

No. D-16016/71/2017-CT/ Gen.I
GOVERNMENT OF INDIA
NITI Aayog
Sansad Marg,
New Delhi-110001.

Dated:- /02/ 2018

TENDER NOTICE

SUBJECT:- Invitation for Tender in respect of contract for providing Pest Control services in the NITI Aayog, New Delhi .

NITI Aayog invites sealed quotations (on-line) from reputed and experienced firms to provide pest control services in its office located at Sansad Marg, having 400 (Approx.) rooms and covered area of 7280sqm (Approx.). Details of the services required and other terms and conditions relating to the award of Contract are given in the Annexure -II.

2. The Terms & Conditions of the tender are given at Annexure-II and instructions for on-line bid submission are at Annexure-III. The check-list of documents to be submitted along with the bid is at Annexure-IV.

3. The bidders have to submit bids as per the proforma given along with the tender document in Annexure-II. The rates are to be quoted in Indian Rupees, **Excluding GST**. The scanned copy of Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rupees Ten Thousand only)** must be uploaded with the tender document and the EMD in original (in sealed cover superscribed with the words: "EMD - for provide pest control services in NITI Aayog") is to be dropped in the "EMD Box" kept at Reception Area of NITI Aayog within the office hours w.e.f. 01.03.2018 (12.00 noon) to 21.03.2018 (upto 2:00 p.m.).

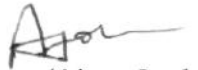
4. The last date and time for submission of bids is 21.03.2018 (up to 2.00 p.m.). The bids shall be opened online at 3.00 P.M. on 22.03.2018 by the duly constituted Tender Opening Committee. One authorized representative of each participating firm/agency/company, who wish to be present to view the tender opening process, will be allowed to do so.

5. All the required documents in support of the eligibility criteria are also to be positively uploaded along with the tender documents. The bidders are advised, in their own interest, to submit the desired papers/ documents with their bids as per the requirements indicated in **Annexure-IV** failing which their bids may be declared as non-responsive, without any further reference to them. The format in which the bids are to be submitted is provided at Annexure-I (Bid format).



Cont. 2

6. Complete tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) and from NITI Aayog website (<http://niti.gov.in>) with effect from the date of publication of the tender notice. Information or any corrigendum related to this tender will be available only on website of Central Public Procurement Portal/NITI Aayog. However, if any clarification is required on any particular point the undersigned may please be approached for the same, before the closing date of the instant tendering process.



(Ajay Joshi)

Under Secretary to the Govt. of India
Tel. No. 011-23096636.

APPLICATION

1. Name of the Bidding Company/
Firm/Agency (Bidder)
2. Status of the firm _____
(Whether Proprietary/Partnership/Company)
3. Name(s) of the Owner/Partner/Director(s) _____
4. Full address of Registered Office _____

5. Full address of the operative branch of _____
the Bidder (in Delhi/New Delhi/NCR) _____

6. Name of Banker with complete address _____

- Telephone no. of the Banker _____
7. Registration Details (self-attested copies to be enclosed):
 - (a) PAN/TIN No. _____
 - (b) Valid license/authorization issued
by the competent authority in such
matter for executing the work of
pest/rodent control etc. _____
 - (c) GST Registration No. _____
 - (d) Proof of Income Tax Assessment
(the name of the document) _____
- (Copies of ITR of last three years)
8. Details of Earnest Money Deposit (Rs.10,000/-):
 - (a) Banker's Cheque No./Demand Draft No. _____
 - (b) Date _____
 - (c) Name of Issuing Bank _____

TERMS & CONDITIONS OF THE CONTRACT

I. SCOPE OF WORK:

The job of Pest control shall include the following:

(i) General Pest Control/Anti Termite: which means eradication of Cockroaches, Mosquitoes, Rats, Flies, Lizards, Termite etc. through permitted insecticides as per Government of India and WHO norms. The Pest control should cover all the places like under the tables, chairs, almirahs, on and around the pile of files, on wooden furniture, on false ceiling, on all staircases, on lift lobby, on all toilets drain ducts, on all pantry rooms, Library halls in all stores and any hidden space under the furniture and should leave no space unattended.

(ii) Rodent controlling should be done as per orders and instructions on the subject.

(iii) Agencies must ensure that the pest control once done shall remain effective up to next pest control failing which it shall have to be done again without any cost.

(iv) The pesticides, etc. used for pest/rodent control, should not have adverse impacts on human beings.

(v) Specified treatment for termite and wood borer control required in any of the area specified of Sansad Marg will be provided by the firm without any extra charge.

(vi) The pest/rodent control measures to be taken by the firm on weekly basis preferably on Saturday (initially for two month period) and thereafter this exercise should be done on fortnightly basis and as and when required / instructed to take this exercise

II. Validity of the contract: The period of contract shall be for a period of one year from the date of start of contract. However, the contract may be extended for another two years (total 03 years) on quarterly /half yearly/ yearly basis, subject to satisfactory performance of the contractor. No request / claim for any hike in the approved rates would be entertained, under any circumstances, during the period of contract. Hence, the rates should be quoted with this provision in mind. Furthermore, NITI Aayog reserves the right to terminate the contract by giving 15 days' notice and without assigning any reason thereof. The validity of the bids received against the tender will be 120 days Rates.



III. Instructions to Bidders:

- 1) Bids received after the specified date and time will not be accepted. If the EMD in original is not received by 21.03.2018 (2.00 P.M), the bids will summarily be rejected. The EMD of the unsuccessful bidder will be returned only after finalization of the due tendering process. No interest will be payable on the EMD.
- 2) If any bidder withdraws his bid at any point of time during the tendering process, the EMD of the concerned bidder will stand forfeited. **Validity of the bid is Ninety days** from the date of opening the bid.
- 3) Rates should strictly be quoted in accordance with the specifications. The bidders are advised to quote their rates (excluding GST) as per specifications indicated in the relevant Annexures of this tender document, failing which their bids shall be out-rightly rejected. Taxes (GST) will be paid extra as applicable.
- 4) The Bidder should upload duly filled in scanned copy of the details as per Format at Annexure-I, III(A, B &, C) and also upload self-attested copies of the supporting documents while doing the on-line bid submission. List of such documents is given at Annexure-IV for ready reference. The details of experience, eligibility criteria etc., should also be scanned and uploaded along with bids. L-1 firm will provide pest control services in NITI Aayog, located at Sansad Marg, New Delhi. Any over writing in Annexure-III(A, B & ,C) is not allowed, if found, the bid will be summarily rejected.

IV. Eligibility Criteria

1. The Registered Office or Branch Office of the bidding Company/firm/Agency (i.e., the Bidder) should be located in Delhi/New Delhi/NCR Region. The Bidder is required to upload the proof of its office address along with telephone number during the online bid submission.
2. The Bidder should have its own Bank Account, TIN Number, PAN Card, GST Registration. Duly signed copy of the same should be uploaded with the Tender during the online bid submission. The firm should also enclose copies of Tax registration and copies of last three years' Income Tax return.
3. The bidder should have the experience of dealing with at least one State /Central Government Ministry/Department/PSU/Autonomous Bodies etc for at least two full years.
4. The bidder should have well qualified experienced in pest control services. There would be at least one such person available as per the specific request of this Department for any particular day(s) by the successful bidder.
5. The Bidder should upload duly signed certificate, stating that "they have carefully read the terms and conditions of the Tender and accepted all the provisions of the Tender" during online bid submission.



6. The bidder should submit/upload an undertaking that the Bidder has not been blacklisted by any Ministry/Department/Organization of the Central Government/State Government and any Public Sector Undertaking.
7. The Bidder whose services have been terminated by the NITI Aayog (erstwhile Planning Commission) before the expiry of the contract, are not eligible to participate in the bid for a period of 3 years from the date of termination of the contract. A certificate in this regard is to be submitted uploaded by the bidder during online bid submission stating that the firm has not been terminated by NITI Aayog (erstwhile Planning Commission) before expiry of the contract during the last three years.
8. The bidder should have a valid license to stock and use of permissible insecticide for commercial pest control operation. The Company/Firm/Agency should furnish self-attested copy of valid license/authorization issued by the competent authority in such matter for executing the work of pest/rodent control etc.
9. The Company/Firm/Agency should furnish self-attested copies of document as proof of minimum Two years' experience in Pest Control in offices of Central Government Ministries/Departments. Proof of experience in the form of copy of certificates obtained from the Government offices should be submitted with the bid.
10. Copy of GST/Sales Tax/Service Tax Registration Certificates to be uploaded.
11. The bidder Company/Firm/Agency should have PAN Card. Self-attested copy of PAN Card should be upload with the bids.
12. Firm has to submit an undertaking that they have physically inspected the premises and understand the volume of work and agree to the terms and conditions laid down in the tender documents.
13. The bidders should submit the documents stated above along-with their bid, failing which their bid shall be treated as non-responsive.
14. The successful bidder has to furnish a Performance Security Deposit (PSD) of 10 % of the Annual Contract Value in the form of a Account Payee Demand Draft /Fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency and hypothecated to the Pay & Accounts Officer, NITI Aayog or a Bank Guarantee from a commercial bank covering the period of the contract, within 10 days from the date of receipt of the letter for award of the Contract. The Performance Security Deposit (PSD) should remain valid for a period of sixty days beyond the date of expiry of the contract for initial period of the contract of one year and completion of all the contractual obligations of the Company/Firm/Agency. In case the contract is extended beyond initial period the EMD will have to be renewed accordingly by the successful bidder.
15. In the event of failure to accept the offer of Contract by the successful bidder and non-submission of the Performance Security Deposit (PSD) by the successful bidder for any reason/s whatsoever, the EMD submitted by the Company/Firm/Agency at the time of submission of the tender, shall be forfeited.



16. Agencies are advised to visit the place of work for assuring the nature and volume of work realistically before quoting the rates.

17. The pest controlling exercise are to be undertaken on weekly basis (initially for two months) and thereafter on fortnightly basis, preferably on Saturday/Sunday.

18. The quoted rates should include the cost of pesticides and related labour and transportation charges. The chemicals/pesticides used by the agency be purchased from reputed concern and should be ISI Marked and/or WHO approved.

19. The rates should be mentioned in figures as well as in words exclusive of taxes and levies.

20. In case of non-service of pest control during contract period services would be got done from the open market. If any excess amount is paid on such purchase and cartage incurred thereon the same would be recovered from the Security Deposit/ pending bills of the successful bidders.

21. In case of failure to comply with Para – 1 to 5 under 'scope of work' an amount of Rs. 1000/- will be imposed as penalty on the successful bidder for the fortnight (concerned period).

22. During the period of contract, it would be your responsibility to keep aforesaid premises free from any type of pests, which may destroy valuable documents, papers, structure, furniture, Handloom and Handicraft items and disturb the smooth and hygienic conditions of office premises. You will have to provide preventive services as per schedule and also receipt of the complaints as and when made, without any additional charges.

V. Earnest Money Deposit (EMD) :

a) The tender must be submitted online within the scheduled time period i.e. by 21/03/2018 (2.00 PM) which should be accompanied by scanned copy of Account Payee Demand Draft/ Pay Order of **Rs. 10,000/- (Rupees Ten Thousand only)** as Earnest Money Deposit (EMD) drawn in favour of Pay and Accounts Office, NITI Aayog and payable at New Delhi. The EMD in original is required to be dropped in EMD Box kept at Reception area of NITI Aayog-within the office hours w.e.f 01/03/2018 (12.00 Noon) to 21.03.2018 (2.00 PM). **EMD should be valid upto a period of 90 (Ninety) days from the date of opening the bid.** The bid security of the unsuccessful bidder will be discharged/returned subsequent to the award of Contract

b) The bidders who are exempted from submission of EMD for tenders floated under Rule 170 of GFR, 2017 shall be dealt with as per the General Financial Rules, 2017 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant Orders/documents regarding such exemption should be submitted/uploaded along with the bid.



VI. Submission of Bids:

- (i) The bids indicating monthly rates for Pest Control **(Exclusive of taxes)** must be upload with the documents mentioned in Annexure-II duly signed.
- (iii) The envelope containing EMD should be dropped in EMD Box kept at Reception area of NITI Aayog-within the office hours w.e.f 01/03/2018 (12.00 Noon) to 21.03.2018 (2.00 PM).
- (iv) The bids should be uploaded in two parts-one is superscribed as 'Technical Bid' giving details in the format as per annexure-I, III-A and Second is superscribed as 'Financial Bid' in the format at Annexure -III-B. The bids would be evaluated in two bid system i.e. Technical & Financial and the financial bids of those bidders who have technically qualified would be opened (in presence of the authorized representative of the bidder firms by giving prior intimation to them) and contract will be awarded to the bidder whose financial bid is L-1 (i.e. lowest bidder).

VII. Bid Evaluation Process

- (i). The bids shall be opened by the Tender Opening Committee (TOC) on the scheduled date and time (at 3.00 PM. On 22.03.2018), in Room No. 411, NITI Aayog, Sansad Marg, New Delhi-110001 in the presence of the representatives of the Bidders, if any, who wish to be present at the time of opening the tender. The lowest Bidder (L-1 firm) will be decided on the basis of total of rates quoted for providing pest control service in NITI Aayog, New Delhi.
- (ii) All terms and conditions stipulated in the tender documents shall be considered for selection of a firm for signing the rate contract. However, the **L1 (lowest bidder)** firm will be decided on the basis of the lowest total value of all the items for which the rates have quoted, as explained in the Tender Notice.
- (iii) The firm/ company must have valid license to stock and use of permissible insecticide for commercial pest control operation duly issued by the concerned authority for executing such kind of job. A self - attested copy of the same must be upload along-with their bid.
- (iv) Firm / Company must fulfill all the conditions under the head Eligibility Conditions. Non fulfillment of these conditions tantamount to rejection of the bid.

VIII. Payment :Payment to the successful bidder shall be released on Quarterly basis on submission of bill in triplicate along-with the report for having provided the above mentioned services to all concerned. TDS and any other Government levies applicable shall be deducted on bill amount as per Government of India instructions issued from time to time.



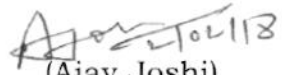
IX. General Terms and Conditions

- a) NITI Aayog reserve the right to cancel the Contract any time during the currency of the Contract without assigning any reason, whatsoever, if the services provided by the firm are found to be unsatisfactory.
- b) Successful bidder should submit Police Verification Report in respect of the persons representing the firm for allowing them to enter into NITI Aayog for doing the work.
- c) Details of the vehicle and name of the driver along with proof of identity should be submitted for allowing entry of the vehicle into NITI Aayog for bringing the materials for pest control.
- d) The firm will maintain regular inter action with Section Officer/Section Supervisor (Gen.I)/Caretaker, NITI Aayog to ensure control of rats/termite/wood borer also within the premises of the NITI Aayog and surrounding areas.
- e) Canvassing in any form is strictly prohibited and bid of the Firm /Agency who resort to canvassing will be summarily rejected.
- f) Any overwriting in the rates quoted is not allowed. All alterations in the rates should be signed in full in ink otherwise the tender will be summarily rejected.
- g) The Competent Authority in the NITI Aayog shall have the right not to utilize the services or terminate the contract at any time without giving any prior notice.
- h) The Security deposit will be liable to be forfeited if during the period of the contract the services are found to be unsatisfactory. In this regard, the decision of the Competent Authority of NITI Aayog shall be final and binding on the contract.
- i) This department reserves the right to extend the duration of the contract beyond the expiry of the contract period at the same rates & terms and conditions, from time to time for a maximum period of two years on Quarterly/Half yearly/annual basis.
- j) Any controversy of dispute arising out of this contract shall be referred to the sole arbitration of the Head of the Department, NITI Aayog, New Delhi, or any other officer nominated by him/her. There shall be no bar to the reference of the dispute to the arbitrator or such an officer appointed by the Head of the Department, NITI Aayog, New Delhi, who might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter is originally referred to earlier, is transferred or vacates office or is unable to act for any reason/s, the Head of the Department shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. No person other than appointed by the Head of the Department shall act as arbitrator. Decision of the Head of the



Department or the person nominated by him shall be final & binding on the contractor. The limitation for filing claim for arbitration is 90 days from the expiry of the contract and in case no claim is filed within this period, it shall be presumed that there is no claim. The place of settlement of dispute(s) shall be at Delhi. In the case of settlement of dispute(s) is to be done in the Court of Law, it will be in the jurisdiction of Court of Delhi

- k)** Subject to above, the provision of the Arbitration Act, 1996 or any other statutory modification on enactment thereof and the rules made there under and for the time being in force, shall apply to arbitration proceeding under this clause.
- l)** Any notice/direction given to the Service Provider Firm under the Terms & Conditions of this agreement shall be considered to be duly served, if the same has been delivered to, left for or dispatched by registered/ speed post to the service provider firm at his last known address. Also, any notice/reply/bill so posted shall be prima-facie proof of service at the expiration of the time in which it reaches in the ordinary course of post.
- m)** The Firms/Agencies /Companies interested in providing pest control service in the NITI Aayog, New Delhi may visit/ inspect the site on any working day between 3.00 PM to 4.30PM before the last date of submission of bids. Any such interested party may contact the undersigned for the purpose.


(Ajay Joshi)

Under Secretary to the Govt. of India
Tel. No. 011-23096636

Copy to:- NIC, NITI Aayog with the request to upload the tender document on CPP portal and the NITI Aayog's website.

Instructions for Online Bid Submission

**Instructions to the Bidders to submit the bids online through
the Procurement site
<https://eprocure.gov.in>**

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/etoken.
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) Bidder should take into account of the corrigenda published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one document, they can be clubbed together.
- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then move it to the my favorites folder.
- 12) From the 'my favorites' folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.



- 14) The bidder has to select the payment option as offline to pay the EMD as applicable
- 15) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.
- 16) The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
- 17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder will result in rejection of the bid.
- 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 21) For any clarifications with the TIA, the bid number can be used as a reference.
- 22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only will be responsible.
- 23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However if the file size is less than 1 MB, the transaction/uploading time will be very fast.
- 24) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the eProcurement system. The bidders should follow this time during bid submission.
- 25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.



27) Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.

28) For any queries, the bidders are asked to contact by mail cppp-nic@nic.in or by phone: 1-800-233-7315 well in advance.

A handwritten signature in black ink, consisting of a stylized capital letter 'A' followed by a horizontal line and a small flourish.

Bid for Pest Control	
Technical Details	
1.	Name of Agency
2.	Nature of the concern : (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization)
3.	Full Address of Reg. Office Telephone No. FAX No. E-Mail Address
4.	Registration No. of the Agency /firm Attach self-attested copy of the Registration
5.	PAN No Attach self-attested copy of the Pan Card
6.	G.S.T Registration No. Attach self-attested copy of the Registration
7.	Certificate of satisfactory performance from the organization to whom the service was provided. Attach self-attested copies of the appreciation letters from the organizations to whom service has been provided.
8.	Certificate- Not blacklisted etc. Attach Certificate

Signature of authorized person

Date:
ace:

Name :
Seal :

Technical Bid

(DECLARATION)

1. I, _____ Son / Daughter of
Shri _____ Proprietor/Partner/Director
/ Authorized Signatory of _____ and
competent to sign this declaration and execute this tender document;

2 I have carefully read and understood all the terms and conditions of
the tender and hereby convey my acceptance of the same.

3. The information / documents furnished along with the above
application are true and authentic to the best of my knowledge and belief.
I / we, am / are well aware of the fact that furnishing of any false
information / fabricated document would lead to rejection of my tender at
any stage besides liabilities towards prosecution under appropriate law.

Signature of the authorized signatory

Date:

Full Name:

Place:

Firm's/Company's Seal :

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the Firm/company should be duly uploaded as a part of the Technical bid.

Financial Bid Format

Name of the Contractor:

Postal address of Agency / Firm / Company:

Tel. No./Fax No.

Description	Frequency	Locations	Rate(s) on Monthly Basis (In Rs.) Excluding taxes
(1) General Pest control(including termite treatment)	Spray on weekly basis (initially for two months) and thereafter on fortnightly basis.	Niti Aayog	
(2) Rodent Control	Fortnightly Check-up	-do-	
Total of (1) & (2)			

(NB: The above rates should be inclusive of all charges for transportation, equipment, material cost and manpower etc.)

Signature of authorized person

Date:

Place:

Name :

Seal :

CHECK LIST

DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

- I. E.M.D. (Pay Order/Demand draft) to be dropped in EMD box separately.
- II. Proof of Registered Office / Branch Office of Company /Firm /Agency in Delhi/New Delhi/NCR.
- III. Proofs of own Bank Account, TIN, PAN, GST/Sales Tax Registration and the latest copy of the Income Tax Return.
- IV. Proof of experience of minimum two years in pest control in the form of copy of certificates from the Ministry/ Department of Govt. of India.
- V. Proof of self-attested copy of valid license/authorization issued by the competent authority in such matter for executing the work of pest/rodent control etc.
- VI. Self -attested copy of a certificate indicating that the bidder has carefully read the terms and conditions of the tender and accepted all the provisions of the tender.
- VII. Self-attested copy of non-blacklisting certificate.
- VIII. Certificate that the service of the firm has not been terminated by NITI Aayog before the expiry of the contract during last three years.
- IX. Undertaking that the firm has physically inspected the premises and understand the volume of work and agree to the terms and conditions laid down in the tender documents.
- X. A scanned copy of the E.M.D. (Pay Order/Demand draft) to be enclosed with the tender bid.
- XI. If the bidder is exempted from submission of EMD, copy of relevant orders/documents regarding such exemption to be enclosed with the bid.

