

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम

(मानव संसाधन विकास मंत्रालय, भारत सरकार के तहत स्वायत्त संस्था)

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM

(An Autonomous Institution under MHRD, Government of India)

सी.ई.टी परिसर, तिरुवनंतपुरम /CET Campus, Thiruvananthapuram-695016

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TENDER NOTICE – PEST CONTROL SERVICES

IISER TVM VITHURA CAMPUS

TECHNICAL BID

Total Number of pages submitted: _____



I. General Terms & Conditions of the Tender:

- 1) The tendering agency is advised to inspect all the buildings and premises intended to be covered at **Vithura campus** of this Institute , under the said contract so as to get a clear idea about the nature of work involved. The details of the buildings are given in Annexure-I. Any clarifications regarding the scope of work or any other information can be obtained from the office of Registrar during the hours from 10:30 to 13:00 Hrs on working days from Monday to Friday. It shall be **deemed** that the Contractor has undertaken a visit to the Institute and is aware of the requirement and operational conditions prior to the submission of the tender documents and no claims will be entertained after submission of the contract.
- 2) Tenders can be purchased from Finance section of this Institute on payment of Rs.525/- (Rupees Five hundred twenty five only). Tender document can also be downloaded from our website www.iisertvm.ac.in. In that case a Demand Draft for Rs. 525/- in favour of IISER, Thiruvananthapuram is to be submitted along with the tender. Tenders without tender fee will be summarily rejected.
- 3) Issue/sale of this tender document to a contractor does not make him automatically eligible for this tender. It is the responsibility of the contractor to prove his eligibility by submitting necessary documentary proofs along with the tender. Tender submitted by ineligible contractor will be rejected.
- 4) **Earnest Money Deposit**: Demand Draft for **Rs.20,000/-(Rupees Twenty thousand only)** (Refundable) is to be submitted having a validity of three months from the last date of tender along with the Technical Bid towards EMD. Technical Bid without EMD will be summarily rejected.
- 5) Technical Bid is available in Annexure-II and Financial Bid is available in Annexure-III.
- 6) **Each and every page should be duly numbered and total number of pages enclosed should be derived and mentioned on first page of the submitted document.**
- 7) Technical Bid and Financial Bid along with its enclosure if any, should be kept in separate sealed envelopes and the both the sealed envelopes should again be put in the **overall envelope super scribing Tender for Pest Control Services. If the Technical Bid and Financial Bid are submitted together in the open condition, then the tender will be rejected.**
- 8) All the columns in the Technical Bid & Financial Bid are to be filled by the agency without fail and corrections if any has to be scored and written clearly and should be initialled by the person signing the contract. Corrections by applying white fluid, overwriting etc is not allowed and will be a reason for disqualification.
- 9) The bidder should give an undertaking to the effect that the firm/contractor agrees to abide by all the terms and conditions as stated in the Tender Document in the prescribed format.



- 10) **The envelope as said above can be sent to the Office of the Registrar, IISER TVM, CET campus, Engineering College P.O, Thiruvananthapuram- 695 016 in the following ways:**
- 11)
- By Speed Post/Courier so as to reach the office on or before the last date and time. Institute will not be responsible for postal/courier delays.
 - The same envelope can be **dropped in the Tender Box kept in the Office of the Registrar or before the closing date & time as said above. Tenders dropped in other places will not be considered.**
 - The tender received after the date and time as indicated above will be summarily rejected.
- 12) **The envelope containing Technical Bid and its enclosures will be received till 02.00 PM on 22 November 2016 and will be opened on the same day ie. at 03.00 P.M. on 22 November 2016 in the Office of Registrar, at CET campus, Thiruvananthapuram- 695 016 in the presence of the tenderers or their authorized representatives (maximum one per firm) by the constituted committee.**
- 13) The evaluation of technical bids will be based on the list of enclosures as mentioned in technical bid. Non submission of any/all of the list of enclosure will lead to disqualification.
- 14) Evaluation of bids based on its Merits & Demerits of the bidders and their credentials as presented in the documents in the Technical Bids. The Institute reserves the right to qualify/disqualify a bid/bids/all the bids based on the weightage as decided by the Competent Authorities.
- 15) The price bids of only technically qualified bidders will be opened and intimation in this regard, will be given by e-mail/telephone/fax/ SMS to the technically qualified bidders only. Technical qualified bidders may send their authorized representatives along with the authorization letter (Only one per firm) for attending the opening of price bids, if they wish to do.
- 16) Based on the comparison of rates quoted by the technically qualified firms, the lowest quoted bidder(s) will be identified and intimated their position through Letter of Intent (LOI).
- 17) No other charges/allowance will be applicable to be included in the later stage after consideration of tender.
- 18) Institute reserves the right to accept the tender bid either in part or full or to reject any tender either in part or full without assigning any reasons thereto.
- 19) Institute reserves the right to decide the lowest position on item wise basis.
- 20) LOI will be placed on the technically qualified lowest bidder. Institute reserves the right to award the LOI / execute the work contract with one or more agencies.



21) The selected firm has to execute a service agreement within 15 days from the date of placement of LOI after submitting a Security Deposit @ 5% of total contract value or Rs. 24,000/- (Rupees Twenty five thousand only) **whichever is higher**, in the form of Fixed Deposit or bank guarantee. The agreement should be executed between the Institute & the firm by complying the norms for commencement of contract.

22) In case of the lowest bidder withdraws from the acceptance of LI/Contract, the EMD of the qualified bidder will be forfeited.

II. Specific Terms & Conditions of the Contract

1. Pest Control Services at Academic / Administrative buildings, House of Residences, Guest House, Health Centre, Residential Area and allied facilities of Indian Institute of Science Education and Research Thiruvananthapuram (IISER TVM) situated in and around of its campus at Maruthamala PO, Vithura, Thiruvananthapuram – 695 551 which includes General Pest Control, Rodent Control, Termite Control and Snake control by deploying sufficient trained manpower as per the schedule elaborated below:

(a) **General Pest Control (Thrice a week):** It means eradication of Cockroaches, Mosquitoes, Flies, Lizards, Termite, bugs, bed bugs etc through the use of permitted insecticides as per Government of India and WHO norms. The Pest control should cover all the places like space under the tables, chairs, almirahs, beds, on and around the pile of files, wooden furniture, false ceiling, staircases, varandas, all toilets drain ducts, pantry rooms, stores, under and around installed equipments and any hidden space under the furniture and no space should be left unattended.

(b) **Rat & Rodent Control at Labs and other buildings (Thrice a week & as and when required) :** Rat/ Rodent should be controlled by :

- (i) Catching Rats or,
- (ii) Placing rat traps / glue mat or
- (iii) Placing ultra sound devices as may be required in multiple numbers on all floors or
- (iv) Doing permitted spray or putting herbal / chemical tablets etc. to keep rats and rodents away from building or force rats / rodents to move outside from IISER TVM buildings or
- (v) Combinations of any of the above.

It should be ensured that such chemicals should not be put so that rats/ rodents would die inside the building or above the false ceiling. **The dead rats / rodents are to be cleared and disposed off at contractor's risk.**



(c) **Termite & Ants Control (Thrice a week) :**

(i) **The Pest control for termites & ants should cover all the places like spray under the tables, chairs, almirahs, on and around the pile of files, on wooden furniture, on false ceiling, on all staircases, on lift lobby, on all toilets drain ducts, on all pantry rooms, in all stores and any hidden space under the furniture and should leave no space unattended.**

(ii) The Chemical need to be placed in drilled holes on the floor adjacent to bricks walls, wooden chamber, paper files, compactor rooms etc. to ensure that termite should not attack on wooden items and office files.

(d) **Snake Control (Weekly & as and when required):** It means carrying out preventive measures to avoid entry of snakes to buildings, **catching of snakes sited inside the campus and releasing it at safe place**, placing of snake repellents at designated places jointly finalised by the Institute and contractor and other suitable measures to control snake menace through the use of permitted insecticides as per Government of India and WHO norms.

2. Agencies must ensure that the pest control once done shall remain effective up to next schedule, failing which it shall have to be done again and within the agreed cost and no extra cost therefore will not be entertained.

3. The pesticides, chemicals etc. used for pest/rodent control, should be odour free and should not create adverse impacts on human health.

4. All the areas covered under this contract has to be visited on scheduled days irrespective of specific complaints. A log book has to be maintained regarding the visit and has to be got initialled by the concerned representative / security personnel. The log book has to be produced for inspection as and when demanded and along with the monthly bill. The personnel deployed has to be available at the premises of the Institute for the whole day as per working time of the Institute. **Specific complaints, if any, has to be attended out of schedule for which no additional payment will be made.**

5. The agency has to arrange conveyance equipment / chemical and personnel deployed between various places at their own cost. The storage of equipment / chemical has also to be arranged at the place and risk of the contractor.

6. The contractor **shall deploy a supervisor**, who is capable and qualified, to supervise, oversee the pest control job. The supervisor should also be able to interact, in a polite way, with the officers/faculty members/students of IISER TVM and also with the course participants/ guests on matters relating to the assigned tasks of the pest control.



III. OTHER TERMS AND CONDITIONS

- 1) It will be obligatory on the part of the contractor to maintain the contract for a minimum duration of two years at the quoted rates. Rates will not be hiked during the currency of contract. Any termination of the contract on the part of the contractor will make him liable to forfeiture of security deposit.
- 1) This contract shall be in force for a period of one year from the date of award of the work and shall be subject to the provision of early termination herein contained.
- 2) The contract may be renewed further, by the contractor on the same terms and conditions as are agreed between the IISER TVM and parties on the conclusion of the contract.
- 3) The contract can be terminated by the Institute by giving one month notice in case the work is not found satisfactory. If the agency wants to terminate the contract due to any reasons the same should be intimated **three months** in advance. In case of any dispute the decision of the Director, IISER TVM will be final and legal proceedings, if any, will be within the jurisdiction of Trivandrum.
- 4) Institute reserves the right of termination of the contract at any time, without giving any notice, in case the Competent Authority of the Institute is of the opinion that there is wilful violation of Rules and Regulations of Central/State Laws or the Contractor has committed any breach/violation of the terms and conditions of the contract while fulfilling the tendered services and in such cases alternate arrangements as deemed by the Institute and the cost of such arrangements will be deducted from the amount payable to the contractor or from the security deposit submitted by the contractor.
- 5) The contractor shall raise the payment bills for the service provided on monthly basis.
- 6) **Payment terms:** No advance payment will be made to the contractor under any circumstances. After every month of successful completion of work, the contractor shall raise the bill for that particular month (at the rate which has been quoted and accepted). Payment will be made to the contractor after deducting the income tax and surcharge thereon as per the rules in force. Form 16 for such Tax Deducted at Source (TDS) will be issued to the contractor at the end of the financial year.
- 7) Institute reserves the right to withhold payment of contractor under this agreement in the event of any breach of the terms and conditions of the agreement by contractor. The opinion of the Director or his authorized representative in this regard shall be final. No interest will be allowed on payment withheld, when released.
- 8) The contractor shall ensure that all rules/regulations as stipulated under Payment of Wages Act, Employees State Insurance Scheme, Employees Provident funds Act, Child Labour prevention Act, Laws on prevention of Sexual harassment at workplace or any other relevant laws are fully adhered to and no infringement on this account is caused directly or indirectly.



- 9) The contractor shall indemnify, the Institute (Director, IISER-TVM), against all possible damages (including violation of any of the provisions of Statute/Acts/Laws) caused to the personnel/equipment of the contractor on account of Contractor's/Supervisor's negligence while undertaking the jobs in the Institute.
- 10) The contractor shall evolve a consensual working system which should not in any way affect the regular working of the IISER TVM Administration or other units in the Campus.
- 11) **The contractor shall deploy all the necessary chemicals, tools, equipment, protective gears and personnel/ workforce needed for pest control services at own cost.** Maintenance and upkeep of the mechanical devices deployed for use in the pest control services will be sole responsibility of the contractor and IISER TVM will in no way contribute anything on this account.
- 12) The equipment/machines/ chemicals used/deployed for pest control services by the contractor, should not pollute/ damage the Institute buildings and its surroundings in any way nor shall in any way cause harm to the health of the staff or occupants or the personnel deployed for the job of pest control.
- 13) The supervisor and other personnel deployed under this contract, shall wear appropriate uniform / protective gear indicating contractor's/ firm's name / insignia or logo affixed in the left hand side of the upper portion of the body wear dress/uniform- and a photo ID card indicating name of the person, contractor's/firm's name & address, for identification purpose during duty hours.
- 14) The Contractor shall ensure that the personnel deployed for the pest control services under this contract are available at the place of work as per the schedule / requirement.
- 15) The contractor shall ensure that behaviour of the personnel deployed under this contract shall in no way be detrimental to the IISER TVM Administration.
- 16) Report on quality of services, performance of the contractor's employees and deficiency in service will be emailed/corresponded to the contractor time to time by the officials of the Institute designated for the purposes.
- 17) If the Institute's authorities feel that no fruitful action taken despite of complaints communicated towards improvement in services and behaviour/unfit of the personnel deployed by the agency, the contractor has to withdraw her/him from the Institute and no political/association influence will be entertained by the Institute in this regard. Suitable penalty will be applicable towards deficient quality of service/non-improvement in service etc. from the date of complaint.
- 18) Any infringements of any such instructions may render the contractor liable to be fined at the rate fixed by the Institute. The fine will be in addition to the penalty.
- 19) The contractor's personnel shall abide by the instructions of the authorities of the Institute. The Supervisor should maintain proper liaison with the officers/ authorities of the Institute. The supervisor should also be available in the Institute premises during the scheduled days and as and when required during special occasions or as desired by the Institute.



20) **Clause of Liability/damages** : In the event of any damage or loss whatsoever caused to the Institute's property due to negligence OR connivance of its employees, the Institute shall be empowered to have the damage or loss repaired and or recover the amount so spent as well as that due from the imposition of penalties etc. under other various clauses of the tender from any money due to the contractor under this agreement or on account of any other work, executed for the Institute by the contractor or from his security deposit or from monthly bill.



Annexure-I

Tentative Locations of Institute's premises
where the Pest Control Services are required

S.No	Buidlings
1	Chemical Science Block (CSB)
2	Central Instrumentation Facility (CIF)
3	Central Dining Hall (CDH)
4	Ponmudi Hall of Residence
5	Agasthya Hall of Residence
6	Mukurhti Hall of Residence
7	Residential Area
8	Directors Bungalow
9	Primary School
10	Medical Centre
11	Project office



TECHNICAL BID – DETAILS OF FIRM

<u>Sl</u>	<u>Information Required</u>	<u>Details of Information sought</u>	<u>No of Pages submitted as proof</u>
1	Name and Address of the Tenderer/Agency with Telephone Number/Fax No./Mobile No. (attach proof of address)		
2	Details of Firm Registration (Attach copy of registration certificate)		
6	Permanent Account Number (PAN) (attach copy)		
7	Service Tax Registration Number (attach copy)		
8	Experience in the field of providing pest control services of similar magnitude (Details of clients of last three financial years (2013-14 ,2014-54, 2015-16) to be furnished along with proof such as work order / contract agreement from government agencies / reputed private organisations)		
9	Bankers Name and Address with IFSC Code		



12	Details of EMD for Rs. 20,000/- (DD No., date & amount) (to be submitted along with technical bid)		
14	Details of license towards stock and use of permissible insecticides for commercial pest control operation (Enclose copy of certificate).		

- (a) I/We declare that no contract has been cancelled during the period of past three years.
- (b) I /We certify that all the terms and conditions of the tender documents are acceptable to me/us.

©Total number of pages attached: _____

Date:-_____

SIGNATURE _____

Place:-_____

(Authorized Name & Signatory of Agency/firm with stamp)

Note:- All the enclosures should be signed by the person signing the tender with seal.



UNDERTAKING

I/We _____ have carefully gone through and understood the contents of the tender (No. **IISER(T)/Admn/112/2016-17** dated **31 October 2016** towards provision of **Pest Control Services at IISER TVM Campus, Vithura** and its terms and conditions and I / we undertake to abide myself/ourselves by all the terms and conditions set forth and we do not have any counter conditions. Duly accepted tender conditions are enclosed herewith.

Date:- _____

SIGNATURE _____

Place:- _____

NAME _____

(Authorized Name & Signatory of Agency/firm with stamp)

