

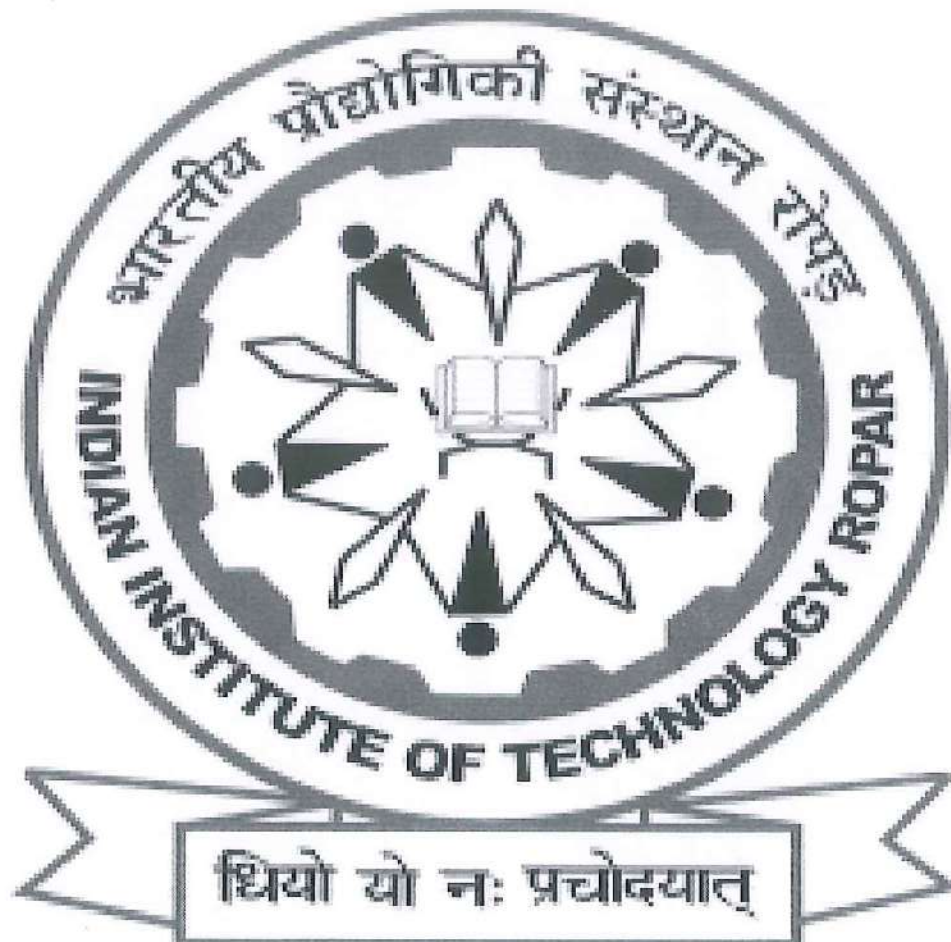
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

TENDER DOCUMENT

FOR

Annual Contract for Pest Control at IIT Ropar

(2019-20)



## **Press Notice**

### **Notice Inviting Tender**

The Registrar, on behalf of Director, IIT Ropar invites sealed bids in two bid system from bonafide agencies having experience of Annual Contract for Pest Control Services in Government/ Autonomous bodies/ PSU's for the following work:

NIT No : IITRPR/EE/T/19/178

Name of Work : - **Annual Contract for Pest Control Services at Transit & Permanent Campus of IIT Ropar.**

Estimated Cost : **Rs. 12, 67,320.00**

Earnest Money : **Rs. 25,350.00**

Time : **12 Months**

Last date & time of submission of bids up to **03:00 PM** on **31-01-2019** in the tender box placed under Deputy Registrar (S&P), Utility block, Permanent Campus, IIT Ropar, Village: Bara Phool, Rupnagar – 140111.

The bid forms and other details can be downloaded from the website [www.iitrpr.ac.in](http://www.iitrpr.ac.in).  
Corrigendum/ addendum, if any, will be uploaded on Institute website.

**A. Information and Instructions to Bidders:**

The Registrar, IIT Ropar invites on behalf of Director, IIT Ropar invites sealed bids in two bid system from agencies who have executed Annual Contract for Pest Control in Government/ Autonomous bodies/ PSU's for the following work:

| NIT No.            | Name of work  | Estimated Amount (Rs.) | Earnest Money Deposit (Rs.) | Time for Completion | Start Date of Download | End Date of Submission     | Date & Time of opening of Technical Bid |
|--------------------|---|------------------------|-----------------------------|---------------------|------------------------|----------------------------|---|
| IITRPR/EE/T/19/178 | Annual Contract for Pest Control at Transit & Permanent Campus of IIT Ropar | 12,67,320.00           | 25,350.00                   | 12 Months           | 18.01.2019             | Upto 3:00 PM on 31.01.2019 | Opening at 3:30 PM on 31.01.2019        |

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 07 (Seven) 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 7<sup>th</sup> day from the date of issue of Work Order or handing over of site, whichever is earlier.



3. The tenders can be downloaded from the Institute website from **18.01.2019**.
4. The bidders who have applied in response to this tender need to give presentation of their working, techniques, manpower deployment to be adopted for Pest Control at IIT Ropar (Transit & Permanent Campus) before the committee at IIT Ropar. Presentations by Prospective bidders will be made on **06.02.2019** from 11:00 AM onwards at Conference room No. 1 of IIT Ropar (Transit Campus). **Hard Copy** and **Soft Copy** shall be submitted at the time of Presentation. 30 minutes shall be given to each bidder. At the later stage (after technical and price bid opening), the successful bidder presentation shall form the part of Contract. **MERE QUALIFYING THE ELIGIBILITY CRITERIA DOES NOT QUALIFY THE BIDDER FOR OPENING OF PRICE BID.**
5. EMD of requisite amount as mentioned in NIT/Corrigenda in favour of **Registrar, IIT Ropar** in the form of **Demand Draft** only from any **Nationalized Bank** payable at **Ropar/ Rupnagar, Punjab** should be enclosed within the **Technical Bid**. Any tender received without requisite Earnest Money in the form as mentioned above 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 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.
  - b. If the bidder does not accept the correction of arithmetical errors of his tender.
  - c. 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. Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with :
  - i. The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) under relevant category are exempted to submit the EMD (Copy of registration must be provide along with technical bid)
  - ii. *The NSIC/ SSI should be valid for a period of six months (180 days) beyond the Bid validity.*
8. 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.

#### 9. Eligibility Criteria :

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 December 2018:

- **03 similar works\*** each costing not less than 40% of estimated cost, i.e. **Rs. 5,06,928.00**

**OR**

- **02 similar works\*** each costing not less than 60% of estimated cost, i.e. **Rs. 7,60,392.00**

**OR**

- **01 similar works\*** costing not less than 80% of estimated cost, i.e. **Rs 10,13,856.00**

**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's Organizations.**

#### 10. Submission of Bid:

The bids shall be submitted in Two Parts in two separate sealed envelopes:

##### **10.1 Complete Technical Bid ( Part-A) will comprise of :**

10.1. EMD of requisite amount in the form of DD only in favour of Registrar, IIT Ropar payable at Ropar/ Rupnagar, Punjab. Bid without EMD would be summarily rejected.

**10.1.1** Tender Fee of Rs 1180.00 (1000 Tender + 180 GST) in favor of Registrar, IIT Ropar payable at Rupnagar, Punjab.

- 10.1.2**
- 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 Chartered accountant.
- g. Copy of Completion Certificates conforming to Eligibility Criteria.
- h .Entire NIT (except Financial Bid) duly signed and stamped by the bidder.

**10.2 Complete Price Bid ( Part-B) will comprise of :**

Complete Price Bid duly filled, signed and stamped. It is mandatory on bidder to quote on all items as asked in the Annexure. Failure to adhere to this condition will lead to rejection of tender. The bidders should quote unconditional rates, neatly written without any overwriting and duly signed and stamped on all pages.

Both the envelopes should be duly marked on top with **Name of work and Technical Bid / Financial Bid** as the case may be and both the envelopes to be submitted in another sealed envelope duly marked on top with **Name of work and date of opening**. Cost of Tender Paper Rs. 1180.00 (1000 + 180 GST), NON REFUNDABLE (in the form of DD only) in favour of IIT Ropar, payable at Rupnagar, Punjab (**validity of DD should be at least 03 months**) to be submitted along with the tenders (within Technical Bid). Tender without 'Cost of Tender Document' will be treated as cancelled. Tenders must be delivered at the place and time as indicated in NIT / further corrigenda. Bids that are not in the above format will be rejected. **Bids to be submitted in the Tender Box, Utility Block, Permanent Campus, IIT Ropar, Punjab.**

- 11 All Rates, Prices, Amounts and Sums quoted by the bidder shall be in Indian currency only. The language used throughout shall be English.
- 12 All Rates, Amounts & Sums shall have to be quoted in indelible ink and written both in figures and words. If the rate quoted in words does not tally with the rate quoted in figures then the rate which corresponds to the lesser amount shall be considered.
- 13 Any overwriting / correction / applying correction fluid shall be avoided and in case any correction is made the same must be initialized and stamped.
- 14 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.

- 15 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.
- 16 The bid shall remain valid for a period of 60 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.
- 17 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.
- 18 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.
- 19 Each page of the bid document shall have to be signed and stamped by the Bidder / Authorized Signatory before submission. The bidders have to submit the tender documents and correspondences accompanying the tender with proper sign and stamp on each page along with the bid. The person / officer signing the tender / bid should be delegated with an appropriate **Power of Attorney (duly endorsed by a Notary Public)** by the **Owner / Proprietor / Partner / Authorized signatory** of the company to sign such documents.
- 20 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.
- 21 The sealed Bids shall be received by the Institute not later than the time and date stipulated in the Notice Inviting Tender or Corrigenda otherwise. Tenders that are received after the date and time specified shall not be considered.
- 22 The Technical Bid of tender will be opened on the specified date and time of opening at Utility Block, IIT Ropar in the presence of bidders / tenderers or their Authorized representatives (with proper authorization letter from Owner/ Proprietor/ Partner/ CEO/ MD/ Director of the company mentioning Name, Address and designation of the person being authorized).
- 23 Date and time of opening of Financial Bid will be informed to the Technically Qualified Bidders and will be opened at the Utility Block, IIT Ropar in the presence of bidders or their Authorized representatives (with authorization letter from



Owner/Proprietor/Partner/CEO/MD/Director of the company mentioning Name, Address and designation of the person being authorized).

- 24 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.
- 25 The successful bidder, shall deposit an amount equal to 10% 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 payable at 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 16<sup>th</sup> day to 30<sup>th</sup> 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 Registrar, IIT Ropar shall be returned to the Contractor, without any interest.
- 26 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**. Corrigendum / addendum, if any, will be uploaded only on Institute Website. The institute shall not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason whatsoever. In case of any discrepancy between the tender documents downloaded from 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.
- 27 Tender should be submitted as per the prescribed format within the specified date and time at Utility Block, IIT Ropar, and failing to do so, the offer shall be summarily rejected. Bid will be opened at Utility Block, IIT Ropar. The Institute reserves the right to reject any tender without assigning any reason thereof.



**Registrar**  
**Indian Institute of Technology 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 to 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 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, semiskilled 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 suitable penalty decided by the competent authority will be deducted from amount payable/ Security deposit/ Performance guarantee. The Contractor will have no claims what so ever on IIT Ropar.
7. The firm should have PF, ESI documents as well as accidental insurance of all pest control operators and supervisor. The approved vendor will have to provide all documents of all pest control operators and supervisor, 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, side effects arising out of use of chemical for pest control 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.

13. 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.



14. 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.
15. 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.
16. 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.
17. 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 what so ever.
18. 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.
19. 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., 26<sup>th</sup> January, 15<sup>th</sup> August & 2<sup>nd</sup> October. Institute may change the working pattern with consent of contractor if required.
20. **Arbitration:** In the unfortunate situation if any all 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 Director, IIT Ropar. The decision of 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.
21. **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.



22. 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.
23. 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.
24. **Legal Jurisdiction:** Any disputes are subject to exclusive jurisdiction of competent court and forum in Ropar/ Rupnagar, Punjab, India only.
25. **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.
26. 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.
27. The personnel engaged by the contractor should have requisite qualification and experience as mentioned by the institute from post to post.
28. 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 absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.
29. The contractor should not be employee of IIT Ropar, Central or State Government, Autonomous Body, Corporate House or PSU. If it is found that the contract can be terminated or penalty as deemed suitable by Institute may be levied.
30. 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.
31. 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 bio-metric 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 approximately 85000 sqm. In Permanent Campus and 44,515 sqm in transit campus. The peripheral open area is 485622 acres in permanent campus and 11 acres approximately in Transit Campus. The list of buildings is as follows:

1. Administrative Building
2. Utility building
3. Boys Hostels
4. Girls Hostels
5. Residential Buildings
6. S Ramanujam Block
7. Electrical Building
8. Mechanical Building **85000 SQM**
9. Bhatnagar Block
10. Lecture Halls
11. Sub Stations 1,2,3
12. Dining Hall
13. Guest House
14. AC Plant Room and UG Tank
15. Miscellaneous small buildings & structures

(Approximately)

**Transit Campus buildings:-**

1. Administrative & Teaching Block, Lab Blocks.
2. Mercury hostel with Kitchen/ & Dinning.
3. Jupiter hostel with Mess/ Dinning.
4. Neptune hostel with Mess/ Dinning.
5. Venus hostel with Mess/ Dinning.
6. Director Residence, Guest House.
7. Type IV Residence of IIT Ropar.
8. Type III Residence of IIT Ropar.
9. Type II Residence of IIT Ropar.
10. Type I Residence of IIT Ropar.
11. Miscellaneous small buildings & structures.

44,515 sqm  
(Approximately)

**E. Minimum Frequency:**

The minimum frequency given in the table below is bare minimum. The contractor has to provide Pest control services at an frequency required as per the season and approved by the Engineer-in-Charge. The contractor shall quote his rates for the work accordingly and nothing extra shall be paid on account of it.



| 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                                     |

#### 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        | 01 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 (Pest technician training from IPCA or equivalent) with 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.
  - a. Downloading the complaints received online on daily basis.

- b. Recording the complaints received at service center in person.
  - c. Uploading all the complaints received at the service center in the online system on daily basis.
  - d. Assigning the work to the workers of respective trade.
  - e. Uploading the status of attending of the complaints on daily basis.
  - f. Preparing the abstract of attended / unattended complaints on daily, weekly and monthly basis.
  - g. Statistical analysis of complaints attended / pending and submitting reports.
  - h. 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 be made at the following rates:-

- i. Skilled labour @ Rs. 800/- per day per person.
- ii. 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 entertained.



6. Electricity charges shall be deducted from the respective payment based on electricity consumed by the contractor.
7. License Fee @ Rs. 21 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

# **Technical Bid Format**

**As**

**Annexure A**

**Annexure-A**

|    |   |  |
|----|---|--|
| 1. | Name & Address of Registered Office of the Company/ Firm / Agency<br>Telephone No.<br>FAX No:<br>E-Mail:  |  |
| 2. | Name of the proprietor / Director of Company/Firm/ Agency quoting this tender   |  |
| 3. | EPF & ESIC No. (Copy to be Attached)<br><br>GST Registration No. (Copy to be Attached)<br><br>PAN Number (Copy to be Attached)<br><br>Insecticide License No. (Copy to be Attached)<br><br><b>Respective copies of above documents to be attached.</b>  |  |
| 4. | Submit documents that confirming to the Eligibility Criteria. Please provide the documents as stated in the Eligibility Criteria after going through the definition of <b>“Similar Works”</b> (Refer Annexure E Sr. No. 4 from a to e).<br>Copies of the Completion Certificate and Work Orders shall be enclosed. <b>Copies to be attached.</b> The contact details of officials should also be provided for verification. |  |



|     |   |        |
|-----|---|--------|
| 5.  | Annual Turnover for last three years authenticated from Chartered Accountant <b>(Copy to be Attached)</b> |        |
| 6.  | Latest Income Tax Return <b>(Copy to be Attached)</b>   |        |
| 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 60 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 Tenderer'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.

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**Authorised Signatory  
Company Seal**

**Annexure D****PRE-BID QUERY SUBMISSION FORM****( To be submitted by 25.01.2019 by email to [registrar@iitrpr.ac.in](mailto:registrar@iitrpr.ac.in) )**

| <b>Sl.<br/>No</b> | <b>Sl. No. &amp; File No. with<br/>Name of<br/>the Items.</b> | <b>Reference<br/>of the<br/>Clause No.<br/>of the<br/>Tender<br/>Document</b> | <b>Query/Clarification/<br/>Deviation<br/>sought</b> | <b>Clarification/Response<br/>from IIT Ropar</b> |
|-------------------|---|---|--|--|
| 1                 |   |   |  |  |
| 2                 |   |   |  |  |
| 3                 |   |   |  |  |
| 4                 |   |   |  |  |
| 5                 |   |   |  |  |
| 6                 |   |   |  |  |
| 7                 |   |   |  |  |
| 8                 |   |   |  |  |
| 9                 |   |   |  |  |
| 10                |   |   |  |  |



## 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 Work 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 lakhs - 15 lakhs : 5 marks  |           |
| c.                              | Above 15 lakhs : 10 marks   |           |
| 4                               | Experience of Pest control work with Government/Autonomous/ PSU's Organizations ( "SIMILAR WORKS" as stated under clause 9 )  | 12 marks  |
| a.                              | Upto 5 Years : 2 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 needs to secure minimum of 60 marks to qualify for opening of their price bid.

## **PRICE BID**



**APPENDIX F**  
**PRICE BID**

| Sr. No. | Name of the department/<br>office           | Building Area in sqm | Open Area in sqm | Monthly rate inclusive of all taxes ( in figures and words) |          |
|---------|---|----------------------|------------------|---|----------|
|         |   |                      |                  | In figures  | In words |
| 1       | Pest Control Service in Permanent Campus.   | 85000                | 485622           |   |          |
| 2       | Pest Control Service in Transit Campus      | 44515                | 48562            |   |          |
|         | <b>GST</b>                                  |                      |                  |   |          |
|         | <b>TOTAL AMOUNT PER MONTH INCLUDING GST</b> |                      |                  |   |          |

**Notes:**

1. The Rates quoted are inclusive of all Materials, Machines, Manpower, tools and tackles, freight charges etc all complete required for 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. The rates quoted are inclusive of all taxes.
3. The bidder should be clearly filled or typed and signed in ink legibly giving full address of the bidder. The bidder should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the bidder with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the lesser amount will be treated as the valid offer. Conditional offer shall render the tender/bid automatically invalid.
4. GST as applicable will be reimbursed on submission of documentary proof.

**Signature and Stamp of the Bidder**