
 Government eProcurement System	eProcurement System Government of India								
Tender Details									
Date : 02-May-2024 09:20 AM									
 Print									
Basic Details									
Organisation Chain	Indian Institute of Technology Ropar								
Tender Reference Number	IIRPR/EE/T/24/300								
Tender ID	2024_IITRP_805692_1	Withdrawal Allowed	Yes						
Tender Type	Open Tender	Form of contract	Item Rate						
Tender Category	Services	No. of Covers	2						
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No						
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No						
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No						
Payment Instruments		Cover Details, No. Of Covers - 2							
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description			
	1	R-T-G-S	1	Fee/PreQual/Technical	.pdf	Annual Contract for Pest control at IIT Ropar			
	2	NEFT	2	Finance	.xls	Annual contract for Pest Control at IIT Ropar			
Tender Fee Details, [Total Fee in ₹ * - 1,180]				EMD Fee Details					
Tender Fee in ₹	1,180	Fee Payable To	Payable To IIT Ropar Revenue Account	Fee Payable At	Payable At Ropar	EMD Amount in ₹	35,466	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA						
EMD Payable To	Payable To IIT Ropar Revenue Account	EMD Payable At	Payable At Ropar						
Tender Fee Exemption Allowed	No								
Work /Item(s)									
Title	Annual contract for Pest Control at IIT Ropar								
Work Description	Annual contract for Pest Control at IIT Ropar								
Pre Qualification Details	Please refer Tender documents.								
Independent External Monitor/Remarks	NA								
Tender Value in ₹	17,73,299	Product Category	Miscellaneous Services	Sub category	Pest Control Services				
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work (Days)	365				
Location	IIT Ropar	Pincode	140001	Pre Bid Meeting Place	NA				

Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	IIT Ropar
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	01-May-2024 06:00 PM	Bid Opening Date	08-May-2024 11:05 AM
Document Download / Sale Start Date	01-May-2024 06:00 PM	Document Download / Sale End Date	07-May-2024 11:00 AM
Clarification Start Date	01-May-2024 06:00 PM	Clarification End Date	06-May-2024 05:00 PM
Bid Submission Start Date	01-May-2024 06:00 PM	Bid Submission End Date	07-May-2024 11:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Annual contract for Pest Control at IIT Ropar	943.71	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	pestcontrol.pdf	Annual contract for Pest Control at IIT Ropar	928.15
	2	BOQ	BOQ_846844.xls	Annual contract for Pest Control at IIT Ropar	245.00

Tender Inviting Authority

Name	The Registrar
Address	IIT Ropar



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001
Ph. 01881-235101, e-mail: ee@iitrpr.ac.in

File No.IITRPR/EE/T/24/300

Dated 01.05.2024

भारतीय प्रौद्योगिकी संस्थान रोपड़, आईआईटी रोपड़ में कीट नियंत्रण के लिए वार्षिक अनुबंध की प्रक्रिया में है।
Indian Institute of Technology Ropar is in the process of Annual Contract for Pest Control at IIT Ropar.

कार्य का नाम Name of work	Annual Contract for Pest Control at IIT Ropar
अनुमानित लागत Estimated Cost	Rs.17,73,299 /-
बयाना जमा करने के लिए जमा राशि Earnest Money Deposit to be submitted	Rs.35,466 /-
समय-सारणी Time allowed	12 Months

निविदा दस्तावेज केंद्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड हो सकते हैं। ई-प्रोक्योरमेंट में पंजीकृत नहीं होने वाले इच्छु बोलीदाताओं को वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले पंजीकरण करना चाहिए। पोर्टल नामांकन मुफ्त है बोलीदाताओं को सलाह दी जाती है 'आनलाइन बोली के निर्देश' पर दिए गए निर्देशों के माध्यम से जाने की सलाह दी जाए।

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

निविदाकर्ता वेबसाइट पर निविदा दस्तावेज का उपयोग कर सकते हैं (एनआईसी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआईटी रोपड़ निविदाओं को देखने के लिए "गो" बटन पर क्लिक करें) उपयुक्त निविदा का चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरें और वेबसाइट पर <http://eprocure.gov.in/eprocure/app> पूरा निविदा दस्तावेज अगले पृष्ठ में दिए गए कार्यक्रम के अनुसार आनलाइन जमा करें।

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Ropar tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

कोई मैन्युअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (दरसूची) (तकनीकी और वित्तीय दोनों को ई-प्रोक्योरमेंट पोर्टल में जमा करनी चाहिए)।

No manual bids will be accepted. All quotations (both Technical and Financial should be submitted in the E-procurement portal).

(कुलसचिव / Registrar)

SCHEDULE		
Name of Organization	Indian Institute of Technology Ropar	
Quotation Type (Open/Limited/EOI/Auction/Single/Global)	Open	
Quotation Category (Services/Goods/works)	Services	
Type/Form of Contract (Work/Supply//Service/Buy/Empanelment)	Services	
Product Category (Services/Civil Works/Electrical Works/Fleet Management/ Computer Systems/Lab Equipment)	Pest Control Services	
Date of Issue/Publishing	01/05/2024 (18:00 Hrs)	
Document Download/Sale Start Date	01/05/2024 (18:00 Hrs)	
Document Download/Sale End Date	07/05/2024 (11:00 Hrs)	
Last Date and Time for Uploading of Bids	07/05/2024 (11:00 Hrs)	
Date and Time of Opening of Technical Bids	08/05/2024 (11:05 Hrs)	
Tender Fee/EMD	Rs. 1180/- (For Tender Fees) Rs.35,466/- (For EMD)	
	(To be paid through RTGS/NEFT. IIT Ropar Revenue Account Bank details are as under:	
	Name of the Bank A/C	: IIT Ropar Revenue Account
	SBI A/C No.	: 37360100716
	Name of the Bank	: State Bank of India
	IFSC Code	: SBIN0013181
	MICR Code	: 140002008
	(This is mandatory that UTR Number is provided in the on- line quotation/bid. (Kindly	

	refer to the UTR Column of the Declaration Sheet at Annexure-II)
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Works and Estate Section, 2nd Floor, East Wing, M. Visvesvaraya Building, Indian Institute of Technology Ropar, Rupnagar – 140001
Contact No.	01881-235102,5104
Email Address	xenoffice@iitrpr.ac.in,

Registrar

आनलाइन बोली (बिड) के लिए निर्देश / Instructions for Online Bid Submission:

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक प्रापण पोर्टल (यूआरएल:[URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाणपत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदाकर्ताओं की सहायता करने के लिए नीचे दिए गए निर्देशों तात्पर्य है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां आनलाइन जमा करें।

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

अधिक जानकारी सीपीपी पोर्टल पर आनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है।

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

पंजीकरण / REGISTRATION

- 1) बोलीदाताओं को “नामांकन के लिए यहां क्लिक करें” लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (यूआरएल: <http://eprocure.gov.in/eprocure/app>) के ई-प्रोक्योरमेंट मॉड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन नि:शुल्क है।

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

- 2) नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।
As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।
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.
- 4) नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाण पत्र (कक्षा द्वितीय या कक्षा III प्रमाण पत्र के साथ महत्वपूर्ण उपयोग पर हस्ताक्षर करने) की आवश्यकता होगी। (जैसे सीफी/टीसीएस/एनकोड/ई-मुद्रा आदि), इनके प्रोफाइल के साथ
Upon enrolment, the 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.
- 5) केवल एक मान्य डीएससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए जिम्मेदार है कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।
Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) बोलीदाता फिर अपने यूजर आईडी / पासवर्ड और डीएससी/ईटीकेन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग आन करता है।
Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

निविदा दस्तावेजों के लिए खोजना / **SEARCHING FOR TENDER DOCUMENTS/**

- 1) सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प हैं, ताकि बोलीदाओं को कई मापदंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the 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.

- 2) बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं “मेरी निविदाएं” फोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी की गई है।

Once the 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 bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।

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.

बोली की तैयारी / **PREPARATION OF BIDS**

- 1) बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझन के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोली दस्तावेज जमा करना है, दस्तावेजों की संख्या- जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।

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 content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) बोलीदाता, अग्रिम में, निविदा दस्तावेज/ अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दस्तावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

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. Bid documents may be scanned with 100 dpi with black and white option.

- 4) मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाणपत्र आदि) बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध “मेरा स्पेस” क्षेत्र उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज सीधे “मेरा स्पेस” क्षेत्र में जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की आवश्यकता नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

To avoid the time and effort 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 bidders. 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 a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

बोली जमा करना / SUBMISSION OF BIDS

- 1) बोलीदाता को बोली प्रस्तुति के लिए अच्छी तरह से साइट पर लॉग इन रना चाहिए ताकि वह समय पर बोली अपलोड कर सके अथवा फिर बोली प्रस्तुत करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

The bidder has to digitally sign the bid document and upload the required bid documents one by one as indicated in the tender document.

- 3) बोलीदाता को निविदा शुल्क/ ईएमडी को भुगतान के लिए “आन लाइन” के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से आन लाइन पर भुगतान करने की आवश्यकता होती है।

Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, an EMD / Tender fee is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS.

- 4) एक मानक BoQप्रारूप को सभी बोलीदाताओं द्वारा भरने के लिए निविदा दस्तावेज प्रदान किया गया है। बोलीदाताओं को इस बात का ध्यान रखना चाहिए कि उन्हें आवश्यक प्रारूप में अपनी वित्तीय बोली जमा करनी चाहिए और कोई अन्य प्रारूप स्वीकार्य नहीं है। बोलीकर्ताओं को BoQफाइल को डाउनलोड करने, इसे खोलने और अपने संबंधित वित्तीय उद्धरण और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ सफेद रंगीन (असुरक्षित) कोशिकाओं को पूरा करना आवश्यक है। कोई भी अन्य कक्ष नहीं बदला

जाना चाहिए। एक बार विवरण पूरा हो जाने पर, बोलीदाता को इसे सहेजना होगा और इसे आनलाइन जमा करना होगा, बिना फाइल नाम बदलें। यदि BoQफाइल को बोलीदाता द्वारा संशोधित किया गया है, तो बोली को खारिज कर दिया जाएगा।

A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 5) सर्वर का समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) बोलीदाताओं द्वारा बोलियों को खोलने के लिए समय सीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा। बोलीदाताओं को खोलना आदि। बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 6) बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दर्ज किए गए डेटा को अनाधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

All the documents being submitted by the 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.

- 7) अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) बोलियों के सफल और समय पर जमा होने पर, पोर्टल सभी प्रासंगिक विवरणों के साथ बोली संख्या, बोली जमा करने की तारीख और समय के साथ बोली सफलतापूर्वक जमा करने का संदेश एवं बोली सारांश प्रदर्शित करेगा।

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 9) कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

बोलीदाताओं को सहायता / ASSISTANCE TO BIDDERS

- 1) निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए अथवा निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबोधित किया जाना चाहिए।

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

- 2) आनलाइन बोली प्रस्तुत करने अथवा सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न 24x7सीपीपी पोर्टल हैल्पडेस्क पर निर्देशित किया जा सकता है। हैल्पडेस्क के लिए संपर्क संख्या 1800 233 7315हैं।

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

बोलीदाताओं के लिए समान्य निर्देश / General Instructions to the Bidders

- 1) निविदाएं पोर्टल <http://eprocure.gov.in/eprocure/app> के माध्यम से आनलाइन प्राप्त होगी। तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को पीडीएफ प्रारूप में अपलोड करना होगा।

The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

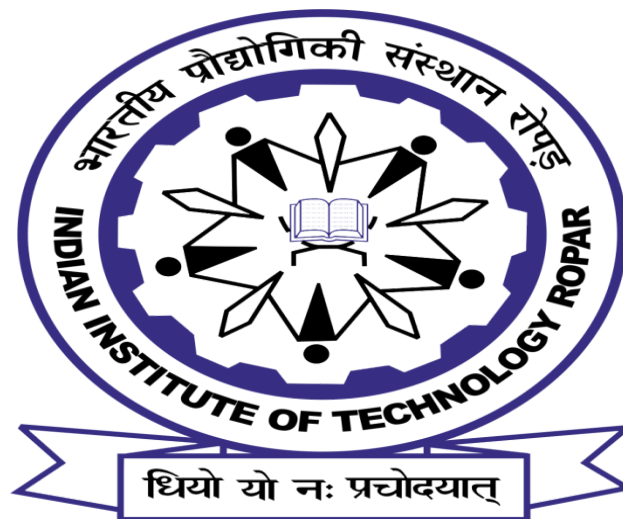
- 2) कंपनी के नाम में स्मार्ट कार्ड/ई-टोकन के रूप में मान्य क्लास II/III डिजिटल हस्ताक्षर प्रमाणपत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और <https://eprocure.gov.in/eprocure/app> के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते हैं। डिजिटल हस्ताक्षर प्रमाणपत्र पर अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिनमें से जानकारी "डीएससी के बारे में सूचना" लिंक के तहत वेब साइट <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।

Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

- 3) निविदाकर्ता को सलाह दी जाती है कि <https://eprocure.gov.in/eprocure/app> पर ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल माध्यम से आनलाइन बोली के जमा करते समय निविदाकार हेतु निर्देशों में उपलब्ध निर्देशों का अनुगमन करें।

Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer' the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

INDIAN INSTITUTE OF TECHNOLOGY ROPAR



Annual Contract for Pest Control at IIT Ropar

NIT NUMBER : IITRPR/EE/T/24/300

Issued to :

TO BE SUBMITTED TO:

**The Registrar
IIT Ropar
Rupnagar, Punjab**

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Name of Work : Annual Contract for Pest Control at IIT Ropar.

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NIT Amounting to **Rs.17,73,299 /-** (**Seventeen Lac Seventy Three Thousand Two Hundred Ninety Nine Only**) [Certified that this NIT contains pages (53 only) pages + BOQ Sample contains (1 only) Pages Total 54 (Fifty Four only) pages only]

Note: Price bid should be uploaded in given BOQ_XXXX.xls format online and not in the technical bid failing which your bid shall stand rejected. However, the price bid is as follows for your reference.

PART – A

WORKS & ESTATE

NOTICE INVITING TENDER

The Registrar, IIT Ropar invites on behalf of Board of Governors of IIT Ropar sealed Item rate tender from for the following work:-

NIT No. IITRPR/EE/T/24/300

Name of work: Annual Contract for Pest Control at IIT Ropar.

- 1. Estimated Cost:** 17,73,299/-
- 2. EMD :**Rs. 35,466/-
- 3. Time of completion:** 12 Months.

The bid form and other details can be downloaded from the website www.iitrpr.ac.in/tenders and <https://eprocure.gov.in/eprocure/appwww>.

Registrar

A. INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR TENDRING

The Registrar, IIT Ropar invites on behalf of Director, IIT Ropar invites item rate tender from agencies who have executed Annual contract for Pest Control in CPWD/ MES/ BSNL /Railways/ State PWDs/ Central/State Autonomous Departments and Central PSUs for the following work:

S.no	Name of work and location	Estimated cost put to tender	Tender Fee	Earnest Money Deposit	Period of Completion	Last date for submitting of Bid	Time & date of opening of Tender
1	Annual Contract for Pest Control at IIT Ropar	Rs.17,73,299/-	Rs. 1180/-	Rs. 35,466/-	12 Months	Refer Page no. 3 (Schedule)	Refer Page no. 3 (Schedule)

- 1) The bidder shall visit and inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the contract. All costs, charges & expenses that may be incurred in connection with the preparation of his tender shall be borne by him and the Institute accepts no liability whatsoever therefore. Failure by the bidder to have done all the things, which in accordance with his condition he is deemed to have done shall not relieve the successful bidder of the responsibility for satisfactory completion of the work as required. If there is any clarification required, the bidder shall submit the queries in writing 03 (three) days before the last date & time of submission of the tender, to the Executive Engineer, IIT Ropar. Access to the site will be granted, if necessary, to the bidder by prior permission of the Engineer-in-Charge.

- 2) The time for completion of work is **12 (Twelve) Months** & will be reckoned from the 7th day from the date of issue of Work Order or handing over of site, whichever is earlier.
- 3) The tenders submitted only in the online mode.
- 4) **The bidders who have applied in response to this tender need to give a presentation of their working, techniques, manpower deployment to be adopted for Pest Control at IIT Ropar Permanent Campus before the committee at IIT Ropar. Presentations** by Prospective bidders will be made at IIT Ropar, Punjab. The Date and time of presentation will be shared separately to the bidders. **Hard Copy** and **Soft Copy** shall be submitted at the time of Presentation. 30 minutes shall be given to each bidder. Marks shall be given by the IIT Ropar committee on the respective presentations and counted towards Technical Bid Evaluation. At the later stage (after technical and price bid opening), the successful bidder presentation shall form the part of Contract.
- 5) EMD of requisite amount as mentioned in NIT/Corrigendum in favour of IIT Ropar Revenue Account, payable at Ropar/Rupnagar, Punjab in online mode. Any tender received without requisite Earnest Money shall be summarily rejected and treated as cancelled. The Earnest Money received shall be refunded to the unsuccessful bidders without any interest upon executing the Contract Agreement by the successful bidder.
- 6) Earnest Money Deposit (EMD) will be forfeited in the following cases –
 - a. If the bidder withdraws / modifies his tender during the period of Bid Validity.
 - a. If the bidder does not accept the correction of arithmetical errors of his tender.
 - b. If the bidder after award of work, does not start the work within the stipulated time period as per Letter of Acceptance / Work Order.
- 7) No interest will be payable by the Purchaser on the Earnest Money Deposit. The earnest money of all the unsuccessful bidders will be returned to them in due course. The Earnest Money of successful bidder shall be returned on receipt of Security deposit. If the successful bidder fails to furnish the performance security or fails to provide service as per order terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT Ropar and the offer shall stand cancelled.

8) Eligibility Criteria :

(a) Agencies who fulfill the following requirements shall be considered as Eligible bidder:
Agencies should have satisfactorily completed during the last 07 (Seven) years ending last day of the March 2024:

- 3 (three) “**similar works**” each of value not less than 40% of the estimated Cost i.e. **Rs. 7,09,319/-**

OR

- 2 (two) “**similar works**” each of value not less than 60% of the estimated cost i.e. **Rs. 10,63,979/-**

OR

- 1 (one) similar work of value not less than 80% of the estimated cost .i.e **Rs. 14,18,639/-**

Completion Certificate issued by Competent Authority shall be mandatory, Joint ventures are not acceptable.

* “**Similar works**” shall mean: **Annual Contract for Pest Control of Government/ Autonomous/ PSU Organizations.**

9) Documents to be submitted:

The bids shall be submitted only in online mode.

10.1 a) Registration Certificates of PF and ESI.

- b) Insecticide License copy.
- c) Valid Pest Control License.
- d) GST Registration and PAN card copy.
- e) Annual Turnover of last 3 years authenticated from Chartered accountant.
- f) Income Tax Return of last 3 years authenticated by a Chartered accountant.
- g) Copy of Completion Certificates conforming to Eligibility Criteria.

- h) Tender Fees of Rs. 1180/- (NEFT/RTGS in favour of IIT Ropar Revenue Account payable at Ropar/Rupnagar) (Refer Page no.3 (Schedule))
(Mandatory and Non Refundable)
- i) Earnest Money Deposit of Rs. 35,466- (NEFT/RTGS in favour of IIT Ropar Revenue Account payable at Ropar/Rupnagar) (Refer Page no.3 (Schedule)) **(Mandatory)**
- j) Price quoted in the attached format (xls).

Note: Non submission Tender fees and EMD of the tender may lead to disqualification from the tender process.

Price bid submitted by intending tenderers shall be opened only to those tenderers, whose Earnest Money Deposit and other documents placed are found in order.

The tender submitted shall become invalid if:

- a) The tenderers if found ineligible.
 - b) The tenderers does not submit all the documents as stipulated in the tender document.
 - c) If any discrepancy is noticed in the documents submitted physically in the office of tender opening authority.
- 10) All Rates, Prices, Amounts and Sums quoted by the bidder shall be in Indian currency only.
 - 11) Tender must be submitted with the rates for all the items of work involved and any incomplete tender will not be considered. The items for which the rates are not quoted will be considered as '**Zero**' & the agency shall complete that item of work without any claim.
 - 12) No alteration shall be made by the bidder in the tender and no conditional tender will be entertained. Tender with split rate will not be considered.

- 13) The bid shall remain valid for a period of 90 days from the date of opening of the technical bid. If before expiry of the validity period or issue of work order, whichever is earlier, the bidder amends / modifies / withdraws his bid, making unacceptable to the institute, then the Earnest Money Deposit shall be liable to forfeiture at the option of the Institute.
- 14) The Rates quoted by the bidder should be inclusive of all taxes & duties, freight, cost for loading & unloading etc. and must hold good till the completion of work and shall not be subjected to escalation due to increase in local market rates of materials and labour. No claim on this account what so ever shall be entertained at any stage including the extended period, if any.
- 15) The bidder shall have to submit copies of valid PAN, Income tax, GST & other statutory tax clearance Certificates along with the tender. The original copies of these Certificates will have to be produced when demanded for verification.
- 16) Each page of the bid document shall have to be signed and stamped by the Bidder / Authorized Signatory before submission.
- 17) The Intending bidders will have to produce documentary evidence in original in support of their credentials before the competent authority whenever demanded for verification. If any information furnished by the bidder is found as false / fabricated then his bid will be rejected and treated as cancelled, even if the same is detected at any stage after signing of the contract and would lead to termination of the contract besides forfeiture of Earnest Money Deposit (EMD) and liabilities towards prosecution under appropriate law. In such cases the bidder/ tenderer will be debarred from participation in future tendering process for next 05 (Five) years.
- 18) The Institute reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.
- 19) The successful bidder, shall deposit an amount equal to 5% of the tendered and accepted value of the work as performance guarantee in the form of Demand Draft of

a Scheduled bank in favour of IIT Ropar Revenue Account, payable at Ropar/Rupnagar, Punjab. The time allowed for submission of the performance guarantee shall be 15 days of receiving “ Letter of Acceptance” (LOA). This period can be further extended as the written request of the contractor by the Engineer-in-charge for a maximum period ranging from 16 days with a late fee @ 1.00% per day of Performance guarantee Amount. If the bidder still fails to deposit the performance guarantee within the extended time period, i.e. within 16th day to 30th day from the issue of letter of acceptance (LOA), his bid will be rejected and treated as cancelled and the entire Earnest Money Deposit shall be forfeited. After recording of the completion certificate for the work by the Competent Authority, the performance guarantee amount/FDR pledged favour to IIT Ropar Revenue Account, shall be returned to the Contractor, without any interest.

- 20) The tender document (consisting of specifications, the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents / drawings, if any) can be downloaded from the **Institute’s website/CPP Portal**. Corrigendum, if any, will be published only on Institute Website/CPP Portal. The institute shall not be responsible for any delay / difficulties / inaccessibility of downloading facilities for any reason whatsoever. In case of any discrepancy between the tender documents downloaded from the internet and the master copy available in this office, the latter shall prevail and will be binding on the tender(s). No claim on this account will be entertained.
- 21) The Institute reserves the right to reject any tender without assigning any reason thereof.

Registrar
For & on behalf of the Board of Governors, IIT Ropar

B. General Terms and Conditions :

- 1) The bidder submitting tender would be deemed to have inspected the institute premises, considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
- 2) The contract will be for a period of one year initially, which can be extended further on satisfactory performance of the initial period of the contract. IIT Ropar may renew/extend the contract to such further period (s), as it may deem proper, having regarded the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.
- 3) In case the Contractor fails in fulfilling the obligations fully and in time, IIT Ropar shall have the absolute right to take up the work at the Contractor's risk and cost and recover any and all such expenses from the amounts due to the Contractor including the Security Deposit, performance guarantee or any other amount due. The Institute shall have the right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
- 4) The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify IIT Ropar from any claims in this regard.
- 5) The Contractor will be required to post requisite trained & skilled manpower as may be needed to supervise and guide the workers, skilled, semi skilled as well as unskilled for proper execution of the work as per directions of the Engineer-in-Charge of the Institute to administer the contract satisfactorily.
- 6) If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated and a suitable penalty decided by the competent authority will be deducted from amount payable/ Security deposit/ Performance guarantee. The Contractor will have no claims whatsoever on IIT Ropar.

- 7) The firm should have PF, ESI documents as well as accidental insurance of all pest control operators and supervisors. The approved vendor will have to provide all documents of all pest control operators and supervisors, in this regard.
- 8) In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the Institute for the inferior works as determined by IIT Ropar and in case all payments have been made to the Contractor for this work, this amount may be deducted from any sum due to the Contractor on any other work within the Institute.
- 9) Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify IIT Ropar from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify IIT Ropar against all claims in this regard.
- 10) The contractor shall be responsible for pest control as well as security of the fixtures handed over at the time of commencement of the contract. In case of items/fixtures stolen/broken due to the fault of the contract personnel, either the penalties to recover the cost shall be imposed or the contractor shall have a choice to replace these fixtures of the same quality & under approval from nodal officer of IIT Ropar.
- 11) The contractor must abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
- Employment of Children Act
 - Workmen compensation Act
 - Employment of Labour/Contract Labour Act
 - Industrial Employment Act
 - Contract Labour (Regulation & Abolition) Act 1970.
 - Minimum Wages Act

- Employee Provident Fund Act
 - Employees State Insurance Act
 - Any other act or legislation as may be in force from time to time.
- 12) Any liability arising on IIT Ropar shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security deposit and performance guarantee of the contractor. There would be no liabilities towards the workers of the contractor by IIT Ropar.
 - 13) IIT Ropar through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.
 - 14) In the event of the contractor fails to execute the work under contract in whole or in part an alternative arrangement will be made by IIT Ropar totally at the risk & cost of contractor besides any suitable fine /penalty.
 - 15) The contractor shall be liable to pay compensation for any loss & damage caused to the property of IIT Ropar or its Employees/ Campus residents/ Students/ Visitors by the contractor or his workers.
 - 16) The contractor shall be personally responsible for conduct of his staff and in case of any complaint against any of his staff as regards work, discipline, attendance or any other matter concerning efficient and smooth functioning; the contractor will be under an obligation to change the worker concerned when instructed by IIT Ropar authority. The contractor shall observe all the laws and will be responsible for any prosecution of liability arising from breach of any of those laws. IIT Ropar will not have any responsibility with regard to staff on the role of the contractor whatsoever.
 - 17) IIT Ropar reserves the right to terminate the contract without assigning any reason by giving a notice of one month. The contractor will also have to serve a similar notice, if he wishes to terminate the contract.

- 18) The services of employees of Contractor should be made available on all days on six-day/ National Holidays week basis irrespective of holidays and Sundays. No work will be done on National Holiday i.e., 26th January, 15th August & 2nd October. Institute may change the working pattern with information to contractor if required.
- 19) **Arbitration:** In the unfortunate situation if any disputes, disagreement and controversies arising in any manner, which cannot be settled by mutual agreement between the two parties, shall be resolved through arbitration. The number of arbitrators shall be ONE, shall be appointed by the Director, IIT Ropar. The decision of the sole arbitrator shall be final and binding to both the parties. All provisions of Arbitration and Conciliation Act 1996 (with amendments) shall apply and the legal place of arbitration shall be Rupnagar, Punjab. The language of arbitration proceedings shall be English. The Court which have jurisdiction in the matter is District Court, Rupnagar, Punjab.
- 20) **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by IIT Ropar, and in that event the EMD amount equivalent to EMD amount shall also stands forfeited.
- 21) GST /IGST/SGST, if payable extra should be clearly mentioned otherwise it will be presumed the rates are inclusive of GST and nothing extra will be paid/ reimbursed by the Institute, no GST charges will be paid. In case GST is to be reimbursed, GST shall be first deposited by the successful bidder to the Government and the documentary evidence shall be submitted to IIT Ropar for reimbursement.
- 22) After due evaluation of the bid(s) IIT Ropar will award contract to the lowest evaluated responsive bidder. Conditional bid will be treated as unresponsive and will be rejected.
- 23) **Legal Jurisdiction:** Any disputes are subject to exclusive jurisdiction of competent court and forum in Ropar/ Rupnagar, Punjab, India only.

- 24) **Applicable Law:** The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.
- 25) A verification report in respect of all the personnel of contractor from the concerned police station of concerned residential areas should be submitted and also list of employees with bio-data of each employee posted to the Institute along with photo and thumb impression should be handed over to the designated officer of IIT Ropar. Any changes should be informed immediately.
- 26) The personnel engaged by the contractor should have requisite qualification and experience as mentioned by the institute from post to post.
- 27) The Contractor shall be fully responsible for providing leave benefits, weekly off, National & Festival holidays etc., to the personnel deployed, and as and when any of personnel comes late or proceeds on leave or absent himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.
- 28) The contractor should not be an employee of IIT Ropar, Central or State Government, Autonomous Body, Corporate House or PSU. He should submit a declaration to this effect.
- 29) The Contractor's Supervisor will maintain Daily Attendance Registers, Deployment Chart, Task Sheet, SOP for each task, work instructions etc. to keep record of personnel on duty.
- 30) That payment on account of enhancement/escalation charges on account of revision in wages and statutory payments like EPF/ESI contributions, and GST levied by the appropriate Govt. (Central/State) from time to time shall be payable by IIT Ropar to the contractor. No escalation of percentage of Contractor's Service Charges and/or cost of materials shall be admissible during the term of the contract.

C. REPORT:

1. The contractor or his representative shall daily report to the designated office of W & E Section, IIT Ropar to report the work under the contract and take instructions every day from him for the work on a Book/Register maintained by the contractor exclusively for the purpose. He shall preserve the said book and produce the same as and when required. As far as possible bio-metric attendance shall be obtained. Institute shall compare the manual attendance with the help of biometric attendance.
2. The contractor or his representative should approach the Engineer-in-Charge, if he needs any instructions /help or has any difficulties.
3. The contractor or his representative should all the time be available at work site during the course of his work.
4. Working timings are as follows:-
 - a) Office Time of the institute - 8.45 am to 5. 30 pm with half an hour lunch break or as decided from time to time by the Institute. The work hour for pest control will be prior, during and after the normal office hours. It should be in such a way that the presence of the manpower shall be minimum during normal office/class hours.
 - b) Specific instruction regarding timings will be given later on by Engineer-in-Charge.

D. Scope of Work:

The Scope of Work is to provide complete Pest Control Solution that includes Mosquitoes, Flies, Cockroaches, WASP, Bee, Spiders, Nests, Rodents, Lizards, Insects, Snakes, and Termite treatment in the list of buildings mentioned hereunder and open spaces at Permanent Campus of IIT Ropar. The covered area of buildings is tentative **2,30,000** sqm. in Permanent Campus The peripheral open area is tentative 11,42,640 sqm in permanent campus. The list of buildings is as follows:

1. JC Bose Block (Electrical Engineering)
2. S. Ramanujan Block (Computer Science Engineering)
3. Satish Dhawan Block (Mechanical Engineering)

4. S S Bhatnagar Block (Chemistry)
5. S. Radhakrishnan Block (Lecture Hall)
6. M.Visvesvaraya Block (Admin building)
7. Girls Hostel (Ravi Central)
8. Boys Hostel (Satluj East)
9. Boys Hostel (Satluj West)
10. Boys Hostel Wing-3, Chenab, Beas Hostels
11. Annapurna Dinning Hall
12. Type-2 Houses
13. Type-4 Houses
14. Director Residence
15. Electrical Sub Station-1 to 3
16. 66 KVA Grid Sub Station
17. WTP
18. HVAC Plant
19. Fire Fighting Plant
20. STP
21. Utility Block
22. Type 5 residences (64)
23. Shaheed Bhagat Singh Visitor's Hostel
24. Type 6 Residences (8)
25. ESS4
26. Workshop Block
27. Central Research Facility
28. Library Lecture Hall
29. Shivalik Dining Hall II
30. Girls Hostel (160) Ravi West
31. Girls Hostel (100) Raavi East
32. Boys Chenab hostel wings 4 & 5 (720 capacity)
33. Har Gobind Khorana Block
34. Type 5 residences (24)
35. Type 6 residences (24)
36. Type 3 residences (24)
37. ESS 5,6,7

38. Liquid Nitrogen Plant (Now tinkering Lab)
39. Brahmaputra Hostel 520
40. KV School
41. Shivalik Dining Hall
42. Swami Vivekanand Auditorium
43. Miscellaneous except above points

E. Minimum Frequency:

Sr. No.	Pest Description	Minimum Frequency
1.	Mosquitoes, Flies	Twice in a Week
2.	Rodents	Twice in a Month
3.	Cockroaches, Lizards, Spiders	Twice in a Month
4.	WASP, Honey Bee, Removal of Nests	As and when requested
5.	Termite Treatment	As and when requested at least once in Three Months
6.	Snake	Once in a Month
7.	Pigeons	On complaints recieved

F. Minimum Manpower Deployment by Contractor:

Sr. No.	Manpower Description	Numbers Required (Minimum)
1.	Senior Pest Control Service Technician	01 No.
2.	Pest Control Service Technician	02 No.

1. The above manpower will be deployed by the contractor on regular basis. Any extra labour/ manpower required beyond the above referred, as per the needs of the works and directed by Engineer-in-Charge will be provided by contractor. In such case nothing extra shall be paid by the Institute.

2. In case of non competence of workers observed during execution of works, Contractor will have to replace them as per the instructions of Engineer-in-Charge.
3. Senior Pest Control Service Technician appointed by the Contractor should have educational qualification (Diploma) in PEST Management having minimum 5 years site experience and should be engaged after Engineer-in-Charge clearance. He will receive all instructions and input from IIT Ropar, maintain all records of pest control, get the works executed to the satisfaction of IIT Ropar, prepare the bills and also provide any technical help to IIT Engineer's when needed.
4. Contractor keeping an experienced supervisor from his side to procure and organize material, labour, tools & tackles at site required for execution of the works.
5. No residential accommodation shall be provided to any of the staff engaged by the contractor. The contractor shall also not be allowed to erect any temporary set up for his staff in the campus.
6. No Claim of the labour shall be entertained by the Department including that of providing employment, regularization of services etc.
7. The contractor shall be responsible to use computerized complaint receiving & monitoring system.
 1. Downloading the complaints received online on a daily basis.
 2. Recording the complaints received at service center in person.
 3. Uploading all the complaints received at the service center in the online system on daily basis.
 4. Assigning the work to the workers of respective trade.
 5. Uploading the status of attending of the complaints on daily basis.
 6. Preparing the abstract of attended / unattended complaints on daily, weekly and monthly basis.
 7. Statistical analysis of complaints attended / pending and submitting reports.
 8. Necessary registers / complaint attending books shall be maintained by the contractor in respect of attending the complaints signed by the end

user in the prescribed format.

8. The contractor shall take immediate action to attend any complaint assigned to through site order book/verbal instructions from Assistant Executive Engineer/ Engineer-in-Charge or by e-mail,/ on telephones.
9. When a register gets completed, it will be handed over to the concerned Engineer. It will not be returned to the contractor and the same will remain the property of the Institute.
10. The contractor will have to arrange all the required computer, printer, furniture etc. at his own cost pertaining to his job and he will take all these things back only after the expiry of the agreement for which noting extra shall be paid.
11. Staff employed by the contractor should be well behaved and any complaint of misbehavior shall be taken very seriously and such staff will have to be removed by the contractor immediately from the Institute premises.
12. The contractor shall be required to maintain sufficient quantity of material at site to meet with the requirement of attending the complaints as per direction of Engineer-in-Charge.
13. The contractor will establish a suitable attendance system in the service centre and maintain attendance records of the manpower, which will be checked by the Engineer-in-Charge or his authorized representative at any time. Payment will be made only after certification of attendance sheets by AEE/ Engineer-in-Charge. In case of absence of any manpower, recovery shall be made from the payment due to him or his Security Deposit/ Performance Guarantee. In case of absence of any staff, recovery shall made at the following rates:-
 - ii. Skilled labour @ Rs. 800/- per day per person.
 - iii. Unskilled labour @ Rs. 500/- per day per person
14. The Contractor shall provide uniforms to all the workers PPE (including mask). The contractor shall provide identity proof to every worker deployed on the work.

G. PAYMENT CONDITIONS:

1. Payment to the successful bidder shall be released on monthly basis on submission of Log Book for the services rendered in the particular month. The firm should provide purchase proof of chemicals with the bill (Either purchased from manufacturer or from their authorized stockiest) & test report copy of all batches of chemicals, WHO certificate, BIS/ISI specification and MSDS of all chemicals used if sought by the Engineer- in- Charge. Institute reserves right to send the sample/chemical which is being used by the firm, for testing in the approved Labs.
2. The contractor shall pay his workers' wages not less than the minimum wages fixed by the Central Govt. and all other statutory dues like EPF, ESI, Bonus, etc., where minimum wages are applicable, and in throughout the tenure of contract, through banking channel.
3. In case of any delay in submission of the bills, the contractor would be required to ensure the payment of its workers by 7th of every month and there should be no linkage between this payment and settlement of the contractor's bill from IIT Ropar.
4. The frequency of pest control treatment needs to be increased in order to achieve the satisfactory results and no extra payment shall be made on account of this.
5. No advances will be paid and only monthly running bills will be entrained.
6. Electricity charges shall be deducted from the respective payment based on electricity consumed by the contractor.
7. License Fee @ Rs. 12 per sqft for the Store/ office (to be provided by IIT Ropar) shall be deducted per month from the monthly bills/ security deposit.
8. The details of IIT Ropar are as follows : GSTIN: 03AAATI7702D1Z
PAN: AAATI7702D

PART B

Technical Bid Format

Annexure-A

1.	Name & Address of Registered Office of the Company/ Firm / Agency Telephone No. FAX No: E-Mail:	
2.	Name of the proprietor / Director of Company/ Firm/ Agency quoting this tender	
3.	EPF & ESIC No. (Copy to be Attached) GST Registration No. (Copy to be Attached) PAN Number (Copy to be Attached) Insecticide License No. (Copy to be Attached) Entomology Certificate(Copy to be Attached) Respective copies of above documents to be attached.	

4.	<p>Submit documents that confirming to the Eligibility Criteria. Please provide the documents as stated in the Eligibility Criteria after going through the definition of “Similar Works”.</p> <p>Copies of the Completion Certificate and Work Orders shall be enclosed. Copies to be attached. The contact details of officials should also be provided for verification.</p>	
5.	Annual Turnover for last three years authenticated from Chartered Accountant (Copy to be Attached)	
6.	Latest Income Tax Return (Copy to be Attached)	
7.	Valid Pest Control Licence from the appropriate authority (Copy to be Attached)	
8.	The bidder should not have been blacklisted, declaration as per the format given in Annexure-B provided.	Yes/No
9.	Each Page of the tender document including all annexures duly stamped and signed by the bidder enclosed	Yes/No

10.	The site has been surveyed and complete solution is quoted	Yes/No
11.	Validity of offer for 90 days.	Yes/No

Signature & Seal of authorized person

Annexure -B

FORMAT FOR NON BLACKLISTING OF SUPPLIER

(To be Attested by Notary)

I/ We _____ proprietor /partner/Managing Director/ Director /Authorized signatory (strike out which is not applicable) of _____ (Name of Firm) do hereby declare and solemnly affirm that the individual/firm/company is not black-listed by the Union/State Government/Autonomous body/ PSU.

Signature _____

Address _____

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed.

Dated:

Signature

Annexure –C

On Tenders's Letter head

Certificate

To

The Registrar
Indian Institute of Technology Ropar,
Rupnagar, Punjab.

Sir

It is certified that we have studied and understood the complete tender document including Scope of Work, Terms & Conditions, Formats etc. necessary for providing Annual Contract for Pest Control at Indian Institute of Technology Ropar.

**Authorized Signatory
Company Seal**

Annexure D

PRE BID QUERY FORM

S.no	S.no & File no. with name of items	Reference of the clause no. of the documents	Query/clarification/ deviation sought	Clarification/response from IIT Ropar

Annexure E

TECHNICAL BID EVALUATION FORMAT		
Sr. No.	Criteria	Marks
1	Conformity with Eligibility Criteria	8 marks
2	Copies of all documents attached i.e. EPF & ESIC No., GST Registration, Pan No., Insecticide License No., copies of the Completion Certificates and Word Orders enclosed.	10 marks
3	Financial Turnover in last three years	10 marks
a.	Between Rs. 5 lakhs – 9.99 lakhs : 3 marks	
b.	Between Rs. 10 lacs- 15 lacs : 5 marks	
c.	Beyond 15 lacs : 10 marks	
4	Experience of Pest control work with Government /Autonomous / PSU's Organizations (“ SIMILAR WORKS” as stated under clause 9)	
a	Upto 5 Years : 2 marks	12 marks
b	Between 5 Years - 10 Years : 4 marks	
c	Between 10 Years - 15 Years : 8 marks	
D	Beyond 20 Years - 12 marks	
5	Presentation as stated under Clause no. 4	60 marks
a	Resourcefulness and capacity of the firm: 15 marks	

b	Standard operating procedure to be followed at IIT Ropar in handling emergency situations and mishaps: 15 marks	
c	Manpower, equipment and pest control technique to be used at IIT Ropar: 30 marks	
	Total	100 marks

*Note: The bidder who will qualify the Eligibility criteria shall only be called for presentation.

INTEGRITY AGREEMENT

This Integrity Agreement is made at on this day of 20.....

BETWEEN

IIT ROPAR represented through its Registrar, (Hereinafter referred as the 'Principal/ Owner', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

..... (Name and Address of the Individual/ firm/ Company) through (Hereinafter referred to as the (Details of duly authorized signatory) "Bidder/Contractor" and which expression shall unless repugnant to the meaning or context here of include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender (NIT No.)

(hereinafter referred to as "Tender/Bid") and intends to award, under laid down organizational procedure, contract for(Name of work)

hereinafter referred to as the "Contract".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner

1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:

(a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

(b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.

(c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.

2) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:

a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender

process or during the execution of the Contract.

b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.

c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contract(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the

business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on

Behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a

Subsequent/parallel tender for the same item.

e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/ forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.

5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

1. If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/ determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
2. Forfeiture of EMD/ Guarantee/ Security Deposit: If the Principal/ Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/ Contractor.
3. Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/ Owner will inform the same to law enforcing agencies for further investigation.

4) Article 4: Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country conforming to the anti corruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statements on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/ sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority.

Article 7- Other Provisions

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is an agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....
(For and on behalf of Principal/Owner)

.....
(For and on behalf of Bidder/Contractor)

WITNESSES:

1.

(signature, name and address)

2.

(signature, name and address)

Place:

Dated :

CONTRACT AGREEMENT

(ON RS.100 NON JUDICIAL STAMP PAPER*)

(* = To be purchased and submitted by the Contractor.)

THIS AGREEMENT is made on _____ **2024**..... Between **Executive Engineer, Indian Institute of Technology Ropar, Punjab** (hereinafter referred to as “Client” which expression shall include his successors and assigns), and whose principal place of office is at IIT Ropar, Permanent Campus, Rupnagar Punjab India 140001 of the One Part,

AND

M/s.....having its registered office at.....(Hereinafter referred to as “the Contractor”) which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for

- I. **WHEREAS** the Client invited bids through open tender, vide Notice Inviting Tender datedfor the work of “Annual Contract for Pest Control at IIT Ropar” under **Tender No.**
- II. **AND WHEREAS** the Contractor submitted his bid vide..... in accordance with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide requisite services to the Client
- III. **AND WHEREAS** the Client has selected **M/s**.....as the successful bidder (“the Contractor”) pursuant to the bidding process and negotiation of contract prices, awarded the **Letter of Acceptance (LoA) No.**, to the Contractor on for a total sum of [Rupees

..... Only].

IV. **AND WHEREAS** the Client desires that the “Annual Contract for Pest Control at IIT Ropar” as defined in the Bidding Document) be provided, performed, executed and completed by the Contractor, and wishes to appoint the Contractor for providing requisite services to the Client.

V. **AND WHEREAS** the Contractor acknowledges that the Client shall enter into contracts with other contractors / parties for Annual Contract for Pest Control at IIT Ropar for its office in cases the Contractor falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.

VI. **AND WHEREAS** the terms and conditions of this Contract have been fully negotiated between the Client and the Contractor as parties of competent capacity and equal standing.

VII **AND WHEREAS** the Contractor has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing “Annual Contract for Pest Control at IIT Ropar” for Client’s office, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.

VIII. The Client and the Contractor agree as follows:

1. In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

- (a) Notice Inviting Tender Form 6, Form No. 7, Performa of Schedules.
- (b) The Letter of Intent /Acceptance (LoI/A) issued by the Client.

- (c) Price Schedule
- (d) Performance Bank Guarantee.
- (e) Integrity Pact.
- (f) The Addenda, if any, issued by the Client.
- (g) Any other documents forming part of this Contract Agreement till date.
- (h) Charges – Schedule annexed to this Article of Agreement
- (i) Supplementary Agreements executed from time to time.

3. Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.

4. This Contract shall be governed by and construed in accordance with the laws of India. Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.

IX. **IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Contractor

Signed on Behalf of the Institute

(Authorised Signatory)

(Executive Engineer, IIT ROPAR)

PART C

[Validate](#)[Print](#)[Help](#)**Item Wise BoQ**Tender Inviting Authority: **Indian Institute of Technology Ropar**

Name of Work: Annual Contract for Pest Control at IIT Ropar

Tender No: IITRPR/EE/T/24/300

Name of the Bidder/ Bidding Firm / Company :									
PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)									
NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Quoted Currency in INR / Other Currency	ANNUALLY RATE In Figures To be entered by the Bidder in Rs. P	GST Amount in INR Rs. P	TOTAL AMOUNT col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1.01	Providing Pest Control Service in Permanent Campus of IIT Ropar as per the scope of work and direction of Engineer Incharge for a building plinth area is around 2,30,000 sqm and Tentative Open Area is 11,42,640 sqm. Note: 1. The rates quoted are inclusive of all materials, machines, manppower, tools and tackles, frieght charges etc all complete required for providing pest control services and nothing extra shall be paid. 2. The rates quoted cover the complete solution for Pest Control services as stated in the tender document. 3. GST will be reimbursed on subsequent submission of documentary proof.	item1	1.00	lumpsum	INR			0.00	INR Zero Only
Total in Figures								0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only							