



E-TENDER

For

E-Tender Document for Annual Maintenance Contract for Disinfestations, Rodent and Termite Control of NCPUL office buildings at Jasola and Block-8 (RK Puram) and Book Godowns at R.K. Puram, Sewa Bhawan and Bhaskar Compound, Abul Fazal Enclave, New Delhi -110025

Tender No: NCPUL/07/2024-25

NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE (NCPUL),
MINISTRY OF EDUCATION, GOVT. OF INDIA.
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Chapter-1: Instructions to Bidders**1.1 Notice Inviting Tender:**

1. National Council for Promotion of Urdu Language (NCPUL), New Delhi invites online bids from Delhi /NCR based agencies under two-stage, two- Bid-System (Part I- Technical Bid and Part II- Financial Bid) for inviting e-tender quotations for Annual Maintenance Contract for Disinfestations, Rodent and Termite Control of NCPUL office buildings at Jasola and Block-8 (RK Puram) and Book Godowns at R.K. Puram, Sewa Bhawan and Bhaskar Compound, Abul Fazal Enclave, New Delhi -110025 from experienced, eligible, reputed, registered firms/companies engaged in the business of providing AMC services for disinfestations, rodent and termite control. The period of contract will be for one year from the date of awarding and can be extended further subject to willingness and satisfactory performance of the agency on the discretion of National Council for promotion of Urdu Language. Manual bids submission shall not (R) be accepted. The terms disinfestation, rodent control and anti-Termite states as:

- (i) **Dis-infestation:** This service should be carried out for controlling all types of crawling insects such as cockroaches, silverfish, red ants, black ants, spiders, lizards etc. The services will be provided in the entire office area by gel application or by spray according to frequency mentioned in tender. Drainage chambers also to be treated with pesticide and anti-bacterial compound.
- (ii) **Rodent Control:** This service will be carried out for controlling rat problem inside as well as outside the premises and safeguarding the important files, papers, boxes, electrical and telephone wiring, wooden ceiling, panelling, cardboards, raw materials etc. from rodent damage. This service will be provided in the entire premises i.e. the premise inside the building area including office cabins, rooms, toilet corridors, false ceilings etc. and outside the building premises. The treatment will be carried out by mechanical trapping with glass cleaning chemicals/agents and cleaning of partitions, panelling etc. Trap boxes or tunnels along with glue pads placed on each floor including basement area and service provider will keep on changing their location/position during his visit at the premises, using glue-boards and poison baiting in outside area only. The bidder would provide rodent control for control of rats, mice etc. in entire building including basement, cable trenches, electrical rooms, air handling rooms, substation, all the shafts rooms Etc. He shall visit monthly for changing and replacing the glue pads/bait-stickers & used glue pads should be disposed off outside the building.
- (iii) **Termite Control:** Injecting termiticide into affected portions of the woodwork, woodwork in contact with machinery for example - door frames, cabinets, cupboards etc. shall be treated by drilling and injecting termiticide at the points of contact.

The details are summarized in below table.

a)	Name of Work	Annual Maintenance Contract for disinfestations, rodent and termite Control
b)	Tender No.	Tender No: NCPUL/07/2024-25
c)	Tender Cost	Estimated cost of Tender : Rs. 1.0 Lakh
d)	Technical Bid	The detail of submission of Technical Bid is placed at Pages 04-21
e)	Financial Bid	The detail of submission of Financial Bid is placed at Pages 22-23
f)	Availability of Tender Document	Tender documents may be downloaded from NCPUL web site http://www.urducouncil.nic.in or CPPP website https://eprocure.gov.in/eprocure/app
g)	Cost of Tender Document	Rs. 500/- (Rupees five hundred only) which is to be deposited through Demand Draft in favour of Director, NCPUL or online through ECS/NEFT
h)	EMD	Bidder has to deposit interest-free EMD of an amount of Rs. 10000/- (Rupees ten thousand only)
i)	Bid submission	Bids can be submitted only online on or before 5:00p.m. on 06.05.2025 at CPPP website: https://eprocure.gov.in/eprocure/app .
j)	Date of opening of Technical Bid	The Technical Bid shall be opened and downloaded 08.05.2025 at 11:00 a.m.
k)	Date of opening of Financial Bid	The date of opening of Financial Bid will be intimated to the qualified bidders separately.

Note: In case any further detail is required, the same can be collected from the office of the Director, NCPUL, FC-33/9, Institutional Area, Jasola, New Delhi-110025 (Tel. No.: 011-49539000) from 24.03.2025 to 14.04.2025 (except Saturday, Sunday and holidays) between 10.00 a.m. to 05:00 p.m.

1.2. Tender documents may be downloaded from NCPUL website www.urducouncil.nic.in (for reference only) and CPPP site <https://eprocure.gov.in> as per the schedule as given in CRITICAL DATE SHEET as under:-

CRITICAL DATE SHEET

Published Date	15.04.2025 (10:00 a.m)
Bid Document Download / Sale Start Date	15.04.2025 (10:00 a.m)
Bid Submission Start Date	15.04.2025 (10:00 a.m)
Bid Document Download / Sale End Date	06.05.2025 (05:00P.M)
Bid Submission End Date	06.05.2025 (05:00P.M)
Bid Opening Date (Technical)	08.05.2025 (11:00 A.M)
Venue of Bid Opening	NCPUL Head Office, FC-33/9, Institutional Area, Jasola, New Delhi-110025.

Chapter-2: Conditions of Contract**2.1 ELIGIBILITY CRITERIA FOR BIDDERS**

SI No.	Component of Work	Eligibility
1.	Annual Maintenance Contract for Disinfestations, Rodent and Termite Control	Registered agencies licensed with Indian Pest Control Association or other similar Govt Organization for providing similar services.

(a) Other Eligibility Criteria:

(i) The bidder must be a company registered for providing pest control services under the concerned department of Union/State Govt or any other statutory body, as may be applicable. Documentary evidence is to be uploaded by bidders along with Technical Bid documents. (Bidder details are to be provided in the annexure 'A' with supporting document.)

(ii) The agency should have a minimum average annual turnover of Rs. 200000=00 for the last three financial years and documentary evidence to this effect is to be uploaded by bidders along with Technical Bid documents .

- Registration Certificate to do the business for similar services.
- Bidder should have experience of providing satisfactory similar services to the departments under Central /State Government, Autonomous Bodies, Public sector or reputed firms during last five years as under:
 - One similar work of Value Rs. 1.00 Lakhs OR
 - Two similar works of Value Rs. 0.60 Lakhs Each OR
 - Three Similar works of Value Rs. 0.40 Lakhs Each.
(Details to be provided with supporting credentials)
- The Agency should have Valid PAN and GST registration. A copy of the same is to be uploaded by bidders along with Technical Bid documents.

(iii) The Bidder will have to submit a Self-Certificate that he has not been indicted for any criminal, fraudulent or anti-competition activity and have never been blacklisted by any State/ Central Government /Autonomous Body/ Public sector/reputed firm .

(iv) The Bidder should fill-in the tender and provide essential documents. They should clearly mark either **YES** or **NO** for each item. Bidders not fulfilling the conditions or not providing documents in respect of any of the above stated item shall not be considered and their tender shall be rejected.

- 2.2 Scope of Work:** The scope of work as mentioned below is the minimum expected from the firm / agency / contractor and the firm / agency / contractor must render the required services in a proper way as mentioned under this scope of work. Successful bidder will make a proforma for recording the work carried out on monthly basis following minimum work schedule/parameters. Scope of work comprises office building area including office cabins, rooms, toilets, corridors, falls ceilings, outside the building premises and book godown as per bifurcation of area shown below. The service operator of the bidder shall visit the Council office and other specified areas above for disinfestation work/ rodent problem control and termite problem control and management once a month. The service operator after carrying out the work, will obtain signature of representative of this Council, available at the time of undertaking the work on monthly Job Cards. Original copy of these job cards will be presented along with Invoice for payment of AMC charges.:

SI No.	Particulars of the area/work to be carried out.	area (in Sq Ft)
1.	Disinfestations of NCPUL office building at Jasola	6145
2	Rodent Control of NCPUL office Building at Jasola	6145
3	Termite Treatment and Termite Control in NCPUL office building at Jasola	6145
4	Disinfestations of Godowns at Bhaskar Compound Abul Fazal Enclave	8170
5	Rodent Control and Disinfestations of godowns at Bhaskar Compound Abul Fazal Enclave	8170
6	Termite Treatment and Termite Control in godowns at Bhaskar Compound Abul Fazal Enclave	8170
7	Disinfestations of Sale Section of NCPUL at First Floor, Block-VIII Wing No. 7 R.K. Puram	2490
8	Rodent Control in Sale Section of NCPUL at First Floor, Block-VIII Wing No. 7 R.K. Puram	2490
9	Termite Treatment and Termite Control in Sale Section of NCPUL at First Floor, Block-VIII Wing No. 7 R.K. Puram	2490
10	Disinfestations of Garage at Block-VIII R.K. Puram	300
11	Rodent Control of Garage at Block-VIII R.K. Puram	300
12	Termite Treatment and Termite Control in Garage at Block-VIII R.K. Puram	300
13	Disinfestations of Godowns at Ground Floor Sewa Bhawan	1500
14	Rodent Control of Godowns at Ground Floor Sewa Bhawan	1500
15	Termite Treatment and Termite Control in Godowns at Ground Floor Sewa Bhawan	1500

2.3 Tender Cost:

Rs. 500/-(Rupees five hundred only) through Demand draft to be deposited online through ECS/NEFT as per bank details shown in the succeeding paragraphs. Copy of the Demand draft is to be uploaded along with tender papers and original Demand Draft is to be deposited to NCPUL before the closing date of the tender. Bidder depositing the cost of tender online is to upload relevant proof of the same in tender form wherever required.

2.4 Duly filled-in Tender:

All the columns of the tender should be duly filled-in. Any cutting/overwriting in the tender must be counter signed by the person who is signing the tender. Tender is prepared in two parts ie Part-I Technical Conditions/Bid and Part –II Financial Bid.

2.5 EMD and Security Deposit:

Bidder has to deposit interest free EMD of **Rs. 10000/-** (Rs. Ten thousand only) either through Demand Draft in favour of Director, NCPUL or online as per bank details given below. Bidder depositing the EMD online is to upload relevant proof of the same in tender form wherever required. This is one of the compulsory conditions to qualify in the Tender process. Exemption from EMD may be considered if the EMD Exemption Certificate/any other privileges/etc issued by the concerned authority, is provided.

BANK Details for EMD Payment through NEFT/RTGS:

Account Name	Director, NCPUL
Account No.	912010028886515
Bank Name and Branch Address	Axis Bank, Jasola, New Delhi-25
IFSC	UTIB0001148

The EMD will be forfeited and the concerned issuing authority shall also be informed (in case of those who will be availing EMD exemption) in the following cases:

- (a) If the bidder fails to accept the contract awarded to him or to undertake the work in accordance with the terms/conditions and specifications as mentioned in the tender papers.
- (b) If the bidder withdraws his tender before validity period.
- (c) If the bidder fails to accept the order based on his offer.

2.6 Period of Contract:

The period of contract will be for one year from the date of award and can be extended further subject to willingness and satisfactory performance of the agency on the discretion of National Council for promotion of Urdu Language.

2.7 Service Facility:

- (a) Pesticides/Insecticides to be used, should be as per the recommendations of WHO and Central Insecticides Board. Bidder must have adequate and trained staff to undertake the work.
- (b) **Interference to Normal Function:** The contractor/ Agency is not to interfere with the normal functioning of the facility, including utility services, fire protection systems, and passage of facility patients, personnel, equipment, and carts.
- (c) **Conformity to Regulations:** The contractor shall conform to all statutory, State and local regulations, governing, examining and licensing of pest control operators. The contractor must use approved pest control chemicals and equipment, which may be in effect in the area in which the work under the contract will be performed.

2.8 Validity of the tender:

The bid shall be valid for a period of 90 days from date of opening of the Technical Bid and Financial Bid.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Chapter-3: Instructions for Online Bid Submission:

3.1 NO manual bids shall be accepted. Bids can be submitted only online on or before 06.05.2025 till 05:00p.m on CPP Portal only website:<https://eprocure.gov.in/eprocure/app>. The tender is to be submitted in two parts ie. Part-I Technical Bid and Part-II Financial Bid .

3.2 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 submit 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>.

3.1 Registration:

3.1.1 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.

3.1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3.1.3 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.

3.1.4 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.

3.1.5 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.

3.1.6 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.

3.2 Searching for the Tender Documents:

3.2.1 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.

3.2.2 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.

3.2.3 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.

3.3 Preparation of Bids:

3.3.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.

3.3.2 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.

3.3.3 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.

3.3.4 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.

3.4 Submission Procedure of Bids on CPP Portal:

3.4.1 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.

3.4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3.4.3 If security deposit is to be paid through DD, Bidder has to select the payment option as “Offline” to pay the tender fee / security deposit, as applicable and enter details of the instrument. Bidder should prepare the EMD as per the instructions specified in the tender document. The original DD / proof of RTGS (for EMD) should be received by the NCPUL, latest by the last date of bid submission. The details of the DD should match with the details available in the scanned copy and the data entered during bid submission time, otherwise the uploaded bid will be rejected.

3.4.4 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 colored (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 file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

3.4.5 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.

3.4.6 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.

3.4.7 Upon the successful and timely submission of bids (i.e. 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.

3.4.8 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.

3.5 Assistance to Bidders:

3.5.1 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. For bidding documents one may contact, Junior Admin-cum-Accounts Officer, First Floor, NCPUL, FC33/9, Institutional Area, Jasola, New Delhi – 110025.

3.5.2 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 Number 0120-4200462, 4001002, 4001005 Mobile No. 8826246593.

3.5.3 Intending bidders are advised to visit again NCPUL website www.urducouncil.nic.in and CPPP website <https://eprocure.gov.in> at-least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

3.5.4 The Hard Copy of the following documents must be submitted along with a letter addressed to the Director, NCPUL, FC-33/9, Institutional Area, Jasola, New Delhi-110025 on or before the last date of the Bid Submission. In case of non-submission of the same, the submitted bid shall be rejected and no correspondence in this regard shall be entertained:-

- **Original DD / Proof of RTGS, in respect of payment of EMD/Tender cost.**

3.6 Rejection of Bid:

3.6.1 While submitting the Bid, if any of prescribed conditions are not fulfilled or are incomplete in any form, the Bid is liable to be rejected.

3.6.2 If any Bidder stipulates any condition of his own, such conditional Bid is liable to be rejected.

3.6.3 Director, NCPUL, reserves the right to reject any or all tender(s) / Bid(s) without assigning any reason.

3.6.4 NCPUL, reserves the right to revise or alter the requirements and/or specifications of the material before acceptance of any Bid and call for revised Bids.

3.7 Opening of Technical Bid:

3.7.1 Tender Evaluation Committee (TEC), comprising of members nominated by Director, NCPUL, will open the technical bids received in response to the tender on 08. 05.2025 at 11:00 a.m. and evaluate the same in NCPUL office building, Farogh-e-Urdu Bhawan. FC-33/9, Institutional Area, Jasola, New Delhi-110025. If any bidder wishes to be present during evaluation of Technical Bids, he may do so on the given date and time. No separate communication / intimation shall be given in this regard. TEC will examine and evaluate each Bid to determine that the tender :

- i) Qualify the minimum criteria laid down in tender documents.
- ii) Bidder has signed and stamped each and every page of terms and condition.
- iii) Bidder has signed and stamped each and every page of Tender form.
- iv) Bidder has uploaded copy of DD/Pay order/ transferred the cost online of tender and EMD.
- v) Bidder has attached all documentary evidence.

3.7.2 On the basis of evaluation of Technical Bids, list of Technically qualified bidders /agencies will be prepared. This list will be uploaded on CPP Portal with date and time of opening of Financial Bid, for information of Bidders.

3.8 Opening of Financial Bid:

3.8.1 The Financial Bid of technically qualified Bidders will be opened on stipulated date. The date & time for opening of Financial Bid shall be intimated to bidders/agencies, who are declared Technically Qualified by TEC. Bidders, declared Technically Qualified by TEC, may be present during opening of Financial Bid, if he/they desire to do so.

3.9 Award of Work:

3.9.1 The work will be awarded to the **L-1 agency**. Work order, along with terms and condition of the contract, will be issued to the successful L-1 agency. The agency has to submit the acceptance, duly signed and stamped along with terms and conditions to NCPUL within one week of receipt of the work order to them.

3.10 Payment Terms:

3.10.1 *Payment of the Annual Maintenance Contract will be made in two Half Yearly equal instalments. Payment towards first instalment will be released on completion of six months period. **An amount equal to 10% of the total amount of AMC will be deducted from first half yearly instalment and this amount shall remain with NCPUL till completion of the period of AMC as security.** The EMD received from the agency will be retained by NCPUL as security till six months from the date of award and shall be released along with payment of first instalment of AMC.*

3.11 General Terms & Conditions:

3.11.1 Agency will deploy qualified manpower in chemical line for the work of disinfestations, rodent control and termite treatment and control.

3.11.2 The spray work of Pest Control for disinfestations, rodent control and termite control will be carried out on monthly basis and rendering of the report to this effect, duly verified by the representative of NCPUL. One copy of this report will be submitted to NCPUL on the same day and another copy of the report will be submitted along with Invoice towards payment of Half yearly instalment of AMC. Additionally, the agency will also provide qualified manpower to attend any number of complaints, in addition to monthly visits, within the quoted rates only and no additional payment will be made. The complaints will be attended to within one day (24 hours time).

3.11.3 Payment of AMC will be made in two half yearly instalments, on completion of specific period and the same is accepted.

3.11.4 From commencement to completion of the work, the agency shall take full care and precautions to prevent/minimize loss or damage to the greatest extent possible. The agency shall be liable for any damage or loss that may happen while executing the work. The agency shall, at its own cost, make good to the loss caused to the property of NCPUL in good order, condition and in conformity in every respect with the requirements.

3.11.5 The contractor shall at all times indemnify the NCPUL against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1984, employer Liability act, 1938, Workmen's compensation Act, 1923, Industrial Disputes Act, 1947 and the Maternity Benefit Act, 1961, or any modifications thereof or as a consequence or any accident or injury to any workman or other persons in or about the Works, whether in the employment of Bidder or not, save and except where such accident or injury has resulted from any act of NCPUL, his agents or servants, and also against all costs, charges and expenses of any suit, action or proceedings arising out of such accident or injury and against all sum or sums which may, with the consent of the contractor, be paid to compromise or compound and claim, without limiting his obligations and liabilities as above provided, that contractor shall insure against all claims, damages or compensation payable under the Workman's compensation Act, 1923 or any modification thereof or any other law relating thereto.

3.11.6 All disputes, differences and questions arising out of the contract, in any way touching or concerning between NCPUL and Bidder will be referred to sole arbitration of the Director, NCPUL or any person appointed by him. Arbitration shall be in accordance with the Conciliation Act 1996 and Indian laws, as amended from time to time. The arbitrator shall be entitled to extend the time of arbitration proceeding with the consent of the party, in failure the appropriate Courts at Delhi alone shall have jurisdiction to entertain and try them.

3.11.7 Contractor will provide ESI cover to personnel involved for execution of work. However, the Material will not be insured.

3.11.8 Contractor/agency will not sublet/transfer whole or any part of the assigned contract work to other agencies/contractor unless NCPUL's prior written permission is obtained.

3.11.9 The work will be carried out on a mutually agreed date which will be decided on prior discussion with the contractor and NCPUL authorities through telephone/e-mail.

3.11.10 NCPUL will have the right to terminate the contract on the basis of continued poor performance of the agency and forfeit the Security Deposit without any notice period.

I/We , _____, on behalf of

.....(Name of agency) have read and understood the above terms & conditions carefully and these are accepted.

Authorized Signatory (Signature In full): ____

Name and title of Signatory: _____

Stamp of the Company: _____

Date: _____

Mobile: _____

Chapter – 4 :Additional Technical Details**Additional Technical details are shown below:**

- (a) Additional papers of the tender form, which need to be downloaded and uploaded duly filled or any other additional certificate papers, which bidder desires to submit, may be filled in English or Hindi only. These entries may be typed or handwritten in ink clearly and should be readable/legible. In case of any correction in these forms, the agency will attest the correction and put its stamp.
- (b) Incomplete, ambiguous, conditional tenders and tenders not in the prescribed format/manner or not on prescribed forms shall be rejected. ***The rates not quoted in the desired format*** shall not be considered. The decision of NCPUL shall be final and binding.
- (c) Canvassing in any form shall be a dis-qualification and the NCPUL reserves the right to reject the tender of such bidders.
- (d) The agency shall, without prior written consent of NCPUL, not make use of contract document or any information relating to the contract in any manner whatsoever.
- (e) Director, National Council for Promotion of Urdu Language, Delhi reserves the right to suspend, accept or reject any or all the tenders and accept the whole or any part of any tender without assigning any reason.
- (f) Award of work, after finalisation of Technical and Financial Bid will be communicated in writing to L-1 agency by NCPUL. The L-1 agency will submit its acceptance in writing only within 07 days from receipt of the letter.
- (g) Award of contract shall be on the sole discretion of NCPUL. The NCPUL is not bound to award the contract on the basis of bids received. It will remain open to NCPUL whether to accept any bid or to abandon the contract without disclosing any reason. NCPUL reserves the right to reject or accept whole or any part of the tender. The interest of the NCPUL shall be paramount. No bidder shall have any indefeasible right to be awarded the contract even if his price is the lowest. The decision of the NCPUL on the tender contract shall be final and binding on the bidder/ contractor.

Chapter-5: Contract FormsAnnexure—A**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE, DELHI**

FC-33/9, Institutional Area, Jasola New Delhi, Delhi 110025

Application form for Annual Maintenance Contract for Disinfestations, Rodent and Termite Control of NCPUL office buildings at Jasola and Block-8 (RK Puram) and Book Godowns at R.K. Puram, Sewa Bhawan and Bhaskar Compound, Abul Fazal Enclave, New Delhi -110025

GENERAL**Note to fill the Application Form:**

- It is essential to fill all columns of the application.
- Each page of the application form to be signed by the authorized signatory.
- Attach separate sheets to fill the details, wherever required.

Sl No.	Particulars	Information
1	Name of the Agency	
2	Date of Establishment of agency	
3	Work License from competent authority for handling Chemical Pesticides (Give reference number and date of issue, if any and attach copy also)	
4	Registration Certificate Number issued by Indian Pest Control Association or other similar government agency (Give reference number and date of issue if any and attach copy also)	
5	GST Registration certificate Number (copy should be attached at appropriate place)	
6	PAN (copy should be attached at appropriate place)	
7	ESIC & PF (latest challan), if applicable	
8	Address of Agency	
9	Telephone No(s) of Agency	
10	Email ID of the office of agency	
11	Authorized person to whom the authority is given to sign the tender document.	
12	Name of the owner/proprietor /authorised person	
13	Contact details of owner/ proprietor /authorised person	
	(a) Email ID of owner/ proprietor /authorised person	
	(b) Contact No. of owner/ proprietor /authorised person	
14	Status of agency	
	(a) The Companies Act 1956	
	(b) The Indian Partnership Act 1932	
	(c) Proprietary Concern	
15	Ownership Details	
	(a) If partnership concern, name of the Partners	
	(b) If Proprietary concern, name of the Proprietor	

16	Name & Address of Banker	
17	Is the agency on the panel of any Central/State Government/ Public Sector/Autonomous Body	
18	Total Number of employees	
	(a) Managerial and Supervisory	
	(b) Skilled & Semi-skilled	
	(c) Others	
	(d) Skilled Manpower having experience of Disinfestations, Rodent Control and Termite treatment/termite control	
19	Has the bidder been blacklisted by any Central/State Government/ Public Sector/Autonomous Body/Reputed Firm	
20	Proof of Professional Competence and Experience(copies of work orders for three years experience)	
21	Copy of License to stock and use of permissible pesticides/insecticides for Commercial Pest Control Operation.	
22	Trade license from local authority for Pest Control activity.	
23	Valid Labour license issued from the competent authority (In the Name of Bidder Only)	
24	Income Tax Return copy of last three years i.e (2020-21, 2021-22 & 2022-23	

Signature of Authorized Signatory

Name, Address & Stamp

TENDER SUBMISSION FORM

The Director
National Council for Promotion of Urdu Language
FC-33/9, Institutional Area,
Jasola,
New Delhi, Delhi 110025

Sir

I/We have read and understood the terms and conditions of the Tender and enclosed Annexure A. We agree to abide by the conditions laid down in the Tender Form.

If our agency is awarded Annual Maintenance Contract for Disinfestations, Rodent and Termite Control of NCPUL office buildings at Jasola and Block-8 (RK Puram) and Book Godowns at R.K. Puram, Sewa Bhawan and Bhaskar Compound, Abul Fazal Enclave, New Delhi -110025, I/We undertake to accept and to execute the work in accordance with the terms and conditions mentioned in the tender form to satisfactory level of National Council for promotion of Urdu Language, New Delhi. We undertake that we will strictly observe the laws against fraud and corruption in force in India i.e. "Prevention of Corruption Act 1988".

I/We agree that in addition to the following documents, all other documents/papers of this tender are deemed to be the part of the Bid.

Part-I (Technical Bid)

- (a) Tender : Terms and conditions
- (b) Annexure – A : Application Form for Technical qualifications.

Part-II (Financial Bid)

- (a) Annexure – C : Blank Performa to fill in the rates (Schedule of rates/Financial Bid)

After completion of Tender

- (a) Annexure – B : Format of Letter confirming acceptance of AMC offered by NCPUL

I/We confirm that we will comply with the eligibility requirements and other procedures prescribed in the Tender Form.

I/We shall accept the decision of tender committee as final and binding without any demur or protest.

I/We accept that the tender process can be suspended / terminated by NCPUL at any time without assigning any reason.

Signature of Authorized Signatory

Name, Address & Stamp

**NON-BLACK LISTING DECLARATION FORMAT OF UNDERTAKING, TO BE FURNISHED ON
COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY
ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

The Director
National Council for Promotion Urdu Language,
FC-33/9, Jasola Institutional Area,
New Delhi 110025

We hereby confirm and declare that we, M/s -----, is not blacklisted/
De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other
agency for which we have Executed/ Undertaken the works/ Services during the last 5 years. It is also confirmed
that we have never been involved in any criminal, fraudulent or anticorruption activity.

Signature of Bidder/agency with Stamp and date

(To be submitted by the agency once the AMC is offered by NCPUL)

Annexure- B

Format of letter for confirmation of acceptance of AMC offered by NCPUL

The Director
National Council for Promotion Urdu Language,
FC-33/9, Institutional Area,
Jasola, New Delhi 110025

Ref: NCPUL's letter no..... dated.....

Sir,

1. Kindly refer your letter no. dated in connection with award of Annual Maintenance Contract for Disinfestations, Rodent and Termite Control of NCPUL office buildings at Jasola and Block-8 (RK Puram) and Book Godowns at R.K. Puram, Sewa Bhawan and Bhaskar Compound, Abul Fazal Enclave , New Delhi -110025 for a period of one year from to.....

2. It is hereby confirmed that the AMC offered vide your letter under reference is accepted by us. One copy of the terms and conditions, duly signed and stamped, is attached to this acceptance letter. The undersigned is authorised to sign the tender papers on behalf of this agency.

Yours faithfully

Signature of Authorised Signatory
with stamp

PART - II

Chapter- 6: Financial Bid

INSTRUCTIONS RELATED TO SUBMISSION OF FINANCIAL BID

Financial Bid (BoQ) & Format For Seeking Rates Only

Bidders are requested to note that they should necessarily submit their financial bids in the provided format ONLY and no other format is acceptable.

Annexure-C (Schedule of Quantity i.e. BoQ): The price bid has been given as a standard BoQ format with the tender document. The same is to be downloaded and to be filled by the bidders. Bidders are required to download the BoQ file, open it, complete the unprotected cells with their respective financial quotes and upload the same.

Annexure-C

PART-II (Financial Bid)**SCHEDULE OF QUANTITY (BoQ)**

NAME OF WORK:- Annual Maintenance Contract for Disinfestations, Rodent and Termite Control of NCPUL office buildings at Jasola and Block-8 (RK Puram) and Book Godowns at R.K. Puram, Sewa Bhawan and Bhaskar Compound, Abul Fazal Enclave, New Delhi -110025.

BIFURCATION OF AREA

Sl No.	Particulars of the area/work to be carried out.	Area (in Sq Ft)	Rates Per Sq Ft Per month (INR)	Total Amount (INR)
1.	Disinfestations of NCPUL office building at Jasola	6145		
2	Rodent Control of NCPUL office Building at Jasola	6145		
3	Termite Treatment and Termite Control in NCPUL office building at Jasola	6145		
4	Disinfestations of Godowns at Bhaskar Compound Abul Fazal Enclave	8170		
5	Rodent Control and Disinfestations of Godowns at Bhaskar Compound Abul Fazal Enclave	8170		
6	Termite Treatment and Termite Control in Disinfestations of Godowns at Bhaskar Compound Abul Fazal Enclave	8170		
7	Disinfestations of Sale Section of NCPUL at First Floor, Block-VIII, Wing No. VIII R.K. Puram	2490		
8	Rodent Control in Sale Section of NCPUL at First Floor, Block-VIII, Wing No. VIII R.K. Puram	2490		
9	Termite Treatment and Termite Control in Sale Section of NCPUL at First Floor, Block-VIII, Wing No. VIII R.K. Puram	2490		
10	Disinfestations of Garage at Block-VIII R.K. Puram	300		
11	Rodent Control of Garage at Block-VIII R.K. Puram	300		
12	Termite Treatment and Termite Control in Garage at Block-VIII R.K. Puram	300		
13	Disinfestations of Godowns at Ground Floor Sewa Bhawan	1500		
14	Rodent Control of Godowns at Ground Floor Sewa Bhawan	1500		
15	Termite Treatment and Termite Control in Godowns at Ground Floor Sewa Bhawan	1500		
Total				
GST @				
Grand Total amount Payable for one year				

e-Signature of Authorised Signatory
with stamp

Chapter-7 : Other Standard Information

Checklist of Certificates/Attachments:

S.No.	Documents/information	Yes	No
	TECHNICAL BID		
7.1.1	Fulfil the minimum criteria of the Tender		
7.1.2	Signed each and every page of Tender: terms& conditions		
7.1.3	Enclosed each and every page of Application form duly filled in (Annexure-A)		
7.1.4	Enclosed DD/pay order/e-transfer receipt of Rs. 10,000/- as EMD and Rs. 500/- towards cost of tender		
7.1.5	Enclosed copy of PAN number		
7.1.6	Enclosed copy of GST number		
7.1.7	Enclosed certificate of registration		
7.1.8	Enclosed other papers mentioned in tender form such as not black listed by any department of Central/State Govt./PSU/Autonomous Bodies.		
7.1.9	Experience certificate for providing similar services		
	FINANCIAL BID		
7.1.9	Enclosed schedule of rates duly filled in (Annexure-C)		

