

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	21-11-2025 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	21-11-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Autonomous Body
विभाग का नाम/Department Name	Supreme Court Of India
संगठन का नाम/Organisation Name	Supreme Court Of India
कार्यालय का नाम/Office Name	Tilak Marg New Delhi 110001
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Man-days based - Monkey Repeller/ Chaser (Male); Semi-skilled; Monkey Chaser/ Repeller (Male) , Pest and Animal Control Service - Maintenance Contract; Daily; Monkey Catching and Relocation/ Rehabilitation
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	150 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	45876800
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	917536

#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document

for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b) ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

Registrar (Admn.M)  
SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001  
(Registrar, Admn.)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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**एमएसई खरीद वरीयता/MSE Purchase Preference**

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any

impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

#### अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

**The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:**As mentioned in ATC Document.

**The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:**As mentioned in ATC Document.

**Additional Terms and Conditions if applicable:**As mentioned in ATC Document.

**Estimated reimbursable Expenditure during contract period (No transaction charges will be applicable on this charges):**As mentioned in ATC Document.

**Scope of work & Job description:**[1761901710.pdf](#)

**Manpower Outsourcing Services - Man-days Based - Monkey Repeller/ Chaser (Male); Semi-skilled; Monkey Chaser/ Repeller (Male) ( 51100 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Function	Monkey Repeller/ Chaser (Male)
Skill Category	Semi-skilled
List of Profiles	Monkey Chaser/ Repeller (Male)
Experience of Resource	0 to 3 Years
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
<b>एडऑन /Addon(s)</b>	

#### क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Total number of man-days required during contract period	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	51100	<ul style="list-style-type: none"> <li>Charges per man-day (Inclusive of Wages, EPF, ESIC, EDLI, Bonus, etc) exclusive of GST : 888</li> <li>Estimated number of overtime man-hours during contract period : 0</li> <li>Per hour charges for Overtime Man-hours exclusive of GST : 0</li> </ul>

**Pest And Animal Control Service - Maintenance Contract; Daily; Monkey Catching And Relocation/ Rehabilitation ( 257176 )**

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Service Required	Maintenance Contract
Service Cycle	Daily
Type of treatment	Monkey Catching and Relocation/ Rehabilitation
The bidder should not have been blacklisted or debarred by any Central/ State Government/ agency of Central/ State Government/ Public Sector Undertaking/ Regulatory Authority of India at the time of submission of this bid	Yes
<b>एडऑन /Addons</b>	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

No

#### अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Area in Sq meter	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	257176	N/A

#### क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

#### अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)

9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

**SUPREME COURT OF INDIA**  
**ADMN. MATERIALS (P&S)**

**F.No. 1/MMM/2025-27/SCI(AM)**  
**Dated: 31.10.2025**

**GEM BID NOTICE**  
**FOR HIRING OF AGENCY FOR PROVIDING MONKEY MENACE MANAGEMENT**  
**SERVICES AT THE RESIDENTIAL BUNGALOWS OF HON'BLE JUDGES OF THE**  
**SUPREME COURT OF INDIA INCLUDING GUEST HOUSE AND SUPREME COURT**  
**PREMISES FOR A PERIOD OF TWO YEARS**

Supreme Court of India, an apex Judicial Body under Constitution of India intends to invite online bids/ tenders through GeM Portal, from open market Vendors/ Agencies '**for providing manpower as Monkey Chasers/ Handlers/ Repellers (formerly Monkey Scarers) for driving away Monkeys and for providing Monkey Catching Service to catch and relocate Monkeys from the Residential Bungalows of Hon'ble Judges of the Supreme Court of India including Guest House and Supreme Court Premises, for a period of Two years**, as per Proforma enclosed herewith as **Annexure-A**. Approximate number of Bungalows are 35 to 40 situated within approximate radius of 10 Kilometers from Supreme Court of India. **The requirement of the manpower may increase or decrease as per the requirement during the contractual period.**

**The manual bids shall not be accepted under any circumstances. The offer submitted by fax/e-mail shall not be considered. No correspondence will be entertained in this matter.**

The bids/ tenders are to be submitted online on GeM Portal in strict compliance to the schedule mentioned in the Critical Date Sheet given hereunder:

<b><u>CRITICAL DATE SHEET</u></b>		
<b>Stage</b>	<b>Date</b>	<b>Time</b>
Bid/ Tender Document Publishing Date & Time	31.10.2025	16:00 Hrs.
Bid/ Tender Document Download Start Date & Time	31.10.2025	16:00 Hrs.
Bid/ Tender Submission Start Date & Time	31.10.2025	16:00 Hrs.
Bid/ Tender Submission End Date & Time	21.11.2025	15:00 Hrs.
Bid/ Tender Opening Date & Time	21.11.2025	15:30 Hrs.

Tender Documents/ ATC documents and GeM Bid Document (for reference only) are also available on the Official Website of the Supreme Court of India i.e. <https://www.sci.gov.in/notice-category/tenders/> .

**-PROJECT OVERVIEW & SCOPE OF WORK**

The project under reference will cover the below mentioned 2 aspects related to Management of Monkey Menace:

**(A) Providing Monkey Chaser/ Handler/ Repeller Manpower at Residential Bungalows, Guest House and Supreme Court of India Premises**

Services of approximately 70 numbers of manpower (well trained and experienced in monkey chasing/ handling/ repelling) is to be provided as per the requirement by the successful bidder/ tenderer during the entire contractual period, for curtailment of monkeys, strictly adhering to norms laid down in Prevention of Cruelty to Animals Act, 1960 and other relevant acts.

The manpower will be required on demand basis and the actual number of manpower required during the contractual period may increase or decrease, as per the requirement.

**(B) Providing Monkey Catching & Relocation/ Rehabilitation Service**

The successful bidder/ tenderer shall be required to provide the service of capturing monkeys using humane methods, under strict compliance with animal welfare standards, using government approved methods/ equipments, as and when required, during the contractual period.

After proper medical examination of the captured monkeys, they must be transferred to alternative natural habitats that are identified as safe relocation site by the Government, in coordination with Delhi Government and/or New Delhi Municipal Council (NDMC), whichever is applicable.

**-ELIGIBILITY CRITERIA:**

Bidder/ tenderer firms which fulfill the eligibility conditions may upload the technical bid along with the scanned copy of the following documents failing which their bids/ tenders may be rejected:

1	Signed/ Stamped copy of duly filled Checklist of Documents i.e. Annexure-C.
2	Signed/ Stamped Scanned copy of all pages of this GeM Bid Notice /ATC Document. (Terms & Conditions and Other Instructions etc.)
3	Signed/ Stamped Scanned copy of EMD i.e. Demand Draft as per Clause 1. or Signed/ Stamped copy of Exemption Certificate if exempted from EMD
4	Signed and stamped copy of duly filled <b>Technical Bid Proforma</b> as per format at <b>Annexure-A</b> .
5	Signed and stamped copy of <b>Undertaking/ Declaration</b> as per format at <b>Annexure-B</b> on the letter head of the bidding firm.
6	Signed/ Stamped proof of Geographical Presence in Delhi-NCR along with address of the office.

7	Signed/ Stamped copy of the following: (a) Registration/ Incorporation Certificate, (b) PAN Card, (c) GST Registration, (d) EPFO Registration with latest paid challan, (e) ESIC Registration with latest paid challan, (f) Form-C / Registration Certificate of Establishment issued by Department of Labour, NCT of Delhi
8	Signed/ Stamped copies of proof in support of Satisfactory Work completion from 2-4 prestigious organisations as detailed below:  - The bidder/tenderer must have experience of at least 3 years in providing <b><i>Monkey Chasers/Handlers/ Repellers Manpower</i></b> and <b><i>Monkey Catching &amp; Relocation/ Rehabilitation Services</i></b> in any Central/ State Government Organisations or Public Sector Undertakings (PSUs) in the last 3 years. The experience should be under the present registered name and PAN. <b>[The work orders of the last three financial years upto the date of publishing of this Notice will be taken into consideration]</b>
9	Signed/ Stamped copies of proof in support of at least 1 running work contract as detailed below:  - The bidder/ tenderer must have at least One (1) running work contract in any Central/ State Government Organisations or Public Sector Undertakings (PSUs) for engaging a minimum of 50 personnel/ manpower for Monkey Chasing/ Handling/ Repelling Manpower. <b>[The work orders of the last financial year upto the date of publishing of this Notice will be taken into consideration]</b>
10	Signed/ Stamped copies of proof in support of existence for the last 5 years or more i.e. the bidder/tenderer must have been in existence for the last 5 years or more.
11	Signed/ Stamped copies of certified Audited Balance Sheets of last three financial years (i.e. 2022-23, 2023-24, 2024-25) or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period as detailed below:  - The average Annual Turnover during last 3 financial years must be at least Rs. 150 Lakhs. <b>[Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.]</b>
12	Signed/ Stamped copies of proof in support of minimum average strength of 50 Staff on rolls of the agency in last two consecutive years as detailed below:  - Must have minimum average strength of 50 Staff on rolls of the agency in last two consecutive years. <b>[Copy of Monthly Contribution Challan of EPF, ESI for last 1 year shall also be attached. Document duly certified by Chartered Accountant to this effect must be attached for the last three consecutive years]</b>
13	Satisfactory service certificates for providing <b><i>Monkey Chasers/Handlers/ Repellers Manpower</i></b> and <b><i>Monkey Catching &amp; Relocation/ Rehabilitation</i></b> in any TWO to FOUR Central/ State Government Organisations or Public Sector Undertakings (PSUs) with details of Contact Person, Telephone No., email etc.

**NOTE: The bids submitted by the bidders/ tenderers who do not meet the above specified eligibility criteria and documents not submitted in conformity to the above shall be summarily rejected.**

**(A) BID SUBMISSION**

1) The bidders/ tenderers are required to submit **Earnest Money Deposit (EMD) i.e. Rs. 9,17,536/- (Rupees Nine Lakh Seventeen Thousand Five Hundred Thirty-Six only)** in the form of Demand Draft (DD) drawn in favour of “The Registrar (Admn.), ‘Supreme Court of India’ payable at New Delhi”, in a separate sealed envelope/ cover (superscribing the title of this GeM

Bid and EMD). The sealed envelope/cover containing EMD shall be addressed to **Deputy Registrar (AM), Supreme Court of India, New Delhi**, so as to reach Registry's R&I Counter No. 25 or 26 at Main Building, Supreme Court of India, New Delhi-110001, on or before **Bid Submission End Date**, and a signed/ stamped copy of the same has to be uploaded on GeM Portal. If the bidder/ tenderer firm is exempted from depositing the EMD, a copy of the Certificate to this effect has to be uploaded on the GeM Portal, on or before **Bid Submission End Date**. Tenders not accompanied with the EMD/ Exemption certificates are liable to be rejected.

2) EMD of the unsuccessful bidders/ tenderers would be returned after the contract has been finally awarded to the successful bidder/ tenderer and no interest will be payable on EMD.

**(B) INSTRUCTION TO BIDDERS/ TENDERERS**

3) The bidders/ tenderers must read all the instructions, Proformas' terms & conditions and specifications carefully and ensure compliance with the instructions herein. Failing to furnish all the information as required by the tender document in any respect will be at the bidders'/ tenderers' risk and may result in rejection of the bid/ tender.

4) The bidders/ tenderers must be registered with Employees' State Insurance Corporation (ESIC), Employees' Provident Fund Organization (EPFO), Income Tax, GST & all other statutory bodies and shall comply with all relevant and existing Labour Legislation and acts such as Prevention of Cruelty to Animals Act, 1960, Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, 1970 (CLRA), Workmen's Compensation Act, Payment of Wages Act, Provident Fund, ESI Act, etc., as applicable or framed by the Central Government, or any other Statutory Authority. For any breach or lapse on the part of tenderer in respect of non-compliance of any labour legislation in force during the validity of the Contract, the bidder/ tenderer would be fully responsible and would indemnify the Registry. The bidder/ tenderer must submit an Undertaking towards compliance of all Labour Laws **(Annexure-B)**. **The bidder/tenderer must enclose copies of the same in support of documentary evidence.**

5) The bidders/ tenderers are required to quote the competitive rates online in the GeM Portal only as per GeM guidelines and the rate/ cost of services quoted by the bidders/ tenderers shall cover all aspects of service delivery and include all the components of salary/ wages (minimum wage, insurance, PF, ESI, etc.) and applicable taxes. The rates quoted in the tender will remain unchanged during the said contractual period of 2 years. Under no circumstances rates revision shall be allowed except in case of change in Minimum Wages by Government of NCT of Delhi.

6) Certified translated copy of supporting documents should be uploaded in English, in case of documents available in Regional/ vernacular language other than Hindi.

7) Bidder/ tenderer firms which fulfill the eligibility conditions must upload the technical bid along with the signed/ stamped copy of the duly filled Checklist as per format at Annexure- C.

8) All the pages of technical bid documents as per checklist at Annexure- C must be signed/ stamped and sequentially numbered and uploaded in chronological order in a single merged PDF file (including the signed/ stamped copy of duly filled Annexure- C on top).

- 9) The bidder/ tenderer firm shall not tamper/ modify the Bid Documents.
- 10) The bidder/ tenderer firms are advised to regularly visit GeM Portal and Official Website of the Supreme Court of India for any updates, corrigendum, etc., related to the subject under reference.
- 11) Overwriting/ over-typing in Bid documents must be avoided.

**(C) GENERAL TERMS & CONDITIONS**

12) Technical bids of only those bidders/ tenderers which are found to be in order i.e. satisfying all the stipulated eligibility conditions will be short-listed and financial bids of only such short-listed bidders will be opened online on GeM Portal. The bidder/ tenderer not fulfilling eligibility conditions of the tender will not be considered under any circumstances.

13) Financial bids of only technically qualified bidders/ tenderers will be opened to decide L1.

14) The minimum service charges as 3.85% for outsourcing of manpower i.e. Monkey Chaser/ Handler/ Repeller (Male) manpower is fixed in conformity with OM No.F.6/1/2023-PPD dated 6th January 2023 issued by Department of Expenditure, Ministry of Finance. In case, any bidder/ tenderer is found to quote lesser than minimum service charges as mentioned in the Bid document, he/she would be disqualified. Absolute figures of service charges in rupees (rounded off) should be quoted in the financial bid.

15) The decision of the Registry will be final conclusive and binding on the bidders/ tenderers and the Registry takes no responsibility for any delay whatsoever for submission of tender after the last date and time of submission, as given in the schedule.

16) The bidder/ tenderer shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder/ tenderer or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, their Bids are liable to be rejected.

17) The bidders/ tenderers should disclose their previous experience and the major clients. Satisfactory service certificates should also be produced from any TWO to FOUR of their prestigious clients with details of Contact Person, Telephone No., email etc.

18) The Registry shall not be responsible financially or otherwise for any injury or death caused to any of the personnel of the successful bidder/ tenderer during the performance of duties. The successful bidder/ tenderer shall be solely responsible for providing compensation, if any and / or providing for expenses towards treatment for any injury or loss of life during performance of duties by the personnel deployed by him.

19) In case the successful bidder/ tenderer fails to undertake the work within the notified time period from the date of issue of work order, the Registry reserves the right to terminate the contract

or at its discretion will forfeit the EMD furnished by the bidder/ tenderer.

20) The successful bidder/ tenderer shall be responsible for any loss due to theft / pilferage / damage caused in the course of performance of duties to the Registry's property including fittings, furniture, fixtures or any other equipment(s). The Registry shall assess the amount payable by the successful bidder/ tenderer towards damages / loss / theft / pilferage and the same shall be recovered by the Registry from the monthly payment to be made to the successful bidder/ tenderer.

21) Hypothetical or conditional bids/ tenders will not be entertained. Bids/ Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, the Earnest Money deposited by him shall stand forfeited or/and the bidder/ tenderer may be debarred to participate in the tender process of the Registry in future.

22) The Registry will deal with the bidder/ tenderer directly and no middle-men/ agents/ commission agents etc., should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.

23) The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The bidder/ tenderer shall not be entitled during the said period of 90 days to revoke or cancel its bid/ tender or to vary the tender or any terms thereof.

24) The Registry in its discretion, reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all bidders/ tenderers wholly or partly without assigning any reason thereof.

25) The bidders/ tenderers shall give an undertaking (**as per Annexure -B**) that the Firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/State Government/Public Sector Units/Autonomous Bodies have not been banned/terminated on the account of poor performance.

26) The Registry is not bound to accept the lowest bid/ tender and reserves the right to reject or accept any or all the bids/ tenders, partly or completely, at any time without assigning any reason thereof.

**(D) TERMS AND CONDITIONS FOR THE SUCCESSFUL BIDDER/ TENDERER**

27) The successful bidder/ tenderer will have to enter into an Service Level Agreement (SLA) within one week from the date of receipt of Work-Order.

28) The successful bidder/ tenderer on receipt of Work-Order will be required to deploy approximately **70 Monkey Chaser/ Handler/ Repeller (Male) manpower** on contractual basis to render duty at Residential Bungalows of Hon'ble Judges including Guest House and also at Supreme Court of India premises. The successful bidder/ tenderer will also be required to provide Monkey Catching & Relocation Services at the Residential Bungalows of Hon'ble Judges including Guest House and also at Supreme Court of India Premises, as and when required by the

Registry during the contractual period.

**Note: The requirement of Monkey Chaser/ Handler/ Repeller (Male) manpower may increase / decrease at the time of awarding of contract and also during the entire contractual period of two years.**

29) In case any person whose services are requisitioned, leaves the assignment midway, the Registry may require the successful bidder/ tenderer to provide suitable replacement thereof.

30) The successful bidder/ tenderer shall be responsible for storing and safeguarding its own material at its own cost. Any damage/spoiling of lift/floor/caused during such act will have to be made good by the agency at his/its own expenditure.

31) The successful bidder/ tenderer shall obtain police verification of the antecedents of the personnel to be deployed which may be submitted to the Registry along with the profiles of the personnel deployed. A certificate to this effect shall be furnished by the Contractor to the Registry before deployment of the staff. Further, in respect of the workers deployed at the Registry's premises, the Contractor shall submit details namely, Names, Xerox copy of applications, copy of appointment letters issued by the successful bidder/ tenderer, age proof, address proofs, certificate of educational qualifications, caste certificates (in case of SC/ST/OBC/Minority) & certificate of police verification in respect of all his staff deployed at the Registry's site.

32) The personnel deployed by the successful bidder/ tenderer should be healthy, neat and clean. They should display good conduct & courteous behavior at all times. The following may, therefore, be complied with:

(i)	They should be in proper uniform and should be provided photo identity cards by the successful bidder/ tenderer at his own cost.
(ii)	In case of any complaint against any of the personnel deployed by the successful bidder/ tenderer, he shall remove such person immediately and arrange for replacement of removed person immediately.
(iii)	The personnel so removed should not be deployed again or allowed to work in the premises.
(iv)	The personnel engaged should not be changed without the approval/ permission of the Registry.

33) Despite observing safe practices, if any unfortunate incident occurs, the successful bidder/ tenderer shall bear all expenses or claims towards treatment or compensation of the personnel deployed by them in the Registry.

34) Nothing in this tender shall by implication or expression be taken to mean or imply that any of the persons deployed by the successful bidder/ tenderer are employees of the Registry or deployed by the Registry. The successful bidder/ tenderer shall deploy manpower who shall be in his sole employment and he shall be solely and wholly responsible for their acts, salaries, wages, remunerations or any other statutory liabilities or other payments. Under no circumstances shall the Registry be liable for any payment or claim or compensation (including but not limited to compensation on account of injury, death or termination). In case any liability falls on the Registry

for any reason, the Contractor shall keep the Registry indemnified against the same. In order to give effect to this, the Contractor shall incorporate suitable clause in the appointment letters to be issued to the personnel so deployed mentioning that the workers are employees of the Contractor.

35) The successful bidder/ tenderer shall be bound to provide additional manpower as and when required by the Registry, as referred to under Clause 28 above.

36) The rates so quoted, in conformity with clause 14 above, shall remain effective for two years from the date of commencement of the contract. For any breach committed during this period appropriate action shall be taken by the Registry, whose decision shall be final and binding on the the successful bidder/ tenderer.

37) The successful bidder/ tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

38) The contract shall be subject to such other terms, conditions, and instructions as may be issued by the Registry from time to time.

39) The successful bidder/ tenderer shall ensure that the personnel so deployed should maintain due decorum as well as prohibit its personnel on duty from smoking or lighting fire within the premises where they are deployed and also restrain them from collaborating or mixing up with any outside element or with the workers. The Registry may, if necessary, prevent any employee for being deputed as **Monkey Chaser/ Handler/ Repeller** and in that event immediate replacement shall be provided.

40) The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the successful bidder/ tenderer in the course of performing of the work.

41) These terms and conditions will be in addition to other general terms and conditions which will be incorporated in the Agreement to be entered into with the successful bidder/ tenderer.

42) During the subsistence of contract, in case of breach of any condition or deficiency in service, the Registry shall have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the successful bidder/ tenderer.

43) The Security Deposit/Performance Security shall stand forfeited in case of breach of any of the conditions mentioned herein or if the service is found unsatisfactory / not as per the specific requirement or the contract is prematurely abandoned by the successful bidder/ tenderer.

44) The successful bidder/ tenderer will be under an obligation to pay Minimum wages as revised from time to time to the personnel engaged for the Registry and shall also fulfill all its obligations under the various Labour Laws. Payment of Provident Fund, ESI, DA, Leave etc. of the deployed personnel wherever applicable, will be made by the successful bidder/ tenderer.

45) The Registry will not be responsible for any non-payment or delayed payment by the successful bidder/ tenderer to their deployed personnel and the successful bidder/ tenderer shall also indemnify the Registry against any claims from the deployed personnel for which, the successful bidder/ tenderer will be solely responsible. **The successful bidder/ tenderer shall, therefore, ensure timely payment of the dues of the deployed personnel.**

#### **(E) PAYMENT TERMS AND CONDITIONS**

46) The payment of the monthly bills will be made by Admn. Materials branch after receiving Satisfactory Work Report & Attendance Report from Admn. Judges Branch for Residential Bungalows of Hon'ble Judges including Guest House and from Branch Officer, Caretaking for Supreme Court of India Premises.

47) Monthly payment will be made on the basis of daily rate of Minimum Wages for Semi-skilled labour notified by Govt. of NCT of Delhi from time to time. There shall be no revision in daily rate of Minimum Wages payable except in case of change in minimum wage rates notified by Govt. of NCT of Delhi.

48) Payment for Overtime duties performed by any deployed manpower will be made as per Government Norms.

49) Penalty, if any, shall be deducted from any of the outstanding payment due to the vendor.

50) Statutory deductions shall be made ,as applicable.

#### **(F) PERFORMANCE SECURITY**

51) The successful bidder/ tenderer shall have to deposit the Performance Security @ 3% of the total amount of the Contract value by way of Demand Draft or Bank Guarantee drawn in favour of "The Registrar (Admn.), Supreme Court of India" within one week from the receipt of work order valid for a period of 2 years and 3 months. The Bank Guarantee will be released after two months of successful completion of the Contract or payment of the last bill, whichever occurs later.

52) The performance security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the services are found unsatisfactory/not as per the specifications.

#### **(G) LIQUIDATED DAMAGES**

53) If it is found at any point of time, that provision of the contract has not been complied with to the satisfaction of the Registry, Registrar, Supreme Court of India may in addition to taking other steps under the Agreement to be executed with the successful bidder/ tenderer, also impose such penalty on the successful bidder/ tenderer, as he may deem appropriate. His decision in this regard shall be final and binding on the successful bidder/ tenderer and should not be called into question in any proceedings. The amount of penalty, unless immediately deposited, shall be adjusted from the payment due to the successful bidder/ tenderer.

54) If it is found that less wages were paid, contract will be terminated forthwith and the deficient wages will be deducted by the Registry from tenderer and paid directly to the workers employed by them and further, payment to the firm will be made as per the process defined under Clause 46 to 50 above.

**(H) RELATIONSHIP OF PARTIES**

55) Since both the parties are independent entities, under no circumstance will the employees of the successful bidder/ tenderer be deemed the employees of the Supreme Court of India Registry. The contract shall, therefore, not grant any authority to the successful bidder/ tenderer to act for Supreme Court of India Registry in any capacity on its behalf.

**(I) INTELLECTUAL PROPERTY RIGHTS**

56) Supreme Court of India Registry shall be solely entitled to any Intellectual Property Right (IPR) emanating or in any way related to this tender bid/ process. If any infringement to such IPR is observed during the currency of the contract or any time thereafter, suitable legal action may be initiated by the Supreme Court of India Registry.

**(J) CONFIDENTIALITY OF CONTRACT**

57) The successful bidder/ tenderer shall ensure that the specific terms and conditions of the contract will also be treated as confidential information and that no disclosures will be made in any form without the prior written consent of the Supreme Court of India Registry, except (i) As required by applicable disclosure law; (ii) To accountants, Banks, Financing Sources, lawyers, etc., subject to a duty not to disclose to others or (iii) in connection with the enforcement of this contract.

**(K) JURISDICTION**

58) Since the contract shall be governed by and interpreted under, the laws of the Republic of India and Courts at Delhi shall have exclusive jurisdiction to try, entertain and decide the matters arising out of and in relation to the Contract. All disputes and differences are, however, subject to the jurisdiction of the courts situated in Delhi.

**(L) ARBITRATION**

59) In the event of any dispute or difference or disagreement between the parties in respect of any matter relating to or arising out of the Agreement/ Contract, the parties shall endeavour to resolve amicably any such disagreement or dispute by direct informal negotiation.

60) If the parties fail to resolve such a dispute or difference or disagreement by mutual consultation within twenty eight (28) days from the commencement of such consultation, either party may require that the dispute be referred for resolution to the Competent Authority.

**(M) INDEMNIFICATION**

61) The successful bidder/ tenderer shall keep the office and Supreme Court of India Registry indemnified against all claims whatsoever in respect of the manpower deployed by them. In case any employee of the successful bidder/ tenderer so deployed enters into any dispute of any nature whatsoever, it shall be the sole responsibility of the successful bidder/ tenderer to contest the same.

**(N) OFFICIAL RECORDS**

62) The successful bidder/ tenderer shall make payment of salaries only through online transfer directly into the bank accounts of the staff deployed under the contract and also maintain complete official records of disbursement of wages/ salary, showing specifically details of all deductions such as ESI, PF etc. in respect of all the staff deployed in terms of the said contract.

63) The successful bidder/ tenderer shall maintain a personal file in respect of all the staff who is deployed in terms of the said contract. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (Temporary / Permanent).

64) The successful bidder/ tenderer shall also prepare a register indicating all payments / dues in respect of all the employees.

65) The successful bidder/ tenderer must produce the documents related to the Contract, as and when required by the Registry.

**(O) FORCE MAJEURE**

66) In case the successful bidder/ tenderer is unable to fulfil the obligation under the contract owing to Force Majeure situation like war, fire, earthquake, floods, embargoes, act of terrorism etc., which are beyond the control of the parties, the successful bidder/ tenderer shall promptly notify Supreme Court Registry in writing of such condition and cause thereof. Unless otherwise directed by Supreme Court of India Registry in writing, the successful bidder/ tenderer shall continue to perform its obligations under the contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

67) In case of any doubt/clarification, the parties may contact Branch Officer, Admn. Materials (Maintenance) at Telephone no. 011-23115864 or through email at [boamsupremecourt.sc@nic.in](mailto:boamsupremecourt.sc@nic.in) .

sd/-  
(Padma Sundar)  
Deputy Registrar (AM)

**Encls: Annexures – ‘A’, ‘B’ and ‘C’**

**TECHNICAL BID PROFORMA**

**Ref.: GEM BID NOTICE FOR HIRING OF AGENCY FOR PROVIDING MONKEY MENACE MANAGEMENT SERVICES AT THE RESIDENTIAL BUNGALOWS OF HON'BLE JUDGES OF THE SUPREME COURT OF INDIA INCLUDING GUEST HOUSE AND SUPREME COURT PREMISES FOR A PERIOD OF TWO YEARS**

<b><u>PROFORMA TO BE FILLED BY THE BIDDER/ TENDERER FIRM</u></b>		
1.	Name of the Bidding Company/ Firm	
2.	Name of Owner(s)/ Partner(s)/ Director(s)/ Proprietor(s) (as applicable)	
3.	Full Particulars of Office in Delhi/NCR	
	(a) Complete Official Address	
	(b) Telephone/ Mobile No.	
	(c) Fax No.	
	(d) Official Email Address	
5.	Name of the Contact Person with Telephone/Mobile No./E- Mail ID	
6.	Year of Establishment of the Bidding Company/ Firm	
7.	Status of Firm (Company/ Partnership Firm/ Proprietary Firm or a Government Department or a PSU) etc,	
8.	<b>Registration Details: (Signed and Stamped Copy to be uploaded with this form)</b>	
	(1) Registration/ Incorporation Certificate	
	(2) PAN No.	
	(3) GST Registration No.	

	(4)	E.P.F. Registration No. (with latest challan of payment)	
	(5)	E.S.I.C Registration No.(with latest challan of payment)	
	(6)	Form-C/ Registration Certificate of Establishment issued by Department of Labour, NCT of Delhi	
9.	Details of Earnest Money Deposit (Issuing Bank & Dated)		DD No & Date: Issuing Bank Name: Branch Name: Amount: Valid upto:
	or		
	Udyam Registration Details for Exemption from EMD		
10.	Name & address of the Govt. Offices etc. (Any Two-Four) of which the bidder/ tenderer is having the contract with details of contact person and the telephone/mobile number etc:		
	Sr. No.	Name and Address of the Organization	Details regarding the contract including strength of manpower deployed
			Value of Contract (Rs.)
			Duration of Contract
			From
			To
			dd/mm/yyyy
			dd/mm/yyyy
	(1)		
	(2)		
	(3)		
	(4)		
11.	Details of Financial Statement, Profit and Loss Statement During Last 3 (three) Years		
	Sr. No.	Financial Year	Income
			Expenditure
			Net Profit/ Loss

		(in Rs.)	(in Rs.)	(in Rs.)
	(1)	2022-2023		
	(2)	2023-2024		
	(3)	2024-2025		
12.	Details of Past Experience of providing Providing Monkey Chaser/ Handler/ Repeller Manpower and providing Monkey Catching & Relocation/ Rehabilitation Services.		You may upload the relevant documents for the work executed during last 3 years such as work orders, satisfactory certificates.	
13.	Whether all the terms & conditions of NIT are acceptable :		Yes / No	

Date :

Place :

Signature of the authorized/  
signatory of the firm/company  
organization/official stamp/seal

**UNDERTAKING**

- (1) I/ we (Proprietor/ Partner/ Director/ Authorized Signatory) am/ are competent to sign this undertaking and execute this tender document.
- (2) I/we have carefully read and understood all the terms and conditions of the tender and hereby convey my/ our acceptance of the same.
- (3) The information/ documents furnished along with the tender are true and authentic to the best of my/ our 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 the tender at any stage besides liabilities towards prosecution under appropriate law.
- (4) I/we have apprised myself/ourselves fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my part.
- (5) I/We undertake that (Name \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ Bidder/ \_\_\_\_\_ Tenderer \_\_\_\_\_ Firm \_\_\_\_\_) has not been indicted for any criminal, fraudulent or anti-competition activity and not been blacklisted/banned/terminated by any Central/State Government/ Public Sector Units/ Autonomous Bodies on account poor performance.
- (6) I/We undertake that (Name of the Bidder/ Tenderer Firm \_\_\_\_\_) complies with all the Labour Laws relating to Minimum Wages Act, PF/ESI Act/Statutory obligations, etc.
- (7) I/We undertake that (Name of the Bidder/ Tenderer Firm \_\_\_\_\_) complies with rules relating to Prevention of Cruelty to Animals Act, 1960.

Date :

Place :

Signature of the authorized/  
signatory of the firm/company  
organization/official stamp/seal

**CHECK LIST OF DOCUMENTS TO BE UPLOADED**

[All the pages of technical bid documents as per this checklist must be sequentially numbered and uploaded in chronological order in a single merged PDF file (including the signed/ stamped copy of duly filled Annexure-C on top)]

Sr. No.	Technical Bid Documents to be Uploaded	Page Nos. (To be entered by the Bidder/ Tenderer)
1	Signed/ Stamped copy of duly filled Checklist of Documents i.e. <b>Annexure-C</b> .	Page No(s). 1
2	Signed/ Stamped Scanned copy of all pages of this GeM Bid Notice /ATC Document. (Terms & Conditions and Other Instructions etc.)	Page No(s).
3	Signed/ Stamped Scanned copy of EMD i.e. Demand Draft as per Clause 1. or Signed/ Stamped copy of Exemption Certificate if exempted from EMD.	Page No(s).
4	Signed and stamped copy of duly filled <b>Technical Bid Proforma</b> as per format at <b>Annexure -A</b> .	Page No(s).
5	Signed and stamped copy of <b>Undertaking/ Declaration</b> as per format at <b>Annexure-B</b> on the letter head of the bidding firm.	Page No(s).
6	Signed/ Stamped proof of Geographical Presence (i.e. Office Registration Certificate) in Delhi-NCR along with address of the office.	Page No(s).
7	Signed/ Stamped copy of the following: (a) Registration/ Incorporation Certificate, (b) PAN Card, (c) GST Registration, (d) EPFO Registration with latest paid challan, (e) ESIC Registration with latest paid challan, (f) Form-C / Registration Certificate of Establishment issued by Department of Labour, NCT of Delhi.	Page No(s).
8	Signed/ Stamped copies of proof in support of Satisfactory Work completion from 2-4 prestigious organisations. <b>(Refer Eligibility Criteria 8)</b>	Page No(s).
9	Signed/ Stamped copies of proof in support of at least 1 running work contract. <b>(Refer Eligibility Criteria 9)</b>	Page No(s).
10	Signed/ Stamped copies of proof in support of existence for the last 5 years or more. <b>(Refer Eligibility Criteria 10)</b>	Page No(s).
11	Signed/ Stamped copies of certified Audited Balance Sheets of last three financial years (i.e. 2022-23, 2023-24, 2024-25) or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period. <b>(Refer Eligibility Criteria 11)</b>	Page No(s).
12	Signed/ Stamped copies of proof in support of minimum average strength of 50 Staff on rolls of the agency in last two consecutive years. <b>(Refer Eligibility Criteria 12)</b>	Page No(s).
13	Satisfactory service certificates for providing <b>Monkey Chasers/Handlers/ Repellers Manpower</b> and <b>Monkey Catching &amp; Relocation/ Rehabilitation</b> in any TWO to FOUR Central/ State Government Organisations or Public Sector Undertakings (PSUs) with details of Contact Person, Telephone No., email etc. <b>(Refer Eligibility Criteria 13)</b>	Page No(s).
<b>Every page must be signed and stamped by the authorized official of the bidder/tenderer firm, failing which, it is liable to be rejected.</b>		

Signature of the authorized/  
signatory of the firm/company  
organization/official stamp/seal