

Tender No.-13023/1/2/2014-Admin.II(B)

Ministry of Science & Technology
Department of Science & Technology
Admin II (B) Section

Technology Bhawan
New Mehrauli Road
New Delhi-110 016

Tender Document

For

**Service contract for Housekeeping Services in DST,
Technology Bhawan, New Delhi-16**



Government of India
Ministry of Science and Technology
Department of Science and Technology
Administration II (B) Section
Technology Bhavan, New Mehrauli Road, New Delhi-110 016

Tender Enquiry No. D-13023/ 1/ 2/ 2014 Admin II (B)

Date:-18th June, 2018.

To,
 All interested & eligible vendors

**Sub: Open tender for Housekeeping services in DST,
 Technology Bhavan, New Delhi-16**

Dear Sirs,

For and on behalf of the President of India, sealed tenders are invited in **two (Prequalification & Financial) bids system** for the subject mentioned above in DST, Technology Bhawan, New Delhi-16 for a period of one year from the date of commencement of contract and extendable on yearly basis maximum for another 2 years depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm (Total 3 years including initial period of Contract).

2. In case your firm is interested in the above said work, you are requested to quote your lowest prices in the enclosed Performa (**Appendix-C**) in a sealed cover along with the documents duly signed in all pages as mentioned in the tender document in the prescribed form. The sealed cover containing the bid should be super scribed "**Open tender for Housekeeping Services in DST, Technology Bhawan, New Delhi-16 not to be opened before 09th July, 2018**" and should be dropped in the tender box of Admin II (B) kept near the Reception of the Technology Bhawan **latest by 1500 hours** on or before the **09th July, 2018**. Sealed bids received within the closing time limit will be opened on the same day at 1530 hrs in Raman Auditorium, S&T Block II in the presence of such tenderers who wish to be present.

3. Tenderers shall submit EMD amount of Rs.1,50,000/- (Rupees One Lakh and Fifty Thousand only) with the tender documents and the successful tenderer shall be required to submit a performance security deposit of an amount equivalent to **@10% of the monthly contract value** in the form of Demand Draft/ Fixed Deposit Receipt/ Performance Bank Guarantee from any Scheduled Commercial Indian Bank valid for the contract period +03 months.

4. Tendering firms fulfilling the requirements in this tender document are requested to quote their competitive lowest prices as per the requirements given in the attached **Appendix C**.

5. Any correspondence concerning to the tender shall be addressed as indicated at top of this sheet quoting the reference as given.

6. This letter shall form part of tender documents and shall be returned duly signed along-with the tender documents.

Yours faithfully,

(Himanshu Gandhi)
 Under Secretary to the Govt of India
 Tel: 26590264

Copy to: WS-DST: For posting the complete tender document on Department's website & CPPP

Signature of the bidder(s) with stamp

Schedule I

IMPORTANT INFORMATION, GENERAL INSTRUCTIONS,
TERMS & CONDITIONS

1. **Accepting Officer**

Under Secretary to the Govt. of India
Department of Science & Technology
ON BEHALF OF THE PRESIDENT OF INDIA

2. **Two (Prequalification & Financial) bids system**

2.1. This tender shall be processed in two bids system – namely (i) Prequalification and (ii) Financial Bids. The tenderers shall submit both the bids simultaneously with the same date of receipt i.e. **1500 hrs on 09th July, 2018**. The price bid will be opened, on the date to be fixed later on and made known to the qualified tendering firm only after technical evaluation of all the offers received for prequalification bids are completed and eligible/meeting the criterion mentioned in the prequalification bid. Those firms who do not meet the requisite criteria or who do not fulfil the precondition requirements, their financial bids shall not be opened and the details of such firms shall be intimated/ informed/ displayed in the web portal of the Department.

2.2. Both the bids –one containing the “**Prequalification bid**” duly sealed and the other “**Financial bid**” duly sealed should be submitted in one main cover and the price quotation in the sealed cover will form an enclosure to the main cover. The main cover should also be wax sealed.

2.3. The tenderers should carefully note that price bid received after opening of Prequalification bid i.e. after **09th July, 2018**, though before the date fixed for the opening of Financial bids, will be regarded as late tender and shall not be considered.

2.4. The price bid submitted by such tenderers, whose offers have been considered as technically not acceptable on the basis of the tender evaluation of the Prequalification bids, shall not be opened. The Department reserves the right not to intimate the Financial bid opening date to such tenderers who do not qualify in the prequalification bid.

All bidders are therefore required to submit their offers in two covers as under: -

(a) **FIRST COVER** should contain the “**Prequalification offer**” submitting the following documents: -

- i) Tender documents duly completed and signed BUT WITHOUT INDICATING THE RATES QUOTED i.e. **Appendix C**.
- ii)
- iii) Earnest Money Deposit (EMD) amounting to Rs.1,50,000/- (Rupees One Lakh and Fifty Thousand only) in the form of DD/ BC/ PO in favour of DDO, DST.
- iv) Income Tax Returns for the last three years and Solvency Statement from Bankers concerned.
- v) Firms registered/enlisted with Ministries/ Department of Ministries/PSUs/CPWD/ MES/ Railways in eligible category shall attach “Registration Certificate” issued by concerned authority.
- vi) Contract License under the Contract Labour (Regulation & Abolition) Act 1970 from Labour Commissioner’s Office shall be attached.
- vii) ESI & EPF/GST Registration certificates as per provisions of Contract Labour (Regulation & Abolition) Act 1970 applicable to the workers shall be attached.
- viii) Undertaking from the contractor to the effect that he will not allow or permit any employee to participate in any trade union activities or agitation in Technology Bhawan Premises.
- ix) Original tender document duly signed and stamped at all pages.
- x) Satisfactory Performance certificate from at least Two Govt./Quasi Govt. organizations/PSUs/State Govt. etc. providing a minimum of 20 manpower per month for at least one year.

Signature of the bidder (s) with stamp

xi) The firm shall furnish complete details of **Annexure II**. Partly/ partial filled Annexure II shall be considered as not furnishing of complete details and shall be rejected without assigning any reason thereof.

Note:

1. Prequalification bids shall be free from any condition. Conditional bids shall be rejected straight way without assigning any reason.

2. This cover should be super scribed "**Prequalification Bid for House Keeping Services in DST, Technology Bhawan, New Delhi with Tender No., Name and Date of opening**".

3. The firm fulfilling all conditions/ parameters as mentioned in 2.4 (a) shall be qualified in prequalification bid.

4. The firm failing to qualify prequalification bid shall not be considered for opening of Financial Bid.

(b) **SECOND COVER** should contain the "**Financial offer**" submitting the following details:

i) Details of rates as per **Appendix-C** including name of brand (inclusive of all taxes, duties & freight charges) quoted by the bidder. These details should be submitted in the format given. **The words "FINANCIAL BID for HOUSE KEEPING SERVICES IN DST, TECHNOLOGY BHAWAN, NEW DELHI should be written clearly and prominently on this envelop along with Tender Number, Name of work & Date of opening.**

(c) **THIRD COVER:** Both the above mentioned covers should be sealed separately and thereafter, be kept in a third cover and be sealed again. This cover should also be super scribed with the Tender No., Name of Work and Date of Tender Opening as under: -

Tender No. D-13023/ 1/ 2/ 2014 Admin II (B) Dated 18th June, 2018

"TENDER ENQUIRY FOR HOUSE KEEPING SERVICES IN DST, TECHNOLOGY BHAWAN, NEW DELHI NOT TO BE OPENED BEFORE 1530 hrs. On 09th July,2018"

(d) Only the first cover i.e. Prequalification Bid shall be opened on the date of tender opening. Financial bids of only those firms will be considered for opening who are qualified as per Prequalification bid and shall be opened publicly on a later date which will be notified to the bidders who have qualified in the Prequalification bids.

(e) The price of the items should be quoted inclusive of all taxes, duties and other charges.

3. **Tender Fee : Nil**

Signature of the bidder (s) with stamp

4. **Earnest Money Deposit**

4.1 An amount of **Rs.1,50,000/- (Rupees One Lakh and Fifty Thousand only)** shall be submitted by way of Demand Draft, Pay Order/Banker's Cheque drawn in favour of DDO, DST, New Delhi along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be acceptable. Offers received without EMD shall be rejected and shall not be considered under any circumstances. EMD of tendering firms who submit the sealed tender but withdraw the same before expiry of the tender validity date shall be forfeited. EMD of the successful tenderer shall be released only after submission of Performance Security of specific amount. EMD of the tenderers who fail to honour the bid in prescribed time limit shall stand forfeited. No representation in this regard shall be entertained by the Department. EMD amount shall not be adjusted in any form by DST. No interest will be paid by the Department for not releasing the EMD amount within the tender validity period or under any other circumstances.

4.2 The Department will return the earnest money wherever applicable to unsuccessful tenderers by endorsing the authority on the deposit for its refund, on production by the tenderer a certificate of Accepting officer that a bonafide tender was received and all documents were returned.

4.3 No firms except those registered under Single Point Registration Scheme of NSIC (National Small Industries Corporation) are exempted from submission of EMD irrespective of registration status with any Govt./Semi Govt. organization.

5. **Non- transferability:** This tender is non-transferable.

6. **Terms & Conditions**

Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be rejected.

7. **Firm & Fixed rate**

7.1 Rates shall be quoted on net destination basis at DST and firm & fixed rate basis including all statutory taxes (GST, Customs Tax etc.), freight charges, packing charges etc. The prices/rates quoted shall be indicated in words as well as in figures and in INR only. Rates during the currency of contract shall remain firm & fixed in respect of materials supplied by the contractor. (The rate quoted at S.No.2 in Appendix-C shall be firm and fixed.) The rates during the currency of contract in respect of provisioning of manpower shall be variable in compliance of minimum wages notified by GNCTD (Govt. of NCT Delhi) from time to time. (The rate quoted at S.No.1 in Appendix-C shall be variable in compliance of note mentioned in Appendix-C.)

7.2 The unit rates quoted by the tenderer shall be deemed to include for any minor details/items of work which are obviously and fairly intended and which may have not been included in these documents but which are essential for the execution and entire completion of the work.

7.3 In the event of any dispute as to whether any minor details/items of work is included in the contract shall be referred to the Accepting Officer. Appeal against the decision of the Accepting Officer in this regard shall lie to the Joint Secretary (Administration), DST and the decision given by him/her shall be final and binding.

8. **Prescribed Forms**

Tenders of the firms received in the format prescribed in this tender document shall only be considered. Offers not received in the prescribed format shall be rejected and no correspondence in this regard will be entertained. FAX/ E-mail/ Letter Head submission of tenders shall not be accepted.

9. **Late/ Delayed Tender**

Tender (s) received after prescribed time shall not be accepted under any circumstances.

10. **Time & date of receipt and opening of bids**

Tenderers shall note that if the date of tender opening given in the Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same time. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices. The time & date of opening of "Financial Offer" of the firms Technically Qualified. Will be intimated later telephonically or issuing letter by DST.

Signature of the bidder (s) with stamp

11. **Contract period**

One year from the date of commencement of contract and extendable on yearly basis maximum for another 2 years depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm and mutually agreed upon.

12. **Performance security**

Successful bidder shall be required to furnish a Performance Security for amount of **@10% of the monthly contract value** in the form of DD/ Pay order, Fixed Deposit Receipt (FDR) or Bank Guarantee from any Scheduled Commercial Indian Bank to be submitted within 15 days from the receipt by him of notification of acceptance of his tender. The format for Performance Bank Guarantee (PBG) shall be provided by DST along with the award of contract. Non-submission of PBG in prescribed format or submission by other mode shall be viewed as adverse performance which shall further lead to de-registration/ suspension of business dealing with the Department and the amount of performance security deposited by the firm shall also be forfeited. Successful bidder has to submit fresh Performance Security of same amount in case of extension beyond the contractual period along-with the willingness certificate of extension with contractual rates, terms & conditions.

13. **Validity of tender**

Tender shall be kept valid for acceptance by DST for a period of 90 days after the tender opening date.

14. **Taxes & duties: -**

14.1. Rates quoted by tenderer shall be inclusive of all statutory taxes & duties (GST, Customs Tax, etc.), freight charges (free delivery at consignee's premises), packing charges etc.

14.2. **Tax Deduction at Source (TDS):-** TDS shall be deducted from each bill (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.

14.3. No claim on account of any statutory taxes/charges for execution of work awarded under this contract shall be entertained by DST and such taxes and charges shall be paid by the contractor himself.

15. **Submission, acceptance and rejection of tender: -**

15.1. The envelope containing the quoted tender shall be duly sealed and super-scribed as "**Tender Enquiry for Housekeeping Services in DST, Technology Bhawan, New Delhi-16 for period of one year**". The sealed envelope shall be dropped in the **Tender Box of Admin II (B) near the reception of Technology Bhawan** on or before 3.00 PM on **09th July, 2018** which shall be opened on the same day at 3.30 PM in the presence of one representative of such tenderers who wish to be present. Conditional bid (s) will be not considered and rejected straight way without assigning any further reason.

15.2. Tenders not complete in all respects are liable to be rejected.

15.3. While submitting the tender for this work, the tenderers shall be **deemed to have read, understood and accepted** all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry shall be got clarified from Under Secretary, DST at least 07 days before tender opening date. Requests for postponing the tender opening date for the same shall not be accepted.

15.4. Tenderers shall indicate the complete address of their firm/ office along with telephone numbers.

15.5. Contract shall be awarded to the firm offering the lowest net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each & every sub-item is not quoted, Net- bundled price offered shall not be accepted.

Signature of the bidder (s) with stamp

16. Award of Contract

16.1. The Accepting officer shall award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price (**Net Bundled Price i.e. Table I + Table II of Appendix C**).

16.2. Notwithstanding the above, the Accepting Officer reserves the right to seek previous work orders, references etc. and to accept or reject any tender and to cancel the process and reject all tenders at any time prior to award of contract.

16.3. The tenderer whose rate is accepted shall be notified for the award of contract by the Accepting Officer prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and shall be integral part of the contract concluded on the basis of this Tender Enquiry.

16.4. In case of two firms offering the same lowest net bundled prices, then only the past experience for similar kind of work by the firm shall be considered for evaluation purpose. The decision of the Department shall be final and binding.

17. Paying Authority

Controller of Accounts or his authorized representative, Pay & Accounts Office, DST, New Delhi-110016 shall be the paying authority.

18. Completion of Contract

The Contract shall be completed on completion of period (or extended period mutually agreed by both parties) given in contract.

19. Applicable law

The contract shall be interpreted in accordance with the laws of Union of India. For judicial adjudication, the disputes, if any, arising out of the Contract shall be subject to the jurisdiction of the Courts in Delhi only and will be settled accordingly.

20. Disputes & arbitration

20.1. All disputes (except decision given under clause 7.3 here-in-before which shall be final and binding) arising shall be settled through arbitration. Both the parties shall first try to resolve the disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either of the party shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.

20.2 Sole Arbitrator shall be appointed by Joint Secretary (Administration), DST, New Delhi within 30 days of notice regarding appointment of arbitrator.

20.3. In the event of any dispute arising under this contract or in connection therewith including any dispute relating to:-

20.3.1. Existing meaning and interpretation of this contract- The same shall be referred to the sole arbitrator appointed by the DST, New Delhi. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996.

20.3.2. There shall be no objection that the Arbitrator is a person who has dealt with the matters to which the contract relates to in the course of his duties and/or he has expressed any view on any matters in dispute or differences. The award of the Arbitrator shall be final and binding on the parties.

20.3.3. Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms & conditions of the contract.

20.3.4. The Arbitrator shall give speaking and reasoned award with respect to the claims referred to him by either of the parties.

Signature of the bidder (s) with stamp

21. Work Specifications

The work specifications are given in the **Annexure I** to this Tender Document.

22. Mandatory Information

Contractors are required to fill up the Contractor's information (Mandatory) and shall be furnished with supporting documents as per **Annexure II** to this tender document.

23. Liquidated Damages

23.1. In case the firm does not comply to the terms & conditions mentioned in the contract, action shall be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses (not by way of penalty), a sum equivalent to 1/2 % of total contract amount per week and the total damages so claimed shall not exceed 10% of the total contract amount.

23.2. The Department reserves the right to conclude similar Contracts with a number of firms which may be the most economical to it or suitable to its requirements.

24. Termination of Contract

24.1. On expiry of period given in the contract. Further, the contract can be terminated at any time during the currency due to bad/delayed performance established on the part of the contractor or any such material complaints.

24.2. The contract can be terminated at any time by giving a Notice of one month in advance from either party, without assigning any reason. Any complaints pending on the day of giving notice and also the expiry of the Notice served shall have to be attended to in accordance with the terms & conditions of the contract.

24.3. The tender is not transferable. The empanelled firm is not permitted to enter into any sub-contract with any firm. If any such contract comes to the notice of DST, the contract will be terminated.

24.4. The contract can be terminated on account of Non-compliance of the terms & conditions mentioned in the tender document and instructions given to the vender from time to time by the Department, in connection with execution of work.

Signature of the bidder (s) with stamp

SPECIFICATION**1. Scope of work: -**

The general scope of work is to provide housekeeping services for S&T Block I, Block II and other buildings in Department of Science & Technology (DST), Technology Bhawan, New Delhi-16 (**Appendix-A**) including roads and surroundings of Technology Bhawan premises as explained in the succeeding paragraphs.

1.1. Cleaning and sweeping of office complexes, buildings, drain pipes, gutter pathways, roofs, surroundings, pavements and roads as explained to the contractor or his representatives by DST representative. The details of buildings, cleaning schedule and approximate floor area for the various buildings are given in **Appendix A**.

1.2. Cleaning/ dusting of all doors, windows, mirrors, ventilators, pelmets, equipment, computers, printers and other office equipment as per schedule given in **Appendix A**.

1.3. Removal of wild grass/ weeds in and around buildings up to boundary wall of Technology Bhawan compound and along the road up to 01 meter on either side, shall be done minimum once in a fortnight, contractor shall provide arrangements to dispose off garbage to the notified dumping ground outside Technology Bhawan complex. The frequency may be increased during spring season (falling of dry leaves) and monsoon season and at the discretion of DST for which no extra amount shall be claimed by the contractor.

1.4. Facade Cleaning: - The Administrative Block is a new renovated building with glass and alucobond façade and requires to be cleaned on a regular basis to ensure long life and aesthetics. The cleaning may be done by any one of the prevalent method like spider cleaning, rig cleaning, using platform/ scaffoldings etc. All safety measures as per industrial norms should be followed during cleaning. The façade cleaning work may be subcontracted to a specialist, if required, but the responsibility for the work will be entirely with the contractor. The cost of cleaning chemicals and equipment required for façade cleaning will be borne entirely by the contractor.

1.5. Cleaning of walls, ceiling, open & closed verandahs, staircases, switch boards, wiring, including of cobwebs.

1.6. Cleaning of roads & pavements.

1.7. Removal and disposal of dead animals/ plants/ weeds/ dry leaves/ twigs etc.

1.8. Removal of honeycomb of wild bees.

1.9. Diluted acid/ other cleaning material will be used by the employee of the contractor for cleaning of WCs and urinals. Naphthalene balls will be used in the urinal, odonil/ air freshener will be placed in toilets and liquid filled in liquid soap dispensers in the toilets as on daily required basis at the expense of the contractor. The annual requirement of cleaning material and accessories is given in **Appendix B**. The contractor shall submit materials required for one month in advance to area specified by DST inside Technology Bhawan Complex under control of their Supervisor and weekly statement of consumption shall be submitted to Under Secretary, DST for conservancy staff on day to day use. Accordingly, the contractor shall deposit two months requirement of materials after placing work order before commencement of work and one month stock shall be deposited by 25th of every month during the entire contract period. The materials for cleaning shall be kept under custody of contractor/supervisor located within complex of DST and shall be issued to cleaning staff on day to day basis. The claim for materials shall be settled upon submission of purchase vouchers indicating the actual cost incurred limited to the cost quoted. In case less quantity of any item is utilized, the cost of unutilized item as per rate quoted shall be deducted proportionally from the bill.

1.10. Roof tops, down water pipes and chajja tops of buildings will be checked for vegetation growth and loose leaves etc and shall be cleaned every three months.

1.11. Shifting of office furniture/ equipment etc as and when required.

1.12. Contractor shall arrange own transportation for movement of staff & cleaning material inside the Technology Bhawan Complex.

1.13. Contractor shall provide uniform with badges, apron, helmet/caps, gloves, boots and other required protective gears to its manpower and quoted rate shall be deemed to be inclusive of these items.

Signature of the bidder (s) with stamp

1.14. All personnel shall be in uniform with identity badges, aprons, helmets/ caps, gloves and boots. Contractor shall obtain approval from Under Secretary, DST for uniforms, badges etc. Wearing of proper uniform with boots for men & women personnel shall be mandatory for entry and work at Technology Bhawan premises.

1.15. Positioning of potable drinking water jar (20 litres) in the water dispensers including cleaning of water dispensers.

1.16. Positioning of flowers in the vase to the officers' room.

1.17. Cleaning of drains and sewer lines.

1.18. Checking of overhead water tank for uninterrupted water supply in the toilets/ washrooms etc.

1.19. Any other job/ works assigned by the Department.

2. Manpower: -

2.1. The contractor shall employ **Supervisors (03 Nos.- Semiskilled)** and cleaning **personnel (32 Nos.- Unskilled) (Total-35 Nos.)** for housekeeping services. The number of manpower may increase or decrease as per the requirement of this Department as per rule.

2.2. The contractor shall ensure the availability of specified number of manpower throughout the period of the contract.

2.3. Contractor is to designate a dedicated person (Coordinator) apart from above mentioned manpower for deployment of contract manpower and maintaining various records like attendance, salary, leave etc.

2.4. The contractor shall ensure that physically fit personnel above 18 years of age and not more than 55 years are only employed for working in Technology Bhawan. Persons with contagious diseases/medically unfit shall not be deployed.

3. Contract Tenure: -

3.1. The service contract shall be initially for a period of one year and shall be subject to periodic review and evaluation of performance by the Competent Authority of DST, New Delhi.

3.2. Renewal up to two more years on yearly basis can be considered after review of performance without any escalation in contract cost, terms & conditions.

3.3. No escalation in cost will be considered during the period of contract. Any expenditure on account of increase of salaries shall not be considered.

3.4. In case of extension of the contract for a limited period, if required, the contractor shall continue the service. For this period, cost of the running contract shall be considered without any escalation.

4. Working Hours: -

4.1. The housekeeping work shall be carried out on all days during GOI working hours (08:00 to 17:00 hours including lunch break from 12:00 hours to 13:30 hours) except Sundays & Govt. holidays.

4.2. The contractor will observe working day on Second & fourth Saturday of the month for cleaning of officers rooms, canteen area and other areas as specified by DST for which no additional payment will be made.

4.3. In case of special requirements of housekeeping services beyond office hours or on holidays, the contractor has to provide the required manpower for which no additional payment will be made.

4.4. All the toilets and other areas should be cleaned before commencement of working hours i.e. 09:00 hours daily. In addition, toilets shall be cleaned at around 11:30 hours, 14:30 hours and 17:00 hours. Only ladies cleaning personnel shall be allowed for cleaning of ladies' toilets and the contractor shall make arrangements accordingly. The variation in timing of cleaning of toilets, if required, shall be notified by Department but the frequency remains the same.

4.5. If personnel are on leave, contractor should ensure trouble free working by providing suitable replacement for which he must deploy additional manpower.

5. Payments & bills: -

5.1. Payment:

5.1.1. Contractor shall pay his employees within 07 days of completion of each month.

5.1.2. The monthly bill of the contractor should be Annexed with individual manpower bio-metric attendance sheet. Without bio-metric attendance sheet no payment will be made to the contractor. It is the sole responsibility of the contractor for compliance.

5.1.3. All the payments shall be based on minimum wages as per GNCTD rates updated with variable DA.

5.1.4. Contractor shall ensure that the payment of employees is done directly to the individual's bank account or by cheque and the proof of payment shall be submitted to DST, New Delhi.

5.1.5. Payment shall be limited to the amount for which documentary proof is submitted.

5.2. Bills: -

5.2.1. The payment to the contractor shall be made on monthly basis.

5.2.2. The contractor shall provide a copy of document furnishing the monthly payments made to the workman, duly certified by Under Secretary, DST, New Delhi to monitor and ensure the minimum wages are paid to the workmen as the contract labor (regulation & abolition) act 1970 as amended from time to time.

5.2.3. Contractor shall submit bill on detailed cost for the number of man days supplied along with material cost etc.

5.2.4. The contractor shall submit following documents with bill:

- i. Attendance sheet duly signed by DST representative.
- ii. Salary statement
- iii. Proof of EPF treasury challans, ESI/ Insurance, Gratuity, Bonus etc.
- iv. Monthly statement of wages.
- v. Proof of GST deposited for previous months.

5.2.5. Bill shall not be processed without above mentioned documentary evidence.

5.2.6. Payment towards all the Govt. levies/ taxes, as applicable shall be contractor's responsibility.

5.2.7. If any complaint is received from any person of the contractor regarding non- payment of full salary, the contract will be terminated without any notice/ clarification.

6. Penalty:-

6.1. If the contractor fails to provide the specified manpower, the contractor shall be liable to pay a penalty equivalent to one day's salary (Basic + DA) of the particular employee and the same shall be deducted from the bill, this is in addition to one day's (Basic + VDA) disallowed due to absence of the employee.

6.2. The contractor shall ensure that housekeeping personnel shall not be in intoxicated condition while on duty. Contractor shall ensure that his personnel shall not smoke or consume gutka, pan etc. at DST, New Delhi otherwise personnel shall be treated as absent and penalty shall be levied as given in clause 6.1 here-in-before.

6.3. In case of breach of any part or whole of the clause mentioned above by the contractor or his employees, DST will have the right to cancel either in part or in full and shall have full right to entrust in part or full the work to any other contractor and the contractor shall be liable to pay the extra cost involved in the execution of cancelled part of the contract.

7. General Terms & Conditions: -

7.1. Tenderer shall treat the tender specifications and contents thereof as confidential.

7.2. The contractor shall not divulge any information that is made known to him to anyone he may come across or to any person not authorized to receive such information.

7.3 Satisfactory Performance certificate from at least Two Govt./Quasi Govt. organizations/PSUs/State Govt. etc. providing a minimum of 20 manpower per month for at least one year. The Contractor shall submit documentary proof of the same along-with the tender.

7.4. The contractor shall submit copies of Income Tax Returns for the last three years and Solvency Statement from Bankers along with the tender.

7.5. Contractors registered with CPWD/MES/Railways/Ministries and Department of Ministries in eligible class may also participate in the tendering.

7.6. The Contractor shall obtain & submit a contract license under the Contract Labour (Regulation & Abolition) Act 1970 from Labor Commissioner's Office, before commencement of the contract period. Failure to do so will result in cancellation of the contract.

7.7. The contractor's personnel shall handle non-explosive stores only.

7.8. The Contractor's personnel shall clean be building in presence of DST representatives unless otherwise instructed by DST.

7.9. Contractor shall ensure that its personnel shall not take any material, equipment, papers, plants, trees, wood etc. out of Technology Bhawan premises. In the events of such cases, suitable action as per law shall be taken.

7.10. Contractor shall ensure IN/ OUT records of all personnel in Technology Bhawan Security Gate Office. In no circumstances any one shall be allowed to stay (night) in the premises.

7.11. The contractor shall maintain the following Registers as per contract Labour (Regulation & Abolition) Act 1970:-

- i. Register of Workman as per Form XIII of Rule 75.
- ii. Register of wages as per Form XVI of Rule 78.
- iii. Employment Card as per Form XIV of Rule 76.
- iv. Muster Roll Register as Form XVII of Rule 78.

7.12. The Contractor shall indemnify and hold Department and/ or any officer, employee thereof harmless from any loss, damage, liability or expense, on account of damage and injuries, including death, to any persons employed by him. The vendor shall, at its expense, defend any suits or proceedings brought against Department, on account thereof, and shall satisfy all judgments and pay all expenses which may be incurred by or rendered against them, or any of them, in connection therewith. It is expressly understood that the Contractor shall keep fully indemnified against third party claims and damages to or caused by work performed under this contract.

7.13. The contractor shall be responsible for complying with all the statutory provisions of the applicable Labour laws applicable to the contractors and DST. Breach or ignorance of the applicable laws, by contractor or employees if any, noticed at any point of time shall render the contractor liable and responsible for the consequences under Labour Laws and other applicable laws.

7.14. All facilities and amenities are to be provided by the contractor to the workers as laid down in the Contract Labour Law Act. The contractor shall comply with all the provisions of Contract Labour (Regulation & Abolition) Act 1970 read with ESI Act, EPF and Delhi Act, Minimum Wages Act and other statutes (like bonus etc.) applicable to the workers.

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7.15. The contractor shall not allow or permit employees to participate in any trade union activities or agitation in Technology Bhawan Premises.

7.16. Frequent changes of contract employees shall not be preferred but any changes shall be done to the satisfaction of DST, New Delhi.

7.17. In case any employee proceeding on long leave or suspended/ dismissed from services or leave the job, the temporary Identity Pass/ Card of such employee shall be withdrawn and shall be deposited with the issuing authority.

7. 18. DST, New Delhi shall not be responsible for any injuries or loss of life of any employee of the contractor that may take place while on duty or otherwise. Any expenditure towards treatment for such injuries shall be sole responsibility of contractor. DST, New Delhi shall not have any liability whatsoever in this aspect. For all the purposes, the contractor will be the Principal Employer and all liability towards the workers shall rest with the contractor.

7.19. The contractor shall ensure that housekeeping personnel are selected after due verification of antecedents from police authority of the concerned locality. Verification of character and antecedents of the employee shall be completed within a month of appointment. DST, New Delhi shall reserve the right to suggest changes, if any, as and when considered necessary.

7. 20. DST, New Delhi reserves the right to reject any person proposed to be employed by the contractor without assigning any reason.

7.21. The contractor shall ensure strict compliance of the provisions of Workman's Compensation Act.

7.22. Any theft or damage caused by the Contractor's employee shall be borne by the contractor and shall be made good at the earliest but not later than 20 days.

7.23. Personal bag & baggage of the contract personnel shall be liable for physical check-up both at the time of entry into the campus and while leaving at the security gate.

7.24. The contractor shall provide a pigeon hole type steel cupboard at the gate to keep the personal belongings of the contract employees during entry for duty for which no payment will be made by DST at any circumstances.

7.25. **Inspection:** - The contractor or his authorized representative having special power of attorney shall attend the office whenever required and shall be available during inspection.

7.26. The contract workers employed by the contractor shall be the employees of the contractor and there shall not be any employer – employee relationship between DST, New Delhi and the said contract workers on any ground whatsoever. DST, New Delhi will not issue any experience certificate to the employees of the contractor.

7.27 The successful contractor should issue ESI & EPF number and cards to all manpower within two months from the date of award of contract and the same should be deposited to the concerned officer of the Department for further verification.

8. Bidding

8.1. The tenderer shall visit DST New Delhi before quoting and shall get familiarized with the site condition and facilities. A pre-bid discussion meeting is scheduled on **03rd July,2018** at Technology Bhawan 2.30PM. The tenderers are advised to participate in pre-bid discussion meeting and visit the site for better understanding of scope of work as they shall be considered to have full knowledge of all relevant documents, samples, site etc, whether they have visited site or not. Any claim in this regard shall not be acceptable.

8.2. The contractor shall quote for the contract as per scope and terms and conditions taking into account the scope of work, working hours and financial aspects for other expenses as well as transport of contract personnel in the premises of DST.

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8.3. Cost of complete work shall be taken for comparing bid and contract shall be awarded to the lowest bidder (L1). The tenderer shall quote on the latest minimum wages (pay & allowances) to be paid to the workers as laid down by the Central/State Govt. (whichever is higher). The tenderer shall provide the latest copy of the government notification along with their tender to support this fact. DST reserves the right to disqualify the tenderer if he fails to satisfy DST that minimum wages are not been paid to the workers or contravenes any of the provisions of the Contract Labour (Regulation And Abolition) Act 1970 or any of the statutes applicable to him for the time being in force.

8.4. Tenders shall submit the Financial bids in the enclosed format **(Appendix-C)**

9 Attendance of Manpower:

All the manpower deployed of Technology Bhawan Premises should mark their attendance in the bio-metric Attendance system . For the same, the qualified contractor should complete all formalities before deployment of manpower. If any manpower is not registered with bio-metric attendance system, the physical attendance registered in attendance register will not be considered for making of payment to the contractor.

10. **Force Majeure Clause:** If at any time during the continuance of this Contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to "as such acts") provided notice of happening of such event is given by one party to the other within 21 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Secretary as to whether the deliveries have been so resumed or not, shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its option terminate the contract provided also that the purchaser shall be at liberty to take over from the Contractor at a price to be fixed by Secretary, which shall be final, all unused, undamaged and accepted material, bought out components and stores in course of manufacture in the possession of the contractor at the time of such termination or such portion thereof as the Purchaser may deem fit excepting such materials, bought out components and stores as the contractor may with the concurrence of the purchaser elect to retain.

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Appendix-A**List of building & cleaning schedule**

Sl No.	Name of the building	Major tasks	Schedule	Remarks
1	S & T Block II	Sweeping & mopping of all rooms of building floors, sweeping of hard standing, cleaning of equipment by waste cotton/ duster, cleaning of wash rooms etc. Cleaning of control stations, computers, printers, tables, chairs and other office equipment with vacuum cleaners	Daily	
2	S & T Block I	---do---	---do---	
3	S & T Block III	---do---	---do---	
4	Reception Block	---do---	---do---	
5	Canteen Block	---do---	---do---	
5	CISF Barrack	---do---	---do---	
6	Roads, Pavements & pathways etc.	Sweeping & removal etc.	Daily	
7	Doors, windows, ventilators, cobwebs etc.	Cleaning & removal etc.	Fortnightly	
8	Gutters & drainage	Cleaning	---do---	
9	Wild growth	Removal	Monthly	
10	Roofs & down water pipes	Cleaning	Every three months	
11	Overhead water tanks	Cleaning	--do--	
12	Disposing of accumulated material	Outside DST premises	Once in every month or as and when asked by DST.	
13	No. of toilets i) Gents toilet-19 ii) Ladies toilet-12	Functional and cleaning	Daily (four times)	

Area of Technology Bhavan premises: 38,000 sqm (Approx.)

Approximate floor area for various buildings

Sl No.	Name of the building with area	Approx area in sqm.	Schedule	Remarks
1	S & T Block II	8000		
2	S & T Block I	4000		
3	Reception Block	600		
4	Canteen Block	1300		
5	S & T Block III	1500		
6	CPWD Block	800		
7	CISF Block	200		
8	Garage including parking area	500		
9	Total	16900 say 17000		
10	Outside sweeping area (Approx)	21000		

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TABLE-I**Cleaning Materials requirement for one Month**

Sl No.	Description of item	Unit	Make/ Brand	Monthly Qty requirement (Approx)	Remarks
1	Air Freshener (Toilet) (50 gms)	Each	Odonil (50 gms)	60	
2	Domex	Ltr.	Domex (HUL)	150	
3	Washing soap	Each	555	05	
4	Naphthalene Ball	Kg	Trisul B 132	05	
5	Soft Broom (Phool Jadu)	Each	Gala	30	
6	Hard Broom for road sweeping (Bamboo)	Each	Local	15	
7	Duster (White) Pack of 10 Nos.	Pack	600X600 mm	50	
8	Detergent Power (1 kg)	Kg.	Fena	05	
9	Liquid soap	Ltr.	Life Buoy (900 ml)	100	
10	Toilet Brush (Harpic)	Each	Harpic	30	
11	Homocol (400 gms.)	Ltr.	Homocol Sanitary	60	
12	Harpic	Ltr.	Local	60	
13	Pocha (Floor Duster)	Each	Local	50	
14	Floor brush (Hard & metallic)	Each	Local (2')	01	
15	Room Freshener 500 ml Bottle (Air Wick)	Each	Reckitt Benckiser	15	
16	Collin (500 ml)	Each	Reckitt Benckiser	05	
17	Urinal/ Sanitary cubes	Pks	Trisul	40	
18	Brasso (450 ml)	Each	Brasso	03	
19	Vim Power(1 kg)	Kg	Vim	02	
20	Toilet Roll (100 mtrs.)	Each	Royal	100	
21	Bleaching Powder	Kg	Of repute brand	05	

TABLE-II

Items required during initial stage of contract and subsequent requirement/ replacement in case of damage due to wear & tear and are the assets of the contractor and will be allowed to lift by the contractor at the time of termination/ cessation of contract.

Sl No.	Description of item	Unit	Make/ Brand	Qty	Remarks
1	Bucket 16 ltrs	Each	Desire	35	
2	Bucket for toilets 05 ltrs	Each	Crown	35	
3	Dust Bin with cover 40 ltrs	Each	Crown	25	
4	Dust Bin 05 ltrs.	Each	Crown	100	
5	Wiper	Each	National	35	
6	Mug (Toilet + general use)	Each	Metro	50	
7	Vaccum Cleaner	Each	Ureka Forbes	02	
8	Towel (To be changed weekly in the toilets)	Each	Bombay dyeing (60")	10	
9	Sickle	Each	Local	04	
10	Spade (Powda)	Each	Local	04	
11	Khurpa	Each	Local	10	
12	Safety coat for pest control	Each	Local	06	
13	Uniform (for 35 personnel)	Each	Local	70	
14	Shoes (For 35 personnel)	Pair	Bata	70	
15	Rickshaw	Each	Avon	02	
16	Floor scrubber (Heavy Duty) Mechanical	Each		01	
17	Web cleaner	Each	Local	04	
18	Truck (For disposal of waste at designated location of Civic Bodies outside Technology Bhavan)	Each		01	
19	Plastic mesh for gents' urinal	Each	Local	100	

Note: The contractor will provide soap container/ dispensers in all the toilets and 02 numbers in each toilet and the same should be filled with liquid soaps at all the times.

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FINANCIAL BID
(To be quoted on the Letter Head of the firm)

Table I: Provisioning of man power (Variable component of Financial bid as per GNCTD Rates)

Sl No.	Man power description	Rates in Rs.	Number of man power	Total amount in Rs. Per month
1	Supervisors (Semi Skilled)	15,296/-	03	45,888/-
2	Cleaning staff (Un-skilled)	13,896/-	32	4,44,672/-
3	Total (1 + 2) above		35	4,90,560/-
4	ESI @..... on SI No.3 above			
5	EPF @..... on SI No.3 above			
6	Total SI No's (3 +4+5) above			
7	Service Charge @on SI No.6 above (To be quoted by the firm & should be more than @ 2% and up to two decimal places only)			
8	Total SI Nos. (6 + 7) above			
9	GST as applicable on SI No.8 above			
10	Grand total SI Nos. (8+9) above and to be rounded off to next digit, if required			

Table II : Provisioning of Cleaning Material (Fixed Component of Financial Bid valid for throughout the period of contract) to be utilized for evaluating actual monthly consumption of items as per Table 1 of Appendix B

Sl No.	Description of item	Unit	Make/ Brand	MRP in Rs.	Monthly Qty requirement (Approx)	Amount in Rs.
1	Air Freshener (Toilet) (50 gms)	Each	Odonil (50 gms)		60	
2	Domex (500 ml)	Ltr.	Domex (HUL)		150	
3	Washing soap	Each	555		05	
4	Naphthalene Ball	Kg	Trisul B 132		05	
5	Soft Broom (Phool Jadu)	Each	Gala		30	
6	Hard Broom for road sweeping (Bamboo)	Each	Local		15	
7	Duster (White) Pack of 10 Nos.	Pack	600X600		50	
8	Detergent Power (1 kg)	Kg.	Fena		05	
9	Liquid soap	Ltr.	Life Buoy (900 ml)		100	
10	Toilet Brush (Harpic)	Each			30	
11	Homocol (400 gms.)	Ltr.	Homocol Sanitary		25	
12	Harpic	Ltr.			60	
13	Pocha (Floor Duster)	Each	Local		50	
14	Floor brush (Hard & metallic)	Each	Local (2')		01	
15	Room Freshener 500 ml Bottle (Air Wick)	Each	Reckitt Benckiser		15	
16	Collin (500 ml)	Each	Reckitt Benckiser		05	
17	Urinal/ Sanitary cubes	Pks	Trisul		40	
18	Brasso (450 ml)	Each	Brasso		03	
19	Vim Power(1 kg)	Kg	Vim		02	
20	Toilet Roll (100 mtrs.)	Each	Royal		100	
21	Bleaching Powder	Kg	Of brand repute		05	
22	Total					

Note: Payment will be made as per actual receipt & consumption of items for maintaining of premises

Cont'd.....18/-

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Table III:

Sl No.	Description	Unit	Rate in Rs.	Qty	Amount in Rs.
1	Provisioning of manpower	Per Month	As arrived at SI No.10, Table: I, Page No.17/24 Appendix C	01 month	
2	Supplying of cleaning material required as per Appendix-B (consisting Table-I except assets of contractor)	Per month	As arrived at SI No.22, Table II Page No.17/24 Appendix C	01 month	
3	TOTAL COST per month				

Terms & conditions of Financial bid:

1. The rate quoted against S.No.-1 & 2 in Table III above shall include all expenditure like monthly salary, E.P.F. employer's share, ESI or equivalent, other allowances, any type of taxes including GST etc.
2. The rate quoted against S.No.2 of materials required for the work shall also include material cost, transportation cost, operation cost, administrative cost, all taxes. The amount quoted under this description shall be converted to monthly basis for release of running account payment to the contractor during currency of contract, if eligible and claimed by the contractor.
3. The tender shall quote the amount as total cost of items as per Appendix-C at Sl.No.2 of above table.
4. The Financial Bid shall be free from any conditions. Conditional bid shall be rejected straightway and no representation in this regard shall be entertained.

Signature of the bidder (s) with stamp

List of mandatory documents to be attached with the Techno-commercial Bid

Sl No.	License Certificate Description	Attached Yes/ No	Details with validity	Page No. in the bid
1.	Earnest Money Deposit (EMD) of Rs.1,50,000/- (Rupees One Lac and Fifty Thousand only) in the form of DD/ BC/ PO in favour of DDO, DST			
2	Copy of Pan Card			
3	GST registration			
4	Employee Provident Fund (EPF) Registration			
5	Employee State Insurance Scheme (ESI) Registration			
6	Latest copy of approved minimum wages act.			
7	Solvency Statement issued by Bank			
8	Undertaking from the contractor regarding the contractor will not allow or permit any employee to participate in any trade union activities or agitation in Technology Bhavan premises.			
9	Income Tax Returns for the last 03 years (2018-19, 2017-18 & 2016-17)			

Registration Details of the firm: -

Sl No.	Name of the organization Firms registered or enlisted or working with Ministries/ Department of Ministries/PSUs/CPWD/ MES/ Railways are eligible to participate in the tendering process subject to submission of valid documents issued by concerned authority.	Attached Yes/ No	Details	Page No. in the bid
1				
2				
3				
4				

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Cont'd.... Appendix –D**List of similar contracts undertaken in Govt. organizations in the past 03 years ended on 31 Mar., 2018.****Period w.e.f. 01 Apr., 2017 to 31 Mar., 2018**

Sl No.	List of organization	Duration of Contract		Number of man powers in the contract	Page No. in the bid
		From	To		
1					
2					
3					
4					
5					

Period w.e.f. 01 Apr., 2016 to 31 Mar., 2017

Sl No.	List of organization	Duration of Contract		Number of man powers in the contract	Page No. in the bid
		From	To		
1					
2					
3					
4					
5					

Period w.e.f. 01 Apr., 2015 to 31 Mar., 2016

Sl No.	List of organization	Duration of Contract		Number of man powers in the contract	Page No. in the bid
		From	To		
1					
2					
3					
4					
5					

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Cont'd.... Appendix –D**Satisfactory Performance certificate of similar contracts undertaken in Govt. organizations in the past 02 years ended on 31 Mar., 2018.****Period w.e.f. 01 Apr., 2017 to 31 Mar., 2018**

Sl No.	List of organization	Duration of Contract		Number of man powers in the contract	Page No. in the bid
		From	To		
1					
2					
3					
4					
5					

Period w.e.f. 01 Apr., 2016 to 31 Mar., 2017

Sl No.	List of organization	Duration of Contract		Number of man powers in the contract	Page No. in the bid
		From	To		
1					
2					
3					
4					
5					

Ensure the following: -

Sl No.	Description	Yes/ No	Page No. in the bid
1	Address proof (attach separate paper for addresses of other offices) Enclose Voter ID/ Electricity Bill/ Landline Telephone Bill or any other authenticate copy of address proof)		
2	Details of Bank account (Enclose copy of front page of pass book & personalized cancelled cheque)		
3	Original tender document duly signed and stamped at all pages.		
4	"Financial Bid" on Firm's Letter Head duly filled, signed & sealed		

Signature of the bidder (s) with stamp

Department of Science & Technology
Admin II (B) Section

Contractor's details (Mandatory Information)

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Sl No.	Description	Information	
01	Name of the Applicant/ Firm		
02	Nationality		
03	Address (attach separate paper for addresses of other offices) Enclose Voter ID/ Electricity Bill/ Landline Telephone Bill or any other authenticate copy of address proof)	Regd. Office	
		Head office	
04	Telephone Numbers	Landline/ Mobile No.	
		Fax No.	
		E-mail address	
05	Other Details (Enclose copies)	PAN Details	
		GST Registration Number	
06	Constitution of firm	Individual	
		Sole Proprietorship Concern	
		Partnership Firm	
		Public Ltd. Company	
		Private Ltd. Company/ Public Sector Enterprises	
07	Details of Bank account (Enclose copy of front page of pass book & personalized cancelled cheque)	Account No:- Type of account:- Name of Bank:- Name & address of the branch	
08	Is any person working with the applicant a near relative of the official of DST? If yes, give details		

Signature of the bidder (s) with stamp

Sl No.	Description	Information
9.	Earnest Money Deposit (EMD) details	<p>a. Amount in Rs. 1,22,400/- (Rupees One Lac Twenty-Two Thousand and Four Hundred only)</p> <p>b. DD/ BC/ PO No.</p> <p>c. Date of Issue:-</p> <p>d. Name of issuing Bank:-</p> <p>e. Address of the issuing Branch:-</p>
10.	Certificates/ Undertakings	<p>a. I/ we (including all partners) certify that I/ we have carefully read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them.</p> <p>b. I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government.</p> <p>c. I/ We agree to the forfeiture of the Earnest Money Deposit if I/ We fail to comply with all or any of the terms & conditions in whole or in part as laid down in the Tender Enquiry Notice No. D-13023/ 1/ 2/ 2014 Admin II (B) Date 18th June, 2018 which would constitute and have force of a contract between me/ us and the Department of Science & Technology, if I/ we am/ are declared a successful bidder.</p> <p>d. I/ we hereby declare the items mentioned in the Schedule to this notice will be used for bonafide/ lawful purposes only as per the guidelines of Department of Environment & Forest, Govt. of NCT Delhi.</p> <p>e. I/ we hereby also certify that, I/ we have signed all the pages of the document with my/ our conscious and no body from this Department influenced/ compelled to do so.</p>

Advisories: -

1. The participating firm is requested to visit DST New Delhi before quoting and shall get familiarized with the site condition and facilities. A pre-bid discussion meeting is scheduled on **03rd July, 2018** at Technology Bhawan 2.30PM.
2. The participating firm is requested to use both sides of the papers of the bidding documents to save the papers and trees.
3. All interested firms are requested to check DST's website www.dst.gov.in regularly for any amendment/ corrigendum.
4. Participating Firms are requested to avoid the bid bulky. Relevant documents as sought through the tender enquiry notice should be annexed.

Signature of the bidder (s) with stamp.