

# TENDER DOCUMENTS

FOR THE WORK OF

**Providing Pest Control Services at National Science Centre, Near Gate No.4, Pragati Maidan, Bhairon Road, New Delhi – 110001**



Ministry of Culture  
Government of India



**NATIONAL SCIENCE CENTRE, DELHI**  
(A Unit of National Council of Science Museums)

Name of the work:	Providing Pest Control Services at National Science Centre, Near Gate No.4, Pragati Maidan, Bhairon Road, New Delhi - 110001
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**NOTICE INVITING TENDER**

**Tender No. NSCD/15014/1/Limited Tender/01/2024-25 (Civil) dated 12.04.2024**

1. Name of the Museums / Centre (hereinafter called the Museum/Centre) **National Science Centre, Pragati Maidan, Near Gate No.4, Bhairon Marg, New Delhi-110 001.**
2. Sealed limited tenders are invited from reputed and experienced pest control agencies having proven experience for the work of **"Providing Pest Control Services at National Science Centre, Near Gate No.4, Pragati Maidan, Bhairon Road, New Delhi - 110001"**.
3. Place of work **National Science Centre, Near Gate No.4, Pragati Maidan, Bhairon Road, New Delhi - 110001.**
4. The estimated cost of the work is Rs. **1.00 Lakh.**
5. Tenure and validity of the tender will be for a period of three months from the date of submission of tender.
6. Completely filled-in tender papers will be received upto 3.00 p.m. on 26.04.2024 and will be opened at 3.30 p.m. on **26.04.2024** in the office of the National Science Centre, Delhi in presence of tenderer who may like to attend. The Museum/Centre reserves the right to alter the date of issue, receipt, opening of tender etc.
7. The contractors/ Agencies should quote in figures as well as in words the rates and amounts tendered by them.
8. The Earnest Money amounting to **Rs. 2,500/-** is to be deposited only in Bank Draft\* issued by a Scheduled Bank/Banker's cheque from a Scheduled Bank or through Direct Transfer/RTGS/NEFT to **NSCD bank account No. 2417101004100, Canara Bank, Bhagwan Das Road branch, New Delhi IFSC Code- CNRB0002417.** Documents confirming Earnest Money deposited in either form as detailed above must accompany in the Part I of tender as indicated in clause below. Before tenders are opened, the officers opening the tenders will confirm that the Earnest Money has been received in advance as indicated above. All the tenders received within the stipulated period will be opened; but tenders, Earnest Money of which are not received in advance as indicated above, are liable to be rejected. No deviation from the mode of depositing earnest money stipulated above will be permissible and any deviation will render the tenders liable for rejection. Contractors/ Agencies sending receipt/draft along with tender may send them by post at their own risk. **The bidders registered with National Small Scale Industries Corporation (NSIC)/ MSME for the Tendered item under single point registration scheme and desirous of claiming exemptions available to such units on EMD, should submit a copy of each of their valid NSIC/ MSME certificate. Bidders claiming exemption of EMD under this rule (170 of GFR) are however required to submit a signed Bid securing declaration as per format given in Annexure - D.**

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\* D.D. / Bankers Cheque for EMD should be drawn in favor of **"National Science Centre, Delhi"** payable at **Delhi.**

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9. Tenders, which do not fulfill any of the conditions laid down in NIT or Condition of Contract or are incomplete in any respect, are liable to summary rejection.
10. The Museum/Centre does not bind itself to accept the lowest tender and reserves to itself the authority to reject or partially accept any or all the tenders, tendered items or schedules received without assigning any reason whatsoever.
11. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors/ Agencies who resort canvassing will be liable to rejection on that ground alone.
12. Tenders incorporating additional conditions are liable to be rejected.
13. The contractor or contractors/ Agencies must declare in writing that neither he nor any of them is in any way related to any officer in the National Council of Science Museums, Kolkata or any of its constituent units as per annexure - G.
14. GST or any other tax or duties on materials in respect of this contract will be payable by the contractor. Nothing extra will be payable for increase in such taxes or duties even if imposed or levied either before or after the tenders are opened or during currency of contract. GST, if payable extra, has to be mentioned clearly while submission of the bid.
15. Before submitting the tender, the contractor shall examine all specifications, drawings and conditions of contract and inspect the site, if necessary. They tender must be balanced in respect of individual items, so that the quoted rates shall remain in force if the quantities deviate before or during the course of work.
16. Earnest Money is liable to be forfeited, if the contractor selected for the work fails to accept the offer and start the work within two weeks from the date of issue of Letter of Intent to the Contractor.
17. The selected contractors/ Agencies will be issued an Award of Contract by the Museum/Centre and they have to submit the acceptance of the same within specified time and complete the work within **07 days** from the date of issue of Award of Contract. The date of commencement of work shall be the date of issue of Award of Contract.
18. The tender must be submitted in two separate sealed covers marked Part I and Part II and addressed to the Museum/Centre and each superscribe Tender for **The work of 'Pest Control Services at National Science Centre, Near Gate No.4, Pragati Maidan, Bhairon Road, New Delhi - 110001'**. The contents of Part I and II will be as follows:

- (a) The sealed cover marked Part I shall contain the following documents only:
  - (i) Earnest Money in the form as described in clause 8 & 9 of the Notice Inviting Tenders.

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- (ii) Copy of PAN Card and GST registration.
  - (iii) Forwarding letter (in duplicate) clearly indicating the documents attached therein. **The contractor has to clearly indicate in the forwarding letter that he has not quoted any extra condition along with the tender in the Part II sealed envelope.**
  - (iv) Declaration as per clause 13 above & as per annexure - G.
- (b) The sealed cover marked Part II shall contain the tender set itself super-scribing the name of works and giving no additional condition. If any condition is found in this cover it will not be taken into consideration and will not form a part of the tender.

19. **Eligibility Criteria:**

- i. The bidder must be a company registered for pest control services Union/State Govt./any other statutory body, as may be applicable. Documentary evidence to be submitted in the Part -I of the Tender. **(Bidders details to be provided in the annexure C with supporting document.)**
- ii. The agency should have minimum average annual turnover of Rs. 1.00 lakhs for the last three financial year **(A certificate to this effect is to be submitted duly authenticated by the chartered accountant as per the format given in annexure B).**
- iii. Registration Certificate to do the business for similar services.
- iv. Bidder should have experience of providing satisfactorily similar services under State/ Central Government /Autonomous Bodies/ Public sector/reputed firms during last five years as under:
  - a. One similar work of Value Rs. 0.80 Lakhs OR
  - b. Two similar works of Value Rs. 0.60 Lakhs Each OR
  - c. Three Similar works of Value Rs, 0.40 Lakhs Each.**(Detailed to be provided in the Annexure-E with supporting credentials)**
- v. The Agency should Valid Pan and GST registration. A copy of the same to be submitted in Part-I of the tender
  - Agencies may submit the documents related to eligibility criteria as above In Part -I of the tender and should ensure the same as per the Checklist given in the **Annexure- A**

20. For the purpose of opening of tenders, as described in clause 6 of the Notice Inviting Tender, it is clarified that only the sealed envelope marked Part I will be opened first. After the authority opening the tenders is satisfied that the documents in the envelope marked Part-I are in order, the other sealed cover marked Part II may be opened subsequently or / on a date to be informed separately to the tenderers. In case documents in envelope marked Part I are not in order in respect of a tenderer the sealed cover marked Part II containing the tender set may not be opened at all but may be returned to the contractor treating it as invalid and his/their acknowledgements will be obtained in taken of receipt of the same.

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## 21. 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 proper way as mentioned under this scope of work. Successful bidder will make Proforma for recording the following minimum work schedule/parameters and show to the employer to ensure proper accomplishment of these tasks. Scope of work includes entire office premises including Guest House, Cafeteria & surrounding area of Centre's premises.

- 1. Rodent Management Services:** This service will be carried out for controlling rat problem inside as well as outside the premises and safeguarding the important files, papers, boxes, carpets, electrical and telephone wiring, wooden ceiling, paneling, cardboards, raw materials etc. from rodent damage.

This service will be provided in the entire office premises including Guest House, Cafeteria & surrounding area of Centre's premises inside the building area including office cabins, rooms, toilets, corridors, falls ceilings etc. and outside the building premises. The treatment will be carried out by mechanical trapping approximately whenever required.

Suitable available and approved Rat traps to place on each floor including basement area and serviceoperator will keep on changing their location/position during his visit twice in a month at NSCD Campus. For providing the services, the services operator of the contractor shall visit NSCD office for controlling the rodent problem and the services operator.

- 2. Disinfestations Services:** This service will be carried out for controlling all types of crawling insects such as cockroaches, silverfish, bedbugs, red ants, black ants spiders, lizards etc. The services will be provided in the entire office area by gel application or by spray three times in a year (once in a month).

- 3. Vector Control Service:** This service will be carried out for controlling mosquitoes, flies and other flying insects. This will be provided by treating the breeding areas such as open drains, dustbins, garbage area, receiving area entry point's front and rear area of the plant under the bushes damp area along the walls etc. This treatment will be carried out by outdoor spray, indoor spray and using parricide's twice in a month.

- 4. Preventive Anti- termite treatments.**

- 5. Critical Anti termite control**

- 6. Any other Treatment as per BOQ.**

**\*Pesticides/Insecticides which are to be used should be recommended by WHO and Central Insecticide.**

### **Under Scope of work the agency will:**

- Inspect to determine which pest management measures are appropriate and required.
- Recommend environmental sanitation practices that restrict or eliminate food, water, orharborage for pests.
- Select and utilize non-chemical control methods that eliminate, exclude, or repel pests(i.e. insect electrocution devices, traps, caulking, air screens, etc.).
- Select and use of the most environmentally sound pesticide(s) to control when chemical controlmethods are necessary.
- Evaluate effectiveness of control measures through follow-up inspections.
- Control:
  - General structural anthropoid pests (i.e., cockroaches, ants, carpet beetles,

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- spiders, carpenter ants, carpenter bees, etc.).
- II. Flying insect pests (i.e., house flies, stable flies, fruit flies, blow flies, etc.).
- III. Predatory pests (i.e., bedbugs, fleas, mites, ticks, bees, wasps, mosquitoes, etc.).
- IV. Stored products pests (i.e., saw-tooth grain beetle, red/confused flour beetles, bromoderma beetles, grain moths, etc.).
- V. Mice and rats (i.e., house mouse, field mouse, roof rat, Norway rat, etc.).
- VI. Skunks, raccoons, and stray cats.

**22. Interference to Normal Function:**

The contractor/ Agency will 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.

**23. Storage of Pest Control Materials:**

No pest control materials or equipment shall be stored or kept at the Veterans Administration installation when the contractor is not working, without the expressed approval of NSCD authorities.

**24. Disposal of Hazardous Wastes:**

The contractor/ agency shall not dispose off any excess pesticide, pesticide containers or any other materials contaminated by pesticides at any location on the medical facility premises except as specified By NSCD.

**25. Conformity to Regulations:**

The contractor shall conform to all statutory State and local regulations governing, examining and licensing of pest control operators, performance of pest control, use of approved pest control chemicals and equipment, which may be in effect in the area in which the work under the contract will be performed.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

## **PARTICULARS OF THE FLOOR AREA IN DIFFERENT FLOORS WHERE SERVICES REQUIRED**

### 1. BASEMENT:

Stores, Workshop (Mechanical and Electrical), A/C Plant, Pump rooms, L T Panel Room and Art Section, Officers Cubicles, Screen Printing Room and Studio (Total area 3750 Sq.mtrs.)

### 2. GROUND FLOOR:

Auditorium with foyer, Conference Rooms, 'ET' gallery, Cafeteria and guest rooms, Energy Ball, Floor Space – (Total area 3208 sq mtrs inclusive 600 Sq mtr. Carpet area)

### 3. FIRST FLOOR

Entry Plaza, Reception area, temporary exhibition area, Information Revolution gallery, Administrative Block, Escalator and staircase, guest rooms, office of Director and other officers (Total area 3400 Sqm)

### 4. SECOND FLOOR

Library, Fun Science Gallery, Dormitory Science Show Room and Staff Recreation Club - Total Area 3025 sq mtrs.

### 5. THIRD FLOOR

Heritage gallery, Exhibition Area, Dinosaur Enclave (Total Area 2715 sq mtrs).

### 6. FOURTH FLOOR

Human Biology Gallery and exhibition area (Total area 1687 sq mtrs)

### 7. FIFTH FLOOR

Exhibition Area, Two store rooms (Total area 751 sq mtrs)

### 8. SIXTH FLOOR

Two old guest rooms, Lift, Machine Rooms (Total Area 280 sq mtrs.)

**National Science Centre, Delhi  
(National Council of Science Museums)**

**Bill of Quantities**

<b>AMC FOR PEST MANAGEMENT SERVICES IN NATIONAL SCIENCE CENTRE, DELHI</b>					
<b>SL</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate (to be quoted by the agency in INR)</b>	<b>Amount (Rs)</b>
<b>1.</b>	<p>Disinfection treatment for the National Science Centre building, including galleries on each floor, office areas on the 1st floor, basements, cafeteria, guest house, etc., involving the spraying of appropriate chemicals approved by the W.H.O. for each type of pest management.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>i) Management of Cockroaches / Red Ants / Black Ants / Silverfish (CMS).- <b>Minimum Frequency - fortnightly</b></li> <li>ii) Management of Flies / Spiders (FMS). ).- <b>Minimum Frequency - fortnightly</b></li> <li>iii) Management of Mosquitoes (MMS). ).- <b>Minimum Frequency - weekly</b></li> <li>iv) Management of Lizards / Geckoes (LMS).- <b>Minimum Frequency - fortnightly</b></li> <li>v) Management of Snakes (SMS). - <b>Minimum Frequency - As and when required</b></li> <li>vi) Management of Rodents like rats, mice, and bandicoots (RMS). - <b>Minimum Frequency - fortnightly</b></li> <li>vii) Bats Control Treatment/ Services- <b>Minimum Frequency - As and when required</b></li> </ul> <p>The cost covers all materials, medicines, chemicals, labour, tools and equipment (T&amp;P), personal protective equipment (PPEs), transportation and other incidental charges. The application process includes advance scheduling and informing the relevant departments, maintaining a register of spraying with the signature of the officer in charge, and taking necessary safety precautions. Additionally, the cost includes conveyance of pesticides and all other materials, qualified labour etc. The efficient controls of pests necessitate treatment minimum twice a month. The required PPEs shall be provided to the workers as per required. <b>(The timing will be tentatively from 10.30 AM to 6.30PM or as directed by the Officer in charge Required PPE's required any shall be provided to the workers as required.)</b></p>	<b>Per annum</b>	<b>1 Job</b>		
<b>2.</b>	<p><b>Preventive Anti- termite treatments:-</b> The entire periphery of the building to be provided with anti-termite treatment for termite, borer, ants , etc. in required area such as wooden frames, partition, library, exhibition area, store, record rooms, guest house and different areas as may be required and inform to the agency using suitable chemical and methodology as per standard specification . <b>(Quarterly)</b></p>	<b>Each</b>	<b>04</b>		
<b>3.</b>	<p><b>Bee Hive Treatment:</b> removal of honey bee hives and any other bees and treatment of the surface for preventing reoccurrence of the hives as per standard methodology followed for the same. <b>(As per Required)</b></p>	<b>Each</b>	<b>04</b>		

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4.	Specific anti-termite/borer treatment of affected areas inside the building by injecting, grouting and spraying of SC/EC insecticide Chlorpyrifos. <b>(As per Required)</b>	Each	04		
5.	Fogging treatment to the National Science Centre Building and entire campus, etc., with approved pesticide like King Fog Light weight diesel in the ratio 1:20, or as recommended by the engineer in charge (approved by W.H.O) drawing up programmes in advance informing to department, maintaining register of fogging with signature of the officer in charge, taking necessary safety precautions including cost and conveyance of pesticides and all other materials, labours with PPE,T & P and all other incidental charges etc., complete, for the efficient control of mosquitos. (In case of vector borne out break Fogging time will be tentatively from 5.30 PM to 7.30PM or as directed by the Officer in charge Required PPE's required any shall be provided to the workers as required. <b>(As per Required on session wise).</b>	Each	06		
<b>Special note for Rodent control treatment-</b> <i>The has to provide specific rodent control under scope of item No-1 above in the entire building of National Science Centre, including its galleries on each floor, office areas on the 1st floor, basements, cafeteria, guest house, etc., with approved quality of chemicals like Bromadiolone 0.005% in the form of cake e for carrying out Rodent control services effectively or equivalent brand as approved by WHO taking necessary safety precautions Including cost &amp; conveyance of pesticides/poisons and all other materials, labours with PPE, T&amp; P and all other incidental charges etc., complete for the efficient control of rodents. Required PPE's required any shall be provided to the workers as Per required.</i>					
<b>SUB-TOTAL</b>					
<b>GST@.....%</b>					
<b>TOTAL INCLUDING GST</b>					

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**Eligibility Criteria (Checklist for Technical Bid)**

S.N	Qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
01.	The bidder must be a company registered under Union/State Govt. Documentary evidence to be submitted Registration Certificate to do the business for similar services.	I. Certificate of Commencement of business (Certificate of incorporation) II. Certificate consequent to change of name, if applicable		
02.	Bidder should have satisfactorily provided similar services to Government clients/ Autonomous Bodies/ Public sector/reputed firms undertaking during last two years.	Certified documents of Work orders/completion certificate		
03.	They should be registered with Income Tax and Goods and Service Tax.	I. Attested copy of PAN/GIR Card II. Attested copy of GST registration certificate.		
04.	Financial capability of bidder.	Annexure B [On the letterhead of the Bidder]		
05.	Bidder's Details.	Annexure C [On the letterhead of the Bidder]		
06.	Bid Security Declaration Form.	Annexure D [On the letterhead of the Bidder]		
07.	Details of Firm's Experience of similar services.	Annexure E [On the letterhead of the Bidder]		
08.	Certificate for the site inspection.	Annexure F [On the letterhead of the Bidder]		
09.	Undertaking.	Undertaking [On the letterhead of the Bidder]		
10	Declaration	Annexure G [On the letterhead of the Bidder]		

- Please use separate sheet for providing complete information.
- While evaluating bids, the document required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it.
- The bidder is required to enclose self-attested photocopies of the following documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered:

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**FINANCIAL CAPABILITY OF BIDDER**

[On the letterhead of the Bidder]

**Annual turnover details of the Bidder from [insert relevant details]**

#	Financial Year	Turnover in Indian Rupees	Document Page No.
A	2020-2021		
B	2021-2022		
C	2022- 2023		

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

Note:

Submit the audited financial statement/ audited annual report of the last three financial years.

**Bidder's Details**

1	Name of the Firm/ Company	
2	Name and Designation of Authorized Signatory	
	Communication Address:	
	Office Phone No:Mobile No:	
	Fax: E-Mail ID:	
	PAN Number:	
	GST registration Number:	
<b>Particular Details of the Bidders Representative'</b>		
3	Name of the Contact Person: Designation: Phone No: Mobile No: E-Mail ID:	

Authorized Signatory with seal

**Annexure-D**

[On the letterhead of the Bidder]

**Bid Security Declaration Form**

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

Tender No.\_\_\_\_\_

To

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid securing Declaration shall cease to be valid if I am/we are not the successful Bidder

(i) the receipt of your notification of the name of the successful Bidder;

Signed:

In the capacity of:

Name:

Duty authorized to sign the bid for an of behalf of

Dated on\_\_\_\_\_day of\_\_\_\_\_.

Authorized Signatory with Corporate Seal

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**Details of works of similar type executed by the bidder**

[On the letterhead of the Bidder]

Sl. No.	Name of the Company	Work Description	Ref. & Date of the Order	Work Order Value	Contract Period	Page No

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

- Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to be rejected.
- If necessary, separate sheet may be used to submit the information.

**CERTIFICATE OF SITE INSPECTION**

THIS IS TO CERTIFY that: I, \_\_\_\_\_ (name of bidder or his representative) of the \_\_\_\_\_ (name of the firm) visited the site in connection with the Bid No. \_\_\_\_\_ for the work of Providing Pest Control Services at National Science Centre, Delhi.

Having examined the bid documents, I certify that I have acquainted with the nature, geographical and exact location of the works; the general conditions of execution; the neighboring area and other work that might affect the construction methods; the physical conditions specific to the sites; the climatic conditions; local conditions; means of communication and transport; the possibility of supplying electricity; the availability of labor sufficient in number and quantity; all constraints and obligations resulting from social, tax; and all conditions and circumstances which might influence the execution or price of the works.

I further certify that I am satisfied with the description of the works and that I understand perfectly the works to be undertaken as specified and implied in the execution of the Contract.

**\*Note: All the bidders are advised to visit the site before bidding. In case the bidder is not making site visit he will be solely responsible for all or any discrepancy.**

Signature of Bidder with seal: \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of Address of Company: \_\_\_\_\_

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## **DECLARATION -1**

This is to certify that I / We have no close relative as an employee of the National Council of Science Museums or its constituent units (close relative means: Father, Mother, Brother, Sister, Son, Daughter and Spouse) nor any close relatives are associated with us as proprietor / Partner / shareholder / director and like.

Date:  
Place

(Signature of the tenderer)  
with Office Seal

## **DECLARATION -2**

I / We hereby declare that I / We have not quoted any extra condition along with the tender in the Part-II sealed envelope.

Date:  
Place

(Signature of the tenderer)  
with Office Seal

## **UNDERTAKING**

This is to certify that I / We have carefully gone through the drawing/ specifications etc. given in the tender document and have clearly understood the site/ working conditions, time schedule given and have quoted my balance rates after going through the same. I/we hereby give an undertaking that I/we shall carry out the work strictly as per the time schedule given in the tender and shall complete the work well within stipulated time frame.

Date:  
Place

(Signature of the tenderer)  
with Office Seal



**PART-I**

From:

To,

The Director,  
National Science Centre, Delhi,  
Pragati Maidan, Near Gate No. 4,  
Bhairon Marg, New Delhi - 110001

Sub.: **The work of** -----.

Sir,

I / We hereby forward my tender in Part-II. The following documents are being enclosed herewith in Part-I:

- 1) EMD amounting to Rs..... in form of .....
- 2) Photo copy of PAN Card/ GST No. registration certificate enclosed
- 3) Declaration in enclosed format.
- 4) The priced bid containing the tender set itself duly signed is forwarded in Part-II.

Thanking you,

Yours faithfully,

Signature of the Contractor/ Agency  
With Office Seal

Encl.: **As above.**