

EOI
for
EMPANELMENT OF AGENCIES FOR
CIVIL WORKS.

National Science Centre
(A unit of National Council of Science Museums)

Ministry of Culture, Govt. of India
Near gate No. 4, Pragati Maidan,
Bhairon Marg, New Delhi – 110001



Ministry of Culture
Government of India



Expression of Interest (EOI) for Empanelment of Agencies for Civil
works Upto 10 Lakhs cost

NATIONAL SCIENCE CENTRE, Delhi

Near gate No. 4, Pragati Maidan,
Bhairon Marg, New Delhi – 110001

Date: 08/07/2026

Ref. No- NSCD/15014/1/e-tender/3/26-27

Applications are invited from reputed, experienced, and financially sound agencies for empanelment to execute civil works at the National Science Centre, Delhi (NSCD) and as per this EOI. The empanelled agencies will be considered for participation in limited tenders for civil works costing up to **₹10.00 lakhs** during the **next three years**. Agencies having proven experience in similar works and meeting the eligibility criteria, as detailed in the EOI, may apply and submit their credentials for consideration. The decision of NSCD regarding the preparation and finalization of the panel of agencies shall be final and binding on all applicants.

Please visit website of Central Public Procurement Portal (CPPP) at <https://www.eprocure.gov.in/eprocure/app> and search with NSCD website at www.nscd.gov.in for EOI Details. **The tender Fee offline mode the copy of payment certificate submitted physically or by post addressed to The Executive Engineer(EE), National Science Centre Delhi, Near gate No. 4, Pragati Maidan, Bhairon Marg, New Delhi – 110001 latest by 3:00 pm on 29/07/2026.**

Note: For any clarification please contact Civil Section, NSCD on official mail nscdelhicivilsection@gmail.com. And nscdl01@gmail.com.

INSTRUCTIONS TO THE TENDERERS/BIDDERS FOR E-SUBMISSION OF BIDS ONLINE THROUGH E-PROCUREMENT SITE <https://eprocure.gov.in/eprocure/app>

This tender document has been published on the Central Public Procurement (CPP) Portal (URL: <https://eprocure.gov.in/eprocure/app>). The tenderers/bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the tenderers/bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Tenderers/bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Click here to Enrol**” on the CPP Portal. Enrolment is free of Charge.

As part of the enrolment process, the tenderers/bidders will be required to choose a unique username and assign a password for their accounts.

Tenderers/bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the tenderers/bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

Only one valid DSC should be registered by tenderer/bidders. Please note that the tenderers/bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

Bidder then logs in to the site through the secured log-in by entering their user ID & password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- (a) There are various search options built in the CPP Portal, to facilitate tenderers/bidders to search active tenders by several parameters. These parameters could include organization name, location, date, value, etc. There is also an option of ‘**Advanced Search**’ for tenders, wherein the tenderers/bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- (b) Once the tenderers/bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the tenderers/bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- (a) Tenderer/bidder should take into account any corrigendum published on the tender document before submitting their bids. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and contents of each of the documents that need to be submitted.

- (b) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally they can be in PDF / XLS / RAR / DWF formats as mentioned. **Bid documents may be scanned with 100 dpi with black and white option.**
- (c) To avoid the time and efforts required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the tenderers/bidders. Tenderers/bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting the bid just by tagging and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Tenderer/bidder should log into the site well in advance for bid submission so that he/she uploads the Bid in time i.e. on or before the bid submission time as per the system. Bidder will be responsible for any delay due to other issues.
- 2) Tenderer/bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the tenderers/bidders. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
- 4) The server time (which is displayed on the tender's/bidder's dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the tenderers/bidders, opening of bids etc. The tenderers/bidders should follow this time during bid submission. The tenderers/bidders are requested to submit the tenders/bids through online e-tendering system to the **Tender Inviting Authority (TIA)** well before the bid submission end date & time (as per Server System Clock).
- 5) All the documents being submitted by the tenderers/bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized tender/bid openers.
- 7) Upon the successful and timely submission of tenders/bids, the portal will give a successful tender/bid submission message & a tender/bid summary will be displayed with the NIT/tender/bid no. or Name of Work and the date & time of submission of the tender/bid with all other relevant details.
- 8) The tender/bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any tender/bid opening meetings.

ASSISTANCE TO TENDERERS/BIDDERS

- (a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the **Tender Inviting Authority (TIA), National Science Centre, Near Gate No. 04, Pragati Maidan, Bhairon Road, New Delhi- 110001**
Ph. 011-7428693716-17 Website: www.nscd.gov.in Email: nscdl01@gmail.com, nscdelhicivilsection@gmail.com
- (b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed call to the 24x7 CPP Portal Helpdesk Ph. **1800-3070-2232.**
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NATIONAL COUNCIL OF SCIENCE MUSEUMS

NOTICE INVITING E-TENDER (E-NIT)

No. NSCD/15014/1/e-tender/3/2026-27

Dated: 08.07.2026

The **National Science Centre, Delhi** is a unit under the National Council of Science Museums, Kolkata* (*hereinafter referred to as the Museum/Centre).

1. Online Expressions of Interest (EOI) are hereby invited by the National Science Centre, Delhi (NSCD) from reputed, experienced, and financially sound agencies for empanelment for execution of civil works costing up to ₹10 lakhs through limited tendering, for a period of three (03) years.
2. The empanelment shall remain valid for a period of three (03) years from the date of issue of the empanelment order.
3. The empanelled agencies may be considered for works at National Science Centre Delhi, its satellite units and other project locations under the administrative control of NSCD, as approved by the Competent Authority.
4. In order to ensure wider participation and induction of new agencies, a supplementary Expression of Interest may be invited annually during the validity period of the panel. Agencies found eligible through such process shall be added to the existing panel with validity co-terminus with the original empanelment period.
5. **Eligibility Criteria:** Only those agencies that fulfill the following eligibility conditions shall be eligible to participate in the tender:

A. General Criteria: (To Be Filled in Annexure-I)

- i) The tenderer shall have work for any Central Government / State Government / PSU / Autonomous Body, or reputed agencies.
- ii) The applicant shall be a Proprietorship Firm, Partnership Firm, LLP, Private Limited Company or Public Limited Company and should have been in existence for a minimum period of two years.
- iii) The tenderer shall submit the following valid statutory and financial documents to establish basic eligibility
 - a. Permanent Account Number (PAN)
 - b. GST Registration Certificate
 - c. Latest EPF and ESIC Registration Certificates if exist or applicable.
 - d. Bank mandate Certificate.
- iv) The applicant shall not have been blacklisted, banned or debarred by any Central Government Department, State Government Department, PSU, Autonomous Body or Local Authority. (Self certification copy to be submitted)

B. Works Experience Criteria: (To Be Filled in Annexure-II)

The applicant should have successfully completed similar works during the last 5 years ending on the last date of submission of applications and should satisfy any one of the following criteria:

- a) Three similar completed works each costing not less than Rs 4.00 lakh; or
- b) Two similar completed works each costing not less than Rs 6.00 lakh; or
- c) One similar completed work costing not less than Rs 8.00 lakh.

(Note: Similar works shall mean civil construction, repair, renovation, maintenance, waterproofing, plumbing, sanitary, painting, interior furnishing and allied building works...)

C. Financial Criteria: (To Be Filled in Annexure-III)

Minimum average annual financial turnover of ₹25 lakhs during any last three consecutive financial years, duly certified by a Chartered Accountant; and minimum turnover of ₹10 lakhs in each of the last three financial years.

6. **The place of work:** The empanelled agencies may be considered for works at National Science Centre Delhi, its satellite units Such as Regional Science City, Lucknow, Kurukshetra Panorama Science Centre, Kurukshetra, Palampur Science Centre, Palampur and other project locations under the administrative control of National Science Centre Delhi, as approved by the Competent Authority.

7. **Fees:**

- i) Interested agencies shall submit their applications against the Expression of Interest along with a non-refundable application Tender Fee of Rs 1,000/- (Rupees One Thousand only).
- ii) Agencies found eligible and approved for empanelment shall be required to deposit a one-time empanelment/registration fee of Rs 10,000/- (Rupees Ten Thousand only) within the stipulated period. Failure to deposit the fee within the prescribed period may result in cancellation of the offer of empanelment.

8. **Important Information & Dates:**

Name of Work	EMPANELMENT OF AGENCIES FOR CIVIL WORKS. (Upto 10 Lakhs Limited tender)
Tender Fee	Rs. 1000/- (Non Refundable)
Period of Empanelment	3 Years
Bid Document Publishing Date & Time	July 8, 2026 (As per portal time)
Bid Document Download Start Date & Time	July 8, 2026 (As per portal time)
Seek Clarification Start Date & Time	July 8, 2026 (As per portal time)
Seek Clarification End Date & Time	July 29, 2026 (As per portal time) In writing on official email id.
Bid Document Download End Date & Time	July 29, 2026 (As per portal time)
Bid submission Start Date & Time	July 8, 2026 (As per portal time)
Bid submission End Date & Time	July 29, 2026 (3.00 PM)
Bid Opening(Technical) Date & Time	July 30, 2026 (3.30 PM)

9. The intending tenderers/bidders must read the terms and conditions of **National Science Centre, New Delhi- 110001 carefully**. They should only submit their bid if they consider themselves eligible and if they are in possession of all the documents required.
10. Information and Instructions for tenderers/bidders posted on website shall form a part of the bid document.
11. Out of the online bid documents submitted by intending tenderers/bidders, the technical bids of only of those tenderers/bidders shall be opened, who have deposited e-Tender Document Fee as specified.
12. Those Agencies not registered on the website mentioned above, are required to get themselves registered beforehand.
13. The intending tenderer/bidder must have valid Class II or Class III Certificates with signing key

usage **(DSC)** to submit the bid.

14. The e-Tenders are invited under One envelopes system. The electronic envelope will be named as Technical Envelope & will contain documents of tenderer's/bidder's satisfying the eligibility conditions, scanned copies of tender document fees and Tender Fee, NIT, etc. The bidder shall submit **TECHNICAL BID ENVELOPE** only. The technical bids will be evaluated and final list of eligible empanelment list upload on CPP portal. The envelope shall contain one set of the following documents: -

a) TECHNICAL BID ENVELOPE (cover-1) shall contain the following documents:

- i) Scanned copy of Demand Draft/Pay order or Banker's Cheque of any Nationalized/Scheduled Bank towards Tender Fee in pdf format in favour of "**National Science Centre**", payable at New Delhi".

Note: - Tender Fee (Non-refundable) deposited in other modes than online transfer, has to be drawn or duly pledged in favour of 'National Science Centre, Delhi'. For online direct transaction in the account of NSCD the account details of NSCD are given in bellow.

BANK DETAIL OF NATIONAL SCIENCE CENTRE, DELHI

Name of the Account Holder	NATIONAL SCIENCE CENTRE, DELHI
Account No.	2417101004100
Bank Name	CANARA BANK
Bank Address	6, Bhagwan Das Road, New Delhi
IFSC Code	CNRB0002417
MICR Code	110015045
Type of Account	Saving Account
Branch Code	2417
GST Number	07AAAAN2541C1Z5

Submission of Tender Fee in any other physical mode, physical document to be submitted at National Science Centre Delhi before closing date of bid submission.

- ii) Scanned copies of proof of eligibility as per **Clause No. 5** of as per the NIT in pdf format including undertakings, if any.
- iii) Scanned copy of declaration & UNDERTAKING (as per Annexure – A) duly signed with company seal in pdf format which also includes the undertaking that "The physical Tender Fee shall be deposited by me/us with the office of **National Science Centre, New Delhi- 110001** before the closing date of bid submission otherwise the department may reject the tender/bid and also take action to withdraw my/our enlistment/debar me/us from further tendering in NCSM or any of its constituent units."

15. E-tenders which do not fulfill any of the above conditions or are incomplete in any respect are liable for summarily rejection.
16. The Museum/Centre does not bind itself to accept the lowest e-tender/bid and the right to reject or accept any or all the e-tenders / bids, e-tendered items or schedules received without assigning any reason whatsoever.
17. Canvassing in connection with e-tenders/bids is strictly prohibited and the e- tenders/bids submitted by the tenderers/ bidders who resort to canvassing will be liable for rejection on that ground alone.

18. E-tenders incorporating additional conditions are liable to be rejected.
19. The tenderer(s) must declare in writing that neither he nor any of them is in anyway related to any officer in the National Council of Science Museums, Kolkata or any of its constituent units as per the format given in **Annexure – “A”**.
20. For the purpose of opening of the e-tenders / bids as described in Clause 15 of the Notice Inviting e-tender it is clarified that only on *receiving* the **Tender Fee** physically at National Science Centre, New Delhi before the bid opening date, the Technical Bid Envelope will be opened. After the authority is satisfied that the documents in the Technical Bid Envelope are in order, the final Empanelment List of agency will be publish on CPP portal, subsequently.
21. The documents mentioned above in clause 5 above i.e. proof of eligibility criteria is to be submitted in hard copies physically at National Science Centre, New Delhi on or before 3.30 PM on 05.02.2026.
22. It may be noted that the Technical Bid Envelope which are not found in order as per requirements may be summarily rejected.
23. The empanelment/registration fee shall remain valid for the entire period of empanelment and no separate renewal fee shall be payable during the validity of the panel.
24. All communications relating to Limited Tender Enquiries shall ordinarily be issued through the designated official e-mail ID of the Civil Engineering Section. The empaneled agencies shall maintain a valid e-mail address and regularly monitor communications issued by NSCD. Tender enquiries transmitted through the registered e-mail ID of the Civil Engineering Section shall be deemed to have been duly communicated to the concerned agency.
25. The performance and responsiveness of empaneled agencies shall be reviewed periodically. Any agency which does not participate in five (05) consecutive Limited Tender Enquiries issued by NSCD despite being invited for participation may be issued a notice seeking willingness for continuation on the panel. In case no response is received or the explanation furnished is found unsatisfactory, the Competent Authority may remove such agency from the empaneled list in order to maintain an active and competitive vendor base.
26. The Competent Authority shall reserve the right to remove any agency from the panel on account of poor performance, submission of false information, submission of forged documents, blacklisting by any Government organization, abandonment of work, violation of contractual obligations or any other reason recorded in writing.
27. Empanelment shall not confer any right for award of work and shall only enable participation in Limited Tender Enquiries invited by NSCD from time to time.
28. Sample of LOI and Article of Agreement enclosed as Annexure B and C.

CONDITIOIN & CONTRACT

1. Clause of the conditions of contract will be part of agreement between Museum / Centre and the successful tenderer.
2. The contractor must visit the site before quoting his rates in the tender and acquaint himself with the site conditions thoroughly. No claims for additional payments would be entertained arising out of contractor's ignorance of site conditions.
3. The rate quoted by the contractor shall include all labour, materials, etc. for executing and completing the item, He should also include in his rate all taxes including GST, taxes of works contract, octroi, duties, excise; freight etc. and also should allow for fluctuations of market prices.
4. The contractor shall arrange at their own cost for water and electricity required for construction. In case of Water & electricity supplied by the centre, deductions will be made from the bill(s) as per the rule.
5. The contractor should quote balanced rate. Quantities given in the schedule are tentative and may vary up to any extent. The Museum/Centre reserves the right to execute or to delete any item or increase or decrease any quantity or quantities. Rates quoted in the tender shall be binding for all such variation in quantities.
6. The contractor shall be responsible for the true and perfect setting out of works and also correctness of positions, levels, dimensions and alignment of all parts thereof. If any error arises at any time the contractor shall rectify same at his own cost.
7. All soil, filth or other matters of offensive nature or which are of no use shall have to be removed outside the premises by the contractor at his own cost.
8. Materials to be used in the work shall conform to I.S. specification if otherwise not stated specifically.
9. The contractor shall be entitled to be paid 75% of the value of materials, non-perishable in nature brought to site, required for construction as secured advance.
10. The contractor is entitled to get payment for interim bills before final bill is paid. The measurement of the work done shall be made jointly.
11. All payments to be made to the contractor shall be entered into Measurement Book. Based on the measurement of the work done the contractor shall prepare a bill in approved format and submit the same for payment. All bills shall be pre-receipted.
12. 75% advance bill against work done but not measured may also be certified for payment at the discretion of the Museum/Centre in the interest of work. This advance payment shall be adjusted in the next running bill.
13. In case of large amount blocked in final bill pending technical/audit check, an advance to the extent of 75% of the net final bill shall be released for payment to the contractor and balance amount after full checking of the bill.
14. From the Running Account or final bills, the recovery on account of material supplied by the Museum/Centre with allowance for wastage, shall be made. The contractor shall submit statement of materials used in the construction work along with the bill.
15. The Performance Guarantee shall be 3% of the gross value of the work awarded and shall be submitted

by the contractor to the Centre/Museum upon award of the contract. Security Deposit/Retention Money shall be deducted at the rate of 7% from the gross value of each running bill. The total of the Performance Guarantee and Retention Money, amounting to 10% of the gross value of the work, shall be retained by the Centre/Museum until the completion of the Defect Liability Period (DLP). The Security Deposit/Retention Money shall be refunded to the contractor after virtual completion of the work, successful completion of the Defect Liability Period, and rectification of all defects as indicated in the Appendix of the NIT. In the event of termination of the contract, the Retention Money shall be liable to be forfeited.

Note: At the time of issuance of the Letter of Intent (LOI) for the allotted work, this clause may be suitably modified based on the value and nature of the work.

16. Contractor may carry out work on Govt. holidays only with the permission of Museum/Centre.
17. Contractor shall keep a qualified and experienced Engineer for Supervision of work to ensure best quality of works.
18. Any deviation from the tender specification, coming as extra or substituted item which are not covered in the tender items need approval of the competent authority of the Museum/Centre. The rates for extra/new/substituted items of work shall be derived from the contract items as far as practicable and rates which cannot be derived from the contract will be fixed on the basis of actual cost of materials and labour plus 10% as contractor's overhead and profit.
19. If during execution of work, sub-soil water is met with or water enters the working place due to rain or any other cause the contractor shall do dewatering by using pumps or manual labour at his own cost.
20. If the work is suspended by the contractor or unduly delayed without obtaining extension of time, the Museum/Centre will serve a notice giving 10 days of time and thereafter the incomplete work will be carried out by engaging other agency and in such cases the difference in cost has to be borne by the contractor.
21. The contract can be terminated by both parties after giving one month written notice to the other. In case of contractor serving the notice his entire retention money including earnest money will be forfeited and his payment will be determined on actual measurement basis on the date of termination of contract.
22. In case of any dispute arising between the contractor and the Museum/Centre, the matter shall be referred to the sole arbitration of a person. nominated by the Director General, National Council of Science Museums, whose decision in this regard shall be final and binding on both the contractor and the Museum/Centre.
23. The contractor shall set up facility for holding his office at site and also provide for hutments, drinking water, sanitation etc., for his labour at his cost.
24. Contractor shall include in his rates provision for shoring, shuttering, centering etc. that might be required for proper execution of work.
25. Without prejudice to anything contained herein the contractor shall indemnify the Museum/Centre against all claims for compensation under the provision of the Workmen's Compensation Act, 1923

(VIII of 1923) by or in respect of any workmen employed by the contractor in carrying out this contract and against all cost and expenses incurred by the Museum/Centre in connection with any such claims and without prejudice to any other means of recovery the Museum/Centre shall be entitled to deduct from any money due or to. become due to the contractor (whether under this contract or under any other contract) all money paid or payable by the Museum/Centre by way of compensation aforesaid or incurred or costs or expenses in connection with any claim as aforesaid and the contractor agrees that the decision of the Museum/Centre as to the amount payable by the contractor under the provisions of the clause shall be final and conclusive.

ANNEXURE – A

(Format for Declarations & Undertaking to be typed on bidder agency's letterhead and to be submitted in Part –I (TECHNICAL ENVELOPE) of the e-tender document)

DECLARATION -1

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

Date:

(Signature of the tenderer
with company seal/rubber stamp)

Place:

Appendix to NIT

LETTER OF INTENT FOR EMPANELMENT

Sub: Letter of Intent for Empanelment of Civil Work Agencies

Dear Sir(s),

With reference to your application submitted for empanelment and subsequent evaluation of credentials, this is to inform you that, based on the **final evaluation duly approved by the Competent Authority**, your agency has been **selected for empanelment** with *National Science Centre, Delhi (NSCD)* for execution of civil works up to ₹10 Lakhs through limited tendering.

You are hereby requested to complete the formalities for empanelment by submitting the following within **one week** from the date of issue of this letter:

1. **One-time Empanelment/Registration Fee of ₹10,000/- (Rupees Ten Thousand only)** in the prescribed mode.
2. Non-judicial stamp paper of appropriate value for execution of the **Contract Agreement**.

The empanelment shall be valid for a period of **three (03) years** from the date of signing of the Agreement. During this period, you may be invited to participate in limited tenders for civil works as per the terms and conditions of the empanelment.

Please note that empanelment **does not guarantee award of work**, and allocation of works shall be based on performance, requirement, and participation in tendering processes.

Failure to comply with the above requirements within the stipulated time may result in **cancellation of your empanelment offer**.

Thanking you,

Yours faithfully,

Sd/-
(Authorized Signatory)
Dy. Controller of Administration
National Science Centre, Delhi

AGREEMENT FOR EMPANELMENT OF AGENCIES FOR CIVIL WORKS

This Agreement is made on this ____ day of _____, 20__ at Delhi **between** National Science Centre, Delhi (NSCD), under National Council of Science Museums (NCSM), Ministry of Culture, Government of India, having its office at Near gate No. 4, Pragati Maidan, Bhairon Marg, New Delhi – 110001 (hereinafter referred to as the “Employer”, which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) **of the One Part;**

AND

M/s _____, having its registered office at _____ (hereinafter referred to as the “Agency/Contractor”, which expression shall unless repugnant to the context or meaning thereof include its successors, legal representatives, and permitted assigns) **of the Other Part.**

AND WHEREAS the offer made by the said Contractor in response to the said NIT has been accepted as the most competitive and accordingly a letter of intent (which also forms a part of this agreement) is issued to the Contractor vide letter No. ----- awarding the work of ----- as per required specifications, quantity and schedule of completion.

AND, WHEREAS the said NIT (including appendix), specifications and the priced schedule of quantities and conditions of contract have been signed by or on behalf of the parties hereto. AND whereas the contractor has deposited with the Centre amounting to Rs.----- (Rupees ----- --only) being 10% of work awarded of two years of the contract by DD No. ----- dated ----- (M/s -----) as security deposit of this Agreement as provided in the said conditions.

WHEREAS the Employer had invited applications vide Notice Inviting Tender (NIT) for empanelment of agencies for carrying out civil works up to ₹10 Lakhs, and whereas the Agency submitted its application along with required credentials and was found eligible as per the prescribed criteria, and whereas the Competent Authority has approved the empanelment of the Agency for a period of three (3) years, and whereas the Agency has agreed to undertake civil works as and when assigned by the Employer through limited tender/work order process.

NOW THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained herein, the parties hereby agree as follows:

1. That the Agency shall be empanelled with the Employer for carrying out civil works including building construction, repair and maintenance works, interior works, renovation, and other allied minor civil works, generally costing up to ₹10 Lakhs per work, as may be assigned from time to time for invited limited tender participation.
2. That the empanelment shall remain valid for a period of three (3) years from the date of execution of this Agreement, unless terminated earlier in accordance with the provisions contained herein, and the Employer reserves the right to extend or terminate the empanelment based on the performance of the Agency.

3. That the Agency has deposited a one-time empanelment/registration fee of ₹10,000/- (Rupees Ten Thousand only), which shall be non-refundable under any circumstances.
4. That the works shall be awarded through limited tender or enquiry among the empanelled agencies, and the Employer does not guarantee any minimum quantity or value of work during the empanelment period, and the selection for each work shall be based on competitiveness, technical suitability, and past performance of the Agency.
5. That the Agency shall execute the works strictly in accordance with the specifications, drawings, and instructions issued by the Engineer-in-Charge, and shall maintain quality standards, deploy adequate manpower and materials, adhere to safety norms, and complete the work within the stipulated time period.
6. That each work assigned shall be governed by separate work orders along with applicable General Conditions of Contract (GCC), technical specifications, and other terms and conditions, and this Agreement shall act as a framework governing the empanelment.
7. That payments shall be made on a work-to-work basis as per actual measurements recorded and certified by the Engineer-in-Charge, subject to applicable statutory deductions and taxes as per Government rules.
8. That the Employer may require the Agency to furnish security deposit or performance guarantee for individual works as per the terms of the respective work order.
9. That in the event of unsatisfactory performance, delay in execution, submission of false information, or violation of any terms and conditions, the Employer reserves the right to terminate the empanelment of the Agency without prejudice to any other rights available under law.
10. That any delay in execution of works may attract penalty or liquidated damages as per the conditions specified in the respective work order.
11. That in case of any dispute arising out of or in connection with this Agreement, the same shall be referred to the Director, National Science Centre, Delhi, whose decision shall be final and binding on both parties, and the courts at Delhi shall have exclusive jurisdiction.
12. That this Agreement shall be governed by and construed in accordance with the laws of India.
13. That the documents forming part of this Agreement shall include the NIT document for empanelment, annexures, Letter of Intent/Empanelment Letter, General Conditions of Contract (GCC), and all work orders issued from time to time.
14. That the Agency hereby declares that all information submitted by it is true and correct to the best of its knowledge and belief and agrees to abide by all terms and conditions of empanelment.

IN WITNESS WHEREOF, the parties hereto have set their hands on the day, month, and year first above written.

FOR NATIONAL SCIENCE CENTRE, DELHI

Signature: _____
Name: _____
Designation: _____
(Authorized Signatory)

FOR THE AGENCY

Signature: _____
Name: _____
Designation: _____
Seal of Agency

WITNESSES

1. Name: _____
Signature: _____
2. Name: _____
Signature: _____

ANNEXURE – I

REGISTRATION FORM FOR EMPANELMENT OF AGENCIES

(To be submitted on Agency's Letterhead)

1. General Information

1. Name of the Agency/Firm: _____
2. Registered Address: _____
3. Correspondence Address: _____
4. Contact No.: _____ Mobile: _____
5. Email ID: _____

2. Legal Status of the Firm

- Proprietorship / Partnership / Pvt. Ltd. / Ltd. / Others (Specify): _____
- Name of Proprietor/Partners/Directors: _____

3. Registration Details

Particulars	Details
Registration No. of Firm	
Date of Establishment	
PAN No.	
GST Registration No.	
EPF Registration No.	
ESIC Registration No.	
Bank Mandate certificate	

Signature of Authorized Signatory
(Name & Seal of Agency)

ANNEXURE – II

Experience Details (Last 5 Years)

Details of Similar Works Executed

Sl. No.	Name of Work	Client	Value (₹)	Completion Date	Nature of Work
1					
2					
3					
4					
5					

(Attach completion certificates and work order for recent work)**

Signature of Authorized Signatory
(Name & Seal of Agency)

ANNEXURE – III

Financial Details

Financial Year	Annual Turnover (₹)
Year 1	
Year 2	
Year 3	

(Attach CA-certified turnover certificate)

Signature of Authorized Signatory
(Name & Seal of Agency)

Declaration

I/We hereby declare that all the information furnished above is true and correct to the best of my/our knowledge. In case any information is found to be false, my/our application is liable to be rejected.

I/We agree to abide by all terms and conditions of the empanelment.

Date: _____

Place: _____

Signature of Authorized Signatory
(Name & Seal of Agency)