

No. D-14016/06/2018-GenI-IV
Government of India
NITI Aayog
(General-IV Branch)

Sansad Marg, New Delhi
Dated the 22 January, 2018

OFFICE MEMORANDUM

Subject:- Constitution of Tender Opening Committee(TOC) and Tender Evaluation Committee (TEC) for online tender for providing and installation of 30 Nos. of Desert Coolers/Room Coolers on hiring basis with water filling arrangements and daily maintenance in the NITI Aayog - Reg.

With the approval of the competent authority the following two committees are constituted on the above subject:-

(I) TENDER OPENING COMMITTEE (TOC)

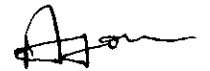
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|-------|--|------------|
| (i) | Shri Ajay Joshi, Under Secretary | - Chairman |
| (ii) | Shri S. Sundaram, Tech. Director, NIC, | - Member |
| (iii) | Shri Narendra Singh Rawat, Section Officer | - Member |

(II) TENDER EVALUATION COMMITTEE (TEC)

- | | | |
|-------|---------------------------------------|------------|
| (i) | Shri Ram Vilas Premi, Under Secretary | - Chairman |
| (ii) | Shri Khela Ram Murmu, Section Officer | - Member |
| (iii) | Shri Davinder Singh, Section Officer | - Member |

2. The last date and time for submission of online tenders is 02.00 P.M. on 21.02.2018. The Tenders will be opened on at 03.00 P.M. 23.02.2018 in room No. 411 in the presence of representatives of bidders.

3. The Tender Opening Committee will submit its report alongwith Tender Documents to the Tender Evaluation Committee. The Tender Evaluation Committee will submit its report to the undersigned immediately on receipt of tender documents from TOC.



(Ajay Joshi)

Under Secretary to the Government of India

Tel No. 23096733

(अजय जोशी)

(AJAY JOSHI)

अवर सचिव / Under Secretary
नीति आयोग / National Institution
for Transforming India (NITI)
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

To

1. Shri Ajay Joshi, Under Secretary
2. Shri Ram Vilas Premi, Under Secretary
3. Shri S. Sundaram, Tech Dir, NIC, NAU
4. Shri Narendra Singh Rawat, Section Officer
5. Shri Khela Ram Murmu, Section Officer
6. Shri Davinder Singh, Section Officer

Copy for information to :

Director /HoD, NITI Aayog,
Deputy Secretary (GA).

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Government of India
NITI Aayog
(General-IV Branch)

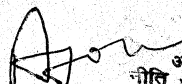
Sansad Marg, New Delhi
Dated the 22nd January, 2018

e-Tender Notice

Subject:- Invitation for online bids for providing and installation of 30 Nos. of Desert Coolers/Room Coolers (which could increase or decrease on the actual requirement) on hiring basis with water filling arrangements and daily maintenance in the NITI Aayog - Reg.

Online Bids are invited from experienced Firms/Agencies/Companies for Providing and installation of 30 Nos. of Desert Coolers/Room Coolers (which could increase or decrease on the actual requirement) on hiring basis with water filling arrangements and daily maintenance in the NITI Aayog premises, residential offices of Senior Officers of NITI Aayog. No Manual bids will be accepted under any circumstances.

2. The bidders have to submit their bids as per the proforma given along with the tender documents. The rate(s) are to be quoted in Indian Rupees only. The scanned copy of the financial instrument signifying the payment of the Earnest Money Deposit (EMD) of Rs.30,000/- (Rupees fifteen thousand only) must be uploaded with the bids documents and the EMD in original (in sealed cover and super-scribed with the words: "EMD - Tender for installation of 30 Nos. of Desert Coolers/Room Coolers" is to be dropped in the "EMD Box" kept at Reception Area of NITI Aayog, Sansad Marg, New Delhi, during the office hours w.e.f. 15th January, 2018. The EMD shall not carry any interest.
3. The submission of bids would begin from 02.00 P.M. on 23rd January, 2018 and last date and time for submission of bids is 2.00 P.M. on 21st February, 2018. The bid shall be opened online at 03.00 hrs. on 23rd February, 2018 by the duly constituted Tender Opening Committee. The representative of firms/agencies/companies who wish to be present to view the tender opening process will be allowed to do so.
4. This office reserves the right to cancel the entire tendering process at any time/stage or relax/amend/withdraw/add any of the terms and conditions contained in the Tender documents without assigning any reason thereof. No inquiry, after submission of the quotation, shall be entertained. In case of withdrawal of any bid before the finalization of the instant tendering process, the EMD of the concerned bidder will stand forfeited.
5. The formats in which the bids are to be submitted are provided at Annexure-I (Application) and at Annexure- II (Bid Format). The Terms & Conditions of the tender are at Annexure-III. Bid validity is 180 (one hundred eighty) days from the date of opening the bid.
6. Bids without requisite documents will be summarily rejected. The Complete tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app> or website of NITI Aayog (<http://niti.gov.in>) with effect from the date of publication of the tender notice. Information or corrigendum, if any, related to this tender will be available only on website of Central Public Procurement Portal/NITI Aayog.


(अजय जोशी)
(AJAY JOSHI)
अवर सचिव/Under Secretary
नीति आयोग/National Institution
for Transforming India (NITI)
भारत सरकार/Govt. India
नई दिल्ली/New Delhi

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. India

For and behalf of the President of India
National Institution
New Delhi / New Delhi

Copy to: (i) Shri Sundaram, Technical Director, NIC, NAU to upload the Tender Notice on the web site Central Public Procurement Portal

(ii) Director (C & I) with the request to upload the Tender Notice on the web site of NITI Aayog.

Enclosures:

1. Application Form (Annexure-I)
2. Bid Format (Annexure-II)
3. Scope of Work and General Instructions for Bidders (Annexure-III)
4. Terms & Conditions (Annexure -IV)
5. Instructions for online bids through eProcurement site (Annexure-V)
6. Check List – to be followed for submission of tender document (Annexure-VI)

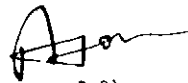
Application

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

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

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) Tax Registration No. _____
 - (c) Proof of Income Tax Assessment
of the firm for any of the last three (3)
financial years.
(Name of the document) _____
8. Details of Earnest Money Deposit (EMD) (Rs.30,000/- Rupees fifteen thousand only):
 - (a) Banker's Cheque No. / Demand Draft No. _____
 - (b) Date _____
 - (c) Name of the Issuing Bank _____

- Note- The bidding firms are advised in their own interest that only one bid will be accepted at one time. If any firm/company/agency submits more than one bid, those bids will straight-away be disqualified from the tendering/bidding process.



(अजय जोशी)
(AJAY JOSHI)
अवर सचिव/Under Secretary
नीति आयोग/National Institution
for Transforming India (NITI)
भारत सरकार/Govt. India
नई दिल्ली/New Delhi


Bid Format

Rent per Desert Cooler/Room Cooler with water filling and daily maintenance and charges excluding taxes.

A	Rate quoted by the firm should include charges of hiring/installation/removal, the transportation charges, water filling and daily maintenance, spare parts of Desert Coolers/Room Coolers, labour charges excluding of taxes/levies (GST) for full summer season of year 2018 (i.e. 15th April 2018 to 31st October, 2018). Rates to be quoted in Indian Rupees. (Rupees _____) _____)	Rs.
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(Signature of authorized Signatory with seal)

N.B. The L1 bidder will be decided on the basis of the lowest rates quoted for charges of hiring/installation/removal, transportation charges, water filling and daily maintenance, spare parts of Desert Coolers/Room Coolers, all kind of taxes/levies, labour charges for full summer season of year 2018 i.e. 15th April, 2018 to 31st October, 2018. The number of Desert Coolers/Room Coolers placed under the rate contract will be decided on the basis of its actual requirement in this Department.


अवर सचिव/अवर सचिव
(A/J) (A/J)
नीति आयोग/National Commission
for Transforming India
भारत सरकार/Government of India
नई दिल्ली/New Delhi

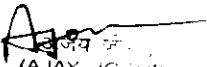
SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The contract is likely to commence from the date of award of contract (i.e. w.e.f. 15th April, 2018) and would continue initially for a period of one year (i.e. upto 31st October, 2018) which can be extended on year to year basis upto an additional period of two years beyond the initial year of the contract, on the same rate, terms and conditions, subject to satisfactory performance by the successful bidder. This office, however, reserves the right to terminate this contract at any point of time after giving one week's notice to the selected service providing Firm/Agency. However, in case any such extension is to be granted, the willingness of the service provider (the successful bidder) will be asked for before considering any such extension.
2. The tender shall be accepted under 'one Bid system'. The interested agencies are advised to submit sealed envelope super scribing "Bid for hiring of Desert Coolers/Room Coolers". The instant bid has two components (i) Financial Bid and (ii) Application with details about the Firm/Bidder. Both need to be filled in and uploaded.
3. The Earnest Money Deposit (EMD) of Rs.30,000/- (Rupees fifteen thousand only), refundable (without interest), should necessarily be deposited in the EMD box and scanned copy of the same must be uploaded with the bids and the EMD in original (in sealed cover super-scribed with the words: "EMD - Tender for hiring of Desert Coolers/Room Coolers" is to be dropped in the "EMD Box" kept at Reception Area of NITI Aayog, Sansad Marg, New Delhi, during the office hours w.e.f. 02.00 P.M. on 23rd January, 2018 and upto 02.00 P.M. of 21st February, 2018. The EMD shall not carry any interest. If the requisite EMD/exemption certificate for submission of EMD is not submitted alongwith the bid, the concerned firm's bid shall be rejected summarily.
4. The bids received after the due date and time will not be entertained. The conditional bids shall also not be considered and will be rejected in the very first instance, without any further correspondence/communication in this regard.
5. The successful bidder will have to deposit a Performance Security of 10% of the total value of annual contract as decided through the instant tendering process in the form of Bank Guarantee or FDR or Pay Order from a Commercial Bank hypothecated in favour of Pay & Accounts Officer, NITI Aayog and the amount of such deposit will be intimated at the time of award of contract, on the basis of the total value quoted by the successful bidder.
6. All entries in the tender form should be legible and clearly filled in. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be uploaded online. No overwriting or strike-through is permissible in the Bid format and the quotations must be given in Indian Rupees. In case, some such change is found in any bid, the tender shall be summarily rejected. The changes if any, made elsewhere must be duly attested by the person authorized to sign the bid on behalf of the bidder concerned.
7. The firm quoting the total lowest rate for supply of Desert Cooler/Room Coolers and water filling arrangements and daily maintenance inclusive of all taxes would be judged as L-1 bidding firm. However, this office reserves the right to choose a firm other than L-1, if there are valid considerations for doing so, in the opinion of the Competent Authority.
8. The firm should indicate labour charges separately for any item of work consequent upon the services to be provided by the firm, if such an item is not covered under contract specifically. No request for any additional charges will be entertained by this office once the instant tendering process is finalized.
9. NITI Aayog reserves the right to amend/withdraw/relax/modify/add any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason therefor. The decision of the H.O.D., NITI Aayog, in this regard will be final.

(अजय जोशी)
AJAY JOSHI
अजय जोशी / Under Secretary
नीति आयोग / National Institution
for Transforming India (NITI)
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

TERMS AND CONDITIONS

1. The firm must be in the business of providing Desert Coolers/Room Coolers on rental basis, maintenance of Coolers including replacement of defective parts at least for three consecutive summer seasons to Government Ministry/Department/Semi-Government Organizations. Supporting documents to this effect should be enclosed.
2. The firm should be registered with Goods and Services Tax (GST) Authorities. A self-attested copy of the Registration Certificate(s) should be attached.
3. The firm should furnish the following certificate that "it is certified that the firm M/s. _____ has not been blacklisted by any Government organization during the last three years including NITI Aayog".
7. The successful bidder will have to deposit a Performance Security Deposit equivalent to 10% of the total contract value either in the form of Bank Guarantee or Fixed Deposit Receipt issued by a commercial bank in the name of the firm/agency but hypothecated to the Pay & Accounts Officer, NITI Aayog which should remain valid for six months after the expiry of contract.
8. The successful bidder has to provide and install the Desert Coolers/Room Coolers in the identified places within one week from the date of award of contract and before 15th April of the year (the day of start of the contract for the year). Any delay in installation of Desert Coolers/Room Coolers will attract penalty @ 2% of the total contract value per week and the contract can be cancelled and Performance Security will be forfeited. All the Desert Coolers/Room Coolers should be in perfect working conditions & free from excessive noises/rattling noises. The firm will be required to remove the Desert Coolers/Room Coolers within a period of 15 days from the date of the completion of the contract failing which this Department will have the right to get these removed at the firm's cost and expense.
9. The Contract will be valid for full summer season of 2018 (i.e. from 15th April, 2018 to 31st October, 2018). The contract is extendable on year-to-year basis upto three years subject to the performance being found to be satisfactory at the discretion of NITI Aayog on the same terms & conditions.
10. General terms and conditions for maintenance:
 - (i) The firm will be responsible for installation, maintenance, servicing/repairing, water filling and removal of Desert Coolers/Room Coolers without charging any extra amount. The firm shall be responsible for the safety of their Desert Coolers/Room Coolers against theft & damages of any kind. The contractor will arrange manpower, tools, buckets, jugs, pipes and other necessary material for installation/maintenance/water filling of Desert Coolers/Room Coolers.
 - (ii) Defects, if any, will have to be removed immediately for smooth functioning of Coolers and defective part(s) of the Coolers has to be replaced within 24 hours without claiming any extra charges.


(AJAY SINGH)
अवर सचिव/
निति आयोग/Secretary
for Transforming India
भारत सरकार/Ministry
नई दिल्ली/New Delhi

(iii) At least two (2) persons may be provided by the Contractor to fill water in the Coolers on daily basis. The expenditure relating to engagement of these persons will be borne by the contractor/firm.

(iv) The persons shall have to report for work at 9.00 AM and would leave at 5.30 PM on all working days. Further, they have to be present in the office on weekends/holidays, if so required.

(v) The firm may also ensure that mobile sets are provided to the mechanics so that any message/complaints of Coolers may be conveyed to them quickly.

(vi) If, at any point of time, the services of the service engineers provided by the firm are found either to be unsatisfactory or not to be of the expected level in any manner, the firm will be liable to change the service engineer immediately.

11. All Desert Coolers/Room Coolers may be superscripted with name of the firm so that it is distinguished from other Coolers installed in the premises of NITI Aayog Building.

12. It shall be the responsibility of the successful bidder/contractor to pay the minimum wages to the labour/persons engaged by the firm and the NITI Aayog will not be responsible for this statutory obligation/duty is not fulfilled by the contractor. However, it is mandatory that the engaged labourers/persons are paid as per the notifications issued as regards minimum wages, from time to time, by the Government of the NCT of Delhi under the Minimum Wages Act, 1948 on monthly basis as applicable for matriculate and skilled category of casual workers. The rates should be quoted accordingly while submitting the bids. The NITI Aayog reserves the right to ask for the proofs of payment of such minimum wages at any point of time. ESIC, EPF obligations of the firm on contract also have to be fulfilled and proofs for the same may be asked for by the NITI Aayog at any point of time.

14. Price & Taxes: The price quoted by the firm shall be excluded of Taxes or charges like GST throughout the validity period and not subject to escalation of any kind whatsoever.

15. Penalty for default services: If it is found at any point of time that any Cooler(s) is not working properly, a penalty @2% of the contract or Rs.200/- per cooler per day, whichever is more, shall be levied.

16. Payment will be made at the end of the contract after the sanctioning authority satisfies himself that the services provided have been of the desired level and that the preventive maintenance check were fully performed. Bills raised by the firm should have all tax registration numbers printed in the Bill. Copy of PAN and Registration of GST should be enclosed. Validity of the Tax Registration shall be the sole responsibility of the firm.

17. Special Note: Bids not submitted through electronic mode or received after due date and time shall not be entertained. Necessary declaration form and price schedule forms are enclosed herewith. This Department reserves the right to reject all or any bid(s), be it the lowest or otherwise, without assigning any reason. Though the contract will remain in force w.e.f. 15th April, 2018 to 31st October, 2018, it may be terminated earlier also if the services of the firm are found to be unsatisfactory. The decision of the Department for terminating the contract on account of unsatisfactory performance shall be final and binding on the firm. Submission of the bids shall

imply that the bidding firm is agreeable to all the terms & conditions mentioned above and they shall fully abide by them. For any clarification in the matter, General-IV Branch may be contacted on Tel. No.23096755.

18. The validity of bids will be 180 days (one hundred eighty days) from the date of opening of tender. Further extension of validity of bid will be at the discretion of HoD, NITI Aayog.

19. Bidders can obtain clarification regarding the bidding conditions, bidding process or rejection of their bids. The enquiries relating to rejection of bids would be considered for reply / consideration only until 60 (sixty) days after the date of award of contract.

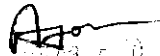
20. Incomplete Bids in any manner are liable to be rejected out rightly.

21. In case of violation of any terms and conditions are notices and if the services are found unsatisfactory, performance security is liable to be forfeited at the discretion of the Competent Authority.

22. NITI Aayog reserves the right to reject any or all the tenders without assigning any reasons thereof.

23. All quoted rates shall be exclusive of all taxes and levies (GST) under respective statutes. However, in pursuance of the Constitution (46th Amendment) Act, 1982, if any further tax or levy is imposed by the State, after the stipulated date for the receipt of tender including extensions, if any, the contractor shall be reimbursed the amount so paid, provided such payment, if any, is not, in the opinion of the Competent Authority of NITI Aayog (whose decision will be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor or payable by the contractor not in connection with this contract in particular.

24. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of Additional Secretary (General Administration) or any Joint Secretary level officer of the NITI Aayog, New Delhi or to any officer nominated by him / her. There shall be no bar to the reference of dispute to the arbitration by such officer as nominated by the competent authority even though the said officer as an employee of the NITI Aayog, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the Joint Secretary level officer 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 the one nominated by the Additional Secretary/Adviser (General Administration) shall act as arbitrator. The decision of Additional Secretary/Adviser (General Administration) or the officer nominated by him shall be final and binding on the party / parties. The arbitration proceedings shall be held at an appropriate location in Delhi / New Delhi. The limitation for filing claim for arbitration is 180 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim. The place of settlement of disputes shall be Delhi. In the case of settlement of dispute in the Court of Law, it will be in jurisdiction of Court at Delhi.


ANIL JOSHI
Joint Secretary
NITI Aayog
for Tender Management
भारतीय योजना आयोग/Govt.
नई दिल्ली/New Delhi

25. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification or enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this Clause. (Ajay Joshi)


Under Secretary to the Government of India

(अजय जोशी)

(AJAY JOSHI)

अवर सचिव/Under Secretary
नीति आयोग/National Institution
for Transforming India (NITI)
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online
Through the eProcurement 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 dropped in EMD box separately 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.

(Signature)
Secretary
National Institution
for the
New

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/e-token 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 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.

20. The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.

21. 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.

22. For any clarifications with the TIA, the bid number can be used as a reference.

23. 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.

24. 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 low 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.

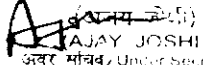
25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the eProcurement system. The bidders should follow this time during bid submission.

26. 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.

27. 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.

28. 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.

29. 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.


AJAY JOSHI
अवर सचिव/Under Secretary
नीति आयोग/National Institution
for Transforming India (NITI)
भारत सरकार/Government of India
नई दिल्ली/New Delhi

CHECK LIST

DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

1. E.M.D. (Pay Order/Demand draft) to be dropped in original in the EMD box separately.
2. Proof of Registered Office / Branch Office of Company /Firm /Agency with complete address in Delhi/New Delhi/NCR.
3. Proofs of own Bank Account, TIN No., PAN No., GST Registration No. and Copy of Certificate and the copy of the Income Tax Return for the last two years.
4. 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
5. Self-attested copy of non-blacklisting Certificate by NITI Aayog/any other Central/State/autonomous office/organization.
6. Self-attested copy of Certificate that the services of the firm have not been terminated by NITI Aayog before the expiry of the contract during last three years.
7. A proof about average annual turnover not less than Rs.15 lakhs for last two years, attested by the Accountant/C.A. of the Company
8. A scanned copy of the E.M.D. (Pay Order/Demand draft) to be enclosed with the tender bid.
9. If the bidder is exempted from submission of EMD, copy(s) of relevant orders/documents regarding such exemption to be enclosed with the bid.



(अध्यक्ष जी.सी.)
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