

राष्ट्रीयप्रतिरक्षाविज्ञानसंस्थान

जैवप्रौद्योगिकीविभाग, विज्ञानऔरप्रौद्योगिकीमंत्रालय, भारतसरकारकास्वायत्तअनुसंधानसंस्थान
अरुणाआसफअलीमार्ग, नईदिल्ली-110067

NATIONAL INSTITUTE OF IMMUNOLOGY

An Autonomous Research Institute of the Department of Biotechnology, Ministry of Science and
Technology,
Government of India
Aruna Asaf Ali Marg, New Delhi-110067
(Ph. No. 011-26171121-45 & 26717010-19)

TENDER DOCUMENT FOR

**Pest Control Services at NII main campus
and 20 No Dwarka Staff Quarters of NII,
New Delhi**

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NII/EE/Civil./171/NIT/18-19/13

Date -12-06-2018

NOTICE INVITING TENDER

Sealed tenders are invited in two parts, (I -Technical Bid and II - Price Bid) on behalf of the Director, NII for the work “**Pest Control Services at NII main campus and 20 No Dwarka Staff Quarters of NII, New Delhi**” from specialized firms/contractors fulfilling the pre- qualification criteria, scope of work and General Terms & Conditions. Tender document is available on the Institute’s website i.e. www.nii.res.in & **CPPP**.

(कार्यपालक अभियंता)

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NII/EE/Civil./171/NIT/18-19/13

Date: 12-06-18

Notice Inviting Tender

Sealed tenders are hereby invited in two parts, (I –Technical Bid and II - Price Bid) on behalf of the Director, NATIONAL INSTITUTE OF IMMUNOLOGY, Aruna Asaf Ali Marg, JNU Campus, New Delhi-110067 for the work “**Pest Control Services at NII main campus and 20 No Dwarka Staff Quarters of NII, New Delhi**” from specialized firms/contractors fulfilling the pre- qualification criteria, scope of work and General Terms & Conditions. Tender document is available on the Institute’s website www.nii.res.in & **CPPP**

Name of Work : - **Pest Control Services at NII main campus and
20 No Dwarka Staff Quarters of NII, New
Delhi**

Estimated Cost : - **Rs 3,72,000/- per year
plus GST extra as applicable**

- 1- Earnest Money : - Rs 15,000/-
- 2- Last Date of sale of tender : - 25-06-2018
- 3- Last date of receipt of tender : - 26-06-2018 (up to 3:00 PM)
(Both Technical & Price Bids)
- 4- Date of opening of tender : - 26-06-2018 (at 3:30 PM)
(Technical Bid only)
- 5- Cost of tender document : - Rs 500/- (Non- refundable)

However, in order to promote wider participation and ease of bidding, no cost of tender document will be charged for the tender documents downloaded by the bidders.

6- Prequalification criteria:

- (i) The bidders should be registered and should be an active member of Indian Pest Control Association (IPCA)
- (ii) The bidders should have a valid insecticide license.
- (iii) (a) The bidders should have a valid GST Registration No.
(b) The bidders has to submit copy of PAN card along with copy of ITR for last three year (Assessment year 2016-17, 2017-18 & 2018-19)
- (vi) Average annual turn over for the last three years should be more than Rs. 1.49 lakh per year for which photo copy of the balance sheet / profit and loss account for the relevant years should be submitted
- (v) Experience of having provided similar pest control services in reputed organizations including at least one in Govt. Deptt. / PSU/Autonomous Institution during the last seven years of which at least:

One single work of value of Rs 2.98 lakhs;

or

Two works of Rs 1.86 lakhs each;

or

Three works of Rs 1.49 lakhs each.

Photo copies of documentary proof supporting above works by relevant satisfactory job completion certificates along with the award of work/ schedule of work are required to be submitted.

(कार्यपालक अभियंता)

सामान्य नियम और शर्तें/GENERAL TERMS AND CONDITIONS

**कार्य का नाम/Name of Work: - Pest Control services at NII main campus and
20Nos Dwarka Staff Quarters of NII, New Delhi**

- 1- The work shall be carried out strictly in accordance with scope of work as given in the tender document and as directed by officer - in - charge.
- 2- The tenderer may visit the NII main campus and 20 nos. Dwarka staff quarters of NII (Flat No 26 to 47 except Flat no 35 & 45) situated at Sector-2, Pocket-2 New Delhi.
- 3- The cost of tender documents is Rs. **500/- (Rupees Five Hundred only), which is non refundable.** Tender document may be down loaded from the web site www.nii.res.in & CPPP

However, in order to promote wider participation and ease of bidding, no cost of tender document may be charged for the tender documents downloaded by the bidders.

- 4- Earnest Money Deposit (EMD) of Rs. **15,000/-(Rupees Fifteen Thousand only)** has to be enclosed along with the Technical Bid (Part-I). The EMD shall be only in the form of Demand Draft drawn in favour of “Director, NII”, payable at New Delhi, along with the Technical Bid, failing which the bid will summarily be rejected. **No Cheque / Cash shall be accepted as EMD.**
- 5- (a) The tenderers shall attach copy of GST registration.
(b) Tenderer shall attach copy of PAN card and copy of ITR for last three years (Assessment year 2016-17, 2017-18 & 2018-19)
- 6- Duly sealed tenders shall be dropped in the tender box placed at the reception counter of the Main Institute building. **Technical Bid** MUST contain one Xerox copy of the unfilled bid document duly signed and stamped on each page as a token of acceptance of all terms and conditions /clauses of the tender enquiry.
- 7-The conditional bid shall not be considered under any circumstances and rejected without any notice or assigning any reasons therefore.
- 8- All bids shall be the property of NII, and bidders will lay no claim whatsoever on the same.
- 9- Director, NII reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the Institute in this regard will be binding on all the bidders. Tenderers not complying with any of the provisions stated in this tender document are liable to be rejected. Director, NII reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.
- 10- No advance payment shall be allowed. Payment shall be made on monthly basis.
- 11- No T & P shall be provided by the Institute.
- 12- Income tax shall be deducted from the contractor’s bill as per govt. of India rules.
- 13- Security shall be deducted @ 10% from every bill & shall be released after one year from the date of completion of contract period.

- 14- Earnest money deposited by the successful tenderer shall be converted in to security deposit & is adjustable against the actual amount to be deducted under clause 13 above.
- 15- No escalation in any form on material charges shall be payable by the Institute.
- 16- In case the successful bidder resiles from the offer within the validity of tender, the earnest money will be forfeited. Similarly if successful bidder fails to commence the work within 10 days after issue of award letter, the amount of earnest money will also be forfeited.
- 17- Any violation of instruction/agreement or suppression of facts will attract cancellation of oeder/agreement without any reference or any notice period and in such case the amount of earnest money will be forfeited.
- 18- Director, NII reserves the right to terminate the contract without any reference or any notice period on account of poor workmanship, non-compliance of set norms/specifications for the works, delay in progress of work, violation of any contract provisions by the contractor, failure to start the work at NII, within 10 days from date of issue of Letter of Intent (L.O.I). In such cases, the contractor is liable to pay Liquidated Damages @ 5% of tendered value besides security deposit.
- 19- Decision of Director, NII in regard to interpretation of the terms and conditions of the Order/ Agreement shall be final and binding on the Agency.
- 20- The tenderer shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at NII. The NII shall have no liability in this regard.
- 21- The personnel provided by the firm will not claim to become the employees of NII and there will be no Employee and Employer relationship between the personnel engaged by the Agency and NII.
- 22- Workers of the firm shall be appointed by the firm and shall be under the direct and exclusive control and supervision of the firm and the firm will ensure that all reasonable directions and instructions given by NII in regard to the performance of the services required under the contract are fully complied with by the firm and their workers.
- 23- This contract can be terminated by either party by giving three calendar month's notice in writing to the other party. Upon termination of this contract, the contractor shall remove all material and personnel of the firm from the premises of NII with prior permission of the Institute.
- 24- Any revision in the minimum wages as notified by the Govt. of NCT of Delhi will be applicable and same will be payable by the Institute.**
- 25- Agency shall make payment of wages every month to the worker deployed at the premises of the Institute at rates not below the prevalent minimum wages fixed by the Govt. of NCT of Delhi. Payment of the worker shall be made through account payee cheque only.**

26- This contract will be valid for a period of one year from the date of award of the contract unless otherwise terminated. However, contract may be renewed on mutual consent after a period of one year of satisfactory performance of the contract.

27- The contractor shall ensure compliance of all statutory laws & bye laws of the central govt./ state govt./Municipal authorities related to the employment of their staff and all obligations under Minimum Wage Act, Workman Compensation Act, Provident Fund & Miscellaneous Provision Act, Bonus Act & Contract Labour Act 1970 etc. and NII will not be responsible for such purposes in anyway.

28- Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by Director, NII. The award of the Arbitrator shall be final and binding between the parties as per the terms and conditions of the order/Agreement to be executed on award of contract. The Arbitrator proceeding shall be governed by the Arbitration and Conciliation Ordinance dated 26th March, 1996 and shall be conducted in Delhi

The agreement drawn shall be subjected to the jurisdiction of the courts at Delhi.

(कार्यपालक अभियंता)

GENERAL CONDITIONS FOR SUBMISSION OF TENDER

1.0 Submission of Tender:

Tenders should be submitted in sealed envelopes in two parts separately, i.e. "Technical Bid" (Part-I) and "Price bid" (Part-II). Both the parts should be further sealed in an envelope super-scribing name of work, due date for opening, bidders name & address. The tender duly filled in should be sent to above mentioned address either by post or hand delivered in the tender box kept in the area of reception, NII after ensuring that due entries are made in the register kept at the counter. NII will not be responsible for tenders lost in postal transit or otherwise. Any clarifications / amendments / corrigendum etc., to NIT before last date of submission of bid will be available on our website www.nii.res.in & CPPP. Bidders are therefore advised to keep visiting our website. It should not be handed over to any employee of the NII. No tender shall be accepted later than the time schedule specified above. Tender once submitted by bidder will remain with the NII and will not be returned to the bidder.

2.0 Technical Bid (Part-I) :

In this bid, the bidder should submit his company profile, organizational setup, credentials, list of plant, machinery & tools in his possession. The bidders are required to attach entire NIT (except the price bid part) duly signed & stamped as a token of acceptance of NIT conditions with this bid. NII reserves the right to visit the working site mentioned by bidders to find out the quality of services rendered. The following documents are essentially to be submitted by bidder with Technical Bid for qualifying.

- 1) **Earnest Money Deposit (No exemption on EMD) of Rs. 15,000/- (Rupees Fifteen Thousand only).**
- 2) Entire NIT & other tender documents should be duly signed & stamped by the bidder.
- 3) All document as asked in the prequalification criteria.
- 4) The cost of tender documents is Rs. 500/- (Rupees Five Hundred only), **which is non refundable.** Tender document may be down loaded from the web site www.nii.res.in & CPPP

In order to promote wider participation and ease of bidding, no cost of tender document may be charged for the tender documents downloaded by the bidders.

- 5) Copy of GST registration, PAN card & ITR for last three years
(Assessment year 2016-17, 2017-18 & 2018-19)
- 6) Bidder has to give a certificate that they have not been black listed by any Deptt./Unit etc.

3.0 Price Bid (Part-II):

In this bid the bidder is required to quote rate/price for the “**Pest Control services at NII main campus and 20 Nos Dwarka Staff Quarters of NII, New Delhi**” in the schedule of work attached. The scope of work is provided for your reference.

Failure to adhere to this condition may lead to rejection of tender. The bidders should quote unconditional rates, neatly written without any overwriting and duly signed & stamped in all pages.

4.0 Earnest Money :

An earnest money of **Rs. 15,000/- (Rupees fifteen thousand only)** has to be enclosed along with the Technical Bid (Part-I). The EMD shall be only in the form of Bank Draft in favour of “Director, NII”, payable at New Delhi. No Cheques / Cash shall be accepted as EMD. EMD of technically disqualified bidders will be returned within 15 days from the date of evaluation of the Technical Bids. The refund of EMD to the lowest 4th bidders onwards shall be made within 15 days from the date of opening of price bid. The refund of EMD of the 2nd & 3rd lowest bidders shall be made after award of work and site mobilization by the successful bidder. The EMD of the successful bidder (L1) shall be held back as security deposit.

5.0 Validity of Tender:

Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 120 days from the date of opening of financial Bid.

(कार्यपालक अभियंता)

Declaration by the Tenderer

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls:

1. DD/Pay Order No.....

2. Terms & conditions (**each page must be signed and stamped with the seal**)

3. Financial Bid.

(Signature of Tenderer with seal)

Name:

Address:

Date:

Contact No:

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the documents above will render the bid to be rejected.

SCOPE OF WORK (Services to be rendered by the firm):

1. During the continuance of the contract, the firm/contractor will take over the responsibility for providing Pest Control Services as detailed hereinafter in the premises of the Institute buildings including all residence blocks, Auditorium, Hostel, Guest House, Pump House, Animal Houses, PRC building and common facilities in the campus and NII staff Quarters (20 Nos) at Dwarka New Delhi.
2. The Agency will deploy one experienced /specialist worker in similar field from “Monday to Saturday” for full office timing on regular basis.
3. The Agency will provide and maintain at their own cost the requisite extra manpower for provision of the services, as and when, required at the premises of the Institute.
4. The Agency will provide all equipment and supplies necessary to ensure comprehensive pest control services of the premises of the Institute as well staff quarters detailed hereinafter at their own cost.
5. The scope of services to be rendered under the contract include:
 - a) Pest Control Services include prevention and control of :
 - (i) Mosquitoes
 - (ii) Cockroaches
 - (iii) Flies
 - (iv) Moles
 - (v) Ants
 - (vi) Silver fish
 - (vii) Wasp
 - (viii) Bees
 - (ix) Bats
 - (x) Pest
 - (xi) Rodents
 - (xii) Insects
 - (xiii) Wood borers etc.
 - b) **Fumigations:**

Fogging shall be done at least twice in a month i.e. (Feb. to June) and thrice in a month i.e. (July to Nov) or when ever is required so, on regular basis.
 - c) **Termite treatment :**

Agency will take all the precautions of preventing termite occurrence and if at all termite noticed, a suitable treatment of termite shall be done properly by drilling method or as directed by officer in charge, without any extra cost.

d) Wood Borer Treatment:

6. **Names of Chemicals to be used are as under:**

i) For cockroaches etc. :- **Maxforce Gel manufactured by Bayers**

ii) For Mosquitoes, flies,
cockroaches Control :- **Deltamethrin and Solfac EW050**

iii) For Fogging Operation :- **King fog/ Diesel/aerosol**

iv) For Anty larwa operation :- **Daytex**

v) For Anti termite Treatment: - **Immidaclorid**
Wood Borer

vii) For Rodent Control :- **Bromodialone Cake / Bait/ Glue Board Trap/Zinc
phosphide**

viii) For mouse :- **Glue Traps**

(कार्यपालक अभियंता)

PRICE BID

**Name of the work: Pest Control services at NII main campus and 20 Nos
Dwarka Staff Quarters of NII, New Delhi**

S. No	Summary of Scope of work	Qty	Unit	Rate	Amount (Rs)
1	Providing Pest control services including prevention and control of Mosquitoes, Cockroaches, Flies, Moles, Ants, Wasp, Bees, Bats, Pest, Rodents, Insects, Wood borers etc. and Fumigation on regular basis & suitable treatment of termite as required time to time or as directed by officer in charge.	12	Month		
2	GST				

Total :

In Figure:

In Words:

Note:

- a) *The total amount worked out for one month including material charges, overhead and profit component as given in analysis of rate sheet (page 14) should be mentioned in item No. 1 above.*
- b) **All the terms and conditions as detailed out in the Tender Document are acceptable to us.**

(कार्यपालक अभियंता)

Signatures of authorized person of agency

Name _____

Designation _____

Seal

मूल्यबोली/Price Bid (Part-II)

Analysis of Rate

कार्य का नाम/Name of Work: Pest Control services at NII main campus and 20 Nos Dwarka Staff Quarters of NII, New Delhi.

Analysis: For one month

S. No.	Work Details	Monthly Total (in Rs.)
1	Providing Pest control services including prevention and control of Mosquitoes, Cockroaches, Fleas, Moles, Ants, Wasp, Bees, Bats, Pest, Rodents, Insects, Wood borers etc. and Fumigation on regular basis & suitable treatment of termite as required time to time or as directed by officer in charge.	
a	One experienced manpower	13896/-
b	Charges for providing materials as per requirement according to clause no.6 of Scope of Work.	
2	Contractor's Profit and Over Head should be a fixed value (not to be quoted in %)	
3	Total Amount (in figures) Rs. Amount in words (Rupees.....)	

Notes:

- Bidder shall quote fixed value for Over Head and Profit including consumable & tools etc. (not to be quoted in %). ***In case bidder has quoted in %, bid shall be rejected automatically.***
- GST will be paid extra to contractor as per Govt. norms.

Authorized person of agency

(SIGNATURE) :

(कार्यपालक अभियंता)

NAME) :

(SEAL) :