is not found satisfactory. Security money will be forfeited in full or as to be decided by the Council as well as action for blacklisting can also be taken prior to taking any legal action.
23. The firm will have to submit a scanned copy of PAN card of the firm/individual. However, if the firm is proprietorship the proper evidence of the firm should be registered with Govt. agency in this regard relevant document is also to be enclosed with the technical bid.
24. The Licensee shall, at its own cost and expenses, put up firefighting equipment, fitting etc. Such fixtures/fittings/items, the removal of which premises or on termination/cancellation etc. affect the building, its interior aesthetics etc. cannot be removed/taken/ away by the Licensee at the time of vacation of the licensed contract/ completion of the License Period.
25. This will be only a License Agreement and the Licensee has no right on the land of the licensed premises.

26. The Licensed premises are public premises as defined in the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 and fall within the jurisdiction of NCERT, New Delhi.
27. The Licensee shall be responsible for the maintenance, high standard of cleanliness and proper repairs of the premises and also for repair and maintenance of fixtures, fitting and additional facilities such as electricity, water. The Licensee shall also ensure sanitation, prevention of infectious diseases, control and prevention of nuisance from insects, rodents, or any other source etc.
28. The Licensee shall give special attention to the manner in which his or her employees receive visitors and render service ensuring good hospitality, congenial and pleasant atmosphere. Special care shall be taken for the employee's health and to ensure that all the workers/employees employed in the shop/stall are medically fit and that they do not suffer from any contagious, loathsome or infectious disease. In this regard a certificate duly certified by an RMP (Register Medical Practitioner) in respect of each employee should be submitted.
- 29. The timing of the shop/stalls in shopping complex of NCERT will not be 24 hours. The Licensed premises shall not be used for residential purposes.**
30. A rate list must be displayed at prominent places in the respective outlet. No hand Bills/Stickers are allowed to be put anywhere in the premises or outside.
31. Deviation from approved trade for which licensee has been granted will be treated as violation of License Agreement and the license shall be terminated immediately.
32. The sale/serving or promotion of alcoholic beverages and serving of pork and/ or beef is strictly prohibited.
33. Officials of the Licensor may, at any time, enter the licensed premises/ food outlet/ shop and monitor the quality of raw material, food items and standards of facilities and interiors, exteriors of the premises etc. The Licensee will be duty bound to assist/co-operate with the NCERT officials in this regard. The source of procurement of raw materials, food items etc. will also have to be divulged to the officials of NCERT whenever asked.
34. The Licensee shall not place or permit placement of any advertisement, notice frames, pictures, decorations, telephones, weighing or vending machines or manual or mechanical/electrical devices or contrivance for commercial gains. Board/Banner/hording/posters etc. promoting any individuals location/ outlet either in NCERT, New Delhi or any of the place or near the allotted shop/outlets will not allowed.
35. Segregation of waste material should be undertaken by Licensee of outlets/shop as per Delhi rules and regulations. Shop/outlet operators shall collect all garbage in bags/boxes/trolleys permitted for the purpose as per the guidelines of the NCERT. The collected garbage shall be kept at identified collection points. Failure to do so will involve termination/cancellation of the License Agreement without any notice.

It will also be the responsibility of the Licensee to maintain cleanliness and hygiene in and around their allotted shop/outlet.

36. The Licensee shall not use any *kanat* or *shamiana* in the premises or occupy the area around the licensed premises in any manner.
37. The Licensee, his or her agents and servants shall observe/performance and comply with all applicable laws/rules and regulations of the Shops and Establishment Act, Factory Act, Industrial Disputes Act, Minimum Wages Act and other Labour Laws and the provisions of any statutory law applicable to the Licensee including any rules and regulations made by NCERT or any other Department (s) of Government of NCT of Delhi or Local body or administration as applicable from time to time to the business which the Licensee is allowed to carry on under this and to the area in which the said premises are located. This also included Agreement compliance of laws relating to hygiene, storage, sanitation, cleanliness product quality and disposal of water & waste material etc.
38. Licensee can promote themselves by putting uniform signage only about their outlet name at the licensed premises only and nowhere else.
39. The preparation of premises is also to be carried out by licensee at his or her own cost after obtaining the approval from NCERT.
40. The licensee shall get the electricity/water connection at their own end after taking prior permission of the Council & the licensee shall have to pay dues himself/herself, NCERT shall not bear any expenditure for their service.

R.Selvaraj
Sr.Stores Officer

To,

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

Sub: Tender Acceptance letter.

Sir / Madam,

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 Corrigendums 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 allotment of vacant shops in the Campus of NCERT

reg:-

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 :-

Sr. No.	Title of the Shop	Size	Services to be provided.	Minimum Rent/License fee of the Council which will be revised from time to time.	Bidder rate for the shop to be quoted by bidder
1.	Ladies Beauty Parlour/Ladies Tailor (Shop No.9)	18.00 square mtr		Rs.3000/- per month	
2.	Repairing Electric / Electronic goods (Stall no.2)	4.75 square mtr.		Rs.1500/- per month	
Sr. No.	(Stall no.2)	Size	Services to be provided.	Minimum Rent/License fee of the Council	Bidder rate for the shop to be quoted by bidder

Note: Further, the bidders whose rates are higher will be allotted the shop. If the rates of two/three bidder are found equal/same, then the shop/stall would be allotted on the basis of the Council.

Undertaking

I/We undertake that if our bid is accepted we will run shops/stall in accordance as specified in the terms and conditions of the tender documents.

I/We undertake that I/we shall furnish the Earnest money Deposit (EMD) of Rs.5,000/- (Rupees Five thousand only) shall be paid through online mode. Earnest Money will be refunded to unsuccessful tenders/bidders after finalization of the contract. After award of contract the contractor has to transfer of Rs. 20,000/- (Rupees Twenty thousand only) Security Money/performance security by online mode. Performance Security should remain valid for 6 months beyond the date of completion of all contractual obligations. 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 expiration 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 _____ 2023.

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: **Allotment of vacant shops in the Campus**

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.

Sl. No.	particulars	Page Number
1.	Eligibility Condition/check list of Technical Bid document (As Per the format given at Annexure-VII)	
2.	Tender Acceptance Letter as per Annexure-I	
3.	Technical Bid Performa annexure-III	
4.	Agency Details (as per annexure- IV)	
5.	Undertaking on non-judicial stamp paper of Rs.100/- (As per Annexure-V	
6.	Compliance Statement Certificate as per Annexure - VI	
7.	Any other Supporting Documents submitted by bidder	

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

Profile of Vendor / Firm

1. Name of Agency (Copy to be enclosed) :
2. PAN Number (Copy to be enclosed) :
3. Good Service Tax Registration No. (Copy to be enclosed) if any is available:
4. Telephone / Mobile No(s) . :
5. Residential Address in Delhi:
6. Details of Bank Account with Banker's Name & Address (Copy of cancelled CTS 2010 cheque / NEFT details to be enclosed) :
7. Any Other Information/Documents which may help in assessing bidders Capabilities for award of contract

Signature of the bidder

Name/Firm_____

Address_____

UNDERTAKING

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

1. I/We confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as mentioned in the tender 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/New Delhi.
4. I/we undertake that the firm/company has never been blacklisted by any of the Central/Govt. organization and no criminal case is pending against the firm/company / me.
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.
6. **We understand that NCERT Authorities may make surprise inspection to ensure proper Quality and nearby sanitation condition.**

Date:

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

2. I/We agree that all disputes, if arising related to this tender, shall be within the jurisdiction of courts of Delhi/New Delhi.
3. I/we undertake that the firm/company has never been blacklisted by any of the Central/Govt. organization and no criminal case is pending against the firm/company / me.
4. 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.
5. **We understand that NCERT Authorities may make surprise inspection to ensure proper Quality and nearby sanitation condition.**

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.

Dated:

Authorized signatory with Rubber Stamp

Place:

Checklist & List of Documents

Sl. No.	Annexure	Subject	Page No.
1.		Document in support of experience	
		Copy of the trade certificate	
		Copy of Evidence for tender fee payment	
		Copy of Evidence Earnest Money Deposit	
		Copy of PAN card	
		Bank Account Details (copy of Passbook or any other document)	
		Address Proof for contact person / firm	
2.	I	Tender Acceptance letter	
3.	II	Proforma of Financial Bid with undertaking	
4.	III	Proforma of Technical Bid	
5.	IV	Agency Details	
6.	V	Undertaking as Per Annexure-VI on Non-Judicial Stamp Paper Of Rs. 100.	
7.	VI	Compliance Statement Certificate Annex-VI	
8.	VII	Checklist & List of Documents at Annex-VII	