

Annexure A-I
(Part I of Technical Bid)

To

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

Subject: **Submission of Proposal for Annual Maintenance Contract - Disinfestations, Rodent Control and Termite treatment/control in NCPUL office buildings at Jasola and Block-8 (RK Puram) and Book Godowns at R.K. Puram, Sewa Bhawan and Bhaskar Compound Abul Fazal Enclave, New Delhi**

Sir,

I/We _____ authorized signatory /proprietor on behalf of
M/S _____
(Name of agency) submit herewith proposal for taking over **Annual Maintenance for Disinfestations, Rodent Control and termite treatment/control in NCPUL office buildings at Jasola and Block-8 (RK Puram) and Book Godowns at R.K. Puram, Sewa Bhawan and Bhaskar Compound Abul Fazal Enclave**

Particulars:

1	Name of Agency		
2	Full Address with Telephone No. Mobile, Fax No. and Email of agency		
	(a) Mobile No.		
	(b) Fax No.		
	(c) Telex No,		
	(d) Email		
3	Name & designation of the Proprietor / Owner / Authorized signatory		
	(a) Mobile No.		
	(b) Fax No.		
	(c) Telex No,		
	(d) Email		

4	Whether agency is registered with the Government Department, if so submit proof.		
	(a) Registration Number and year of registration		
	(b) Class / Category		
5	Has the agency Experience of similar work for a minimum period of 3 years and similar work of Government. If so attach copy of performance certificate. (Attach Proof)		
6	Is agency agreed to deposit 10% Security on the Annual contract or allow NCPUL to deduct it from their first payment invoice		
7	Permanent Account Number (PAN) Attach copy		
8	GST Number (GSTIN). Attach copy		
9	Name & contact number of authorized person who will look after the routine complaints		
10	Total number of qualified employees in the field of work to be undertaken on AMC		
	(a) Regulars		
	(b) Contractual		
	(c) Casual		
11	Please specify similar work being carried out by the your agency in other Government Organizations' building (copy enclosed as proof)		

Signature of the authorized person

With official seal and comp

Telephone No.: _____

Date : _____

National Council for Promotion of Urdu Language

Name of proposed Work.: Annual Maintenance Contract - Disinfestations, Rodent Control and Termite treatment/control NCPUL office buildings at Jasola and Block-8 (RK Puram) and Book Godowns at R.K. Puram, Sewa Bhawan and Bhaskar Compound Abul Fazal Enclave, New Delhi

Terms & Conditions:-

1. Agency/Agency will deploy qualified manpower in chemical line for the work of Disinfestations and Rodent Control.
2. The spray work of Pest Control for Disinfestations, Rodent and termite control will be carried out monthly. Additionally, the agency will attend any number of complaints, if required, immediately.
3. Payment of AMC will be made on half yearly basis on completion of time and the same is acceptable.
4. From commencement to completion of the Works, the agency shall take full care and precautions to prevent loss or damage, to minimize loss or damage to the greatest extent possible. The agency shall be liable for any damage or loss that may happen due to the Work or any part thereof and Council's T&P from any cause whatsoever (save and except the Excepted Risks). The agency shall at its own cost make good the same so that on completion, the works and Council T&P shall be in good order, condition and in conformity in every respect with the requirements..
5. The agency shall at all times indemnify the NCPUL against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employers Liability Act, 1938, Workmen's compensation Act, 1923, Industrial Disputes Act, 1947 and the Maternity Benefit Act, 1961, or any modifications thereof or as a consequence or any accident or injury to any workman or other persons in or about the Works, whether in the employment of Agency or not, save and except where such accident or injury has resulted from any act of NCPUL, his agents or servants, and also against all costs, charges and expenses of any suit, action or proceedings arising out of such accident or injury and against all sum or sums which may, with the consent of the agency, be paid to compromise or compound and claim, without limiting his obligations and liabilities as above provided, the agency shall insure against all claims, damages or compensation payable under the Workman's compensation Act, 1923 or any modification thereof or any other law relating thereto.
6. Agency will be responsible to provide insurance cover to man, machines materials involved in spray work of Pest Control for Disinfestations and Rodent Control.
7. Agency/agency will not sublet/transfer whole or any part of the assigned work to other unless prior permission of NCPUL is obtained.
8. NCPUL will have right to terminate the contract after due notice and forfeit the Security Deposit and recover the loss sustained in getting the balance work done through other agencies in the event of agency's continued poor performance..

I/We _____ M/s _____ (agency name) have read the above terms & conditions carefully and these are accepted.

Signature of the authorized person

With official seal and Telephone Number.

