TENDER DOCUMENT
FOR
PROVIDING PEST CONTROL SERVICES TO
INDIAN ACADEMY OF SCIENCES, BENGALURU

Tender No. 02-PUR/BNN/IASc/Pest Control/2018-19

DATE OF ISSUE OF TENDER DOCUMENTS: 17.04.2028

LAST DATE & TIME OF SUBMISSION OF TENDER DOCUMENTS: 27.04.2028 UP TO 15:00 HRS.

DATE & TIME OF OPENING OF TECHNICAL BID: 27.04.2028 AT 15:30 HRS.

ESTIMATED TENDER VALUE: Rs. 1.00 LAKH APPROX.

Cost of Tender: Rs. 500/- (Rupees five Hundred Only) Tender document may be collected from IASc on cash payment or enclose a Demand Draft of Rs. 500/- in favour of Indian Academy of Sciences payable at Bengaluru with the downloaded document.

EMD: Rs. 5000/- in the form of DD in favor of IASc, Bengaluru

Note: This tender document contains 13 pages (including Technical & Price Bid) and bidders are requested to read & sign on all the pages. The Technical bid should be sealed by the bidder in separate covers duly super scried & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scried as “Tender for providing Pest Control Service” for IASc, Bengaluru”.

For Indian Academy of Sciences,

C S RAVIKUMAR
(Sahayak Karyakari Samithi)
Assistant Executive Secretary

Date: 17/4/2018
Place: BENGALURU

Note: The dates/period are subject to approval of Competent Authority and publishing of tender notice.
Eligibility and Criteria for Selection

1. Having experience of at least three years in providing Pest control services.
2. Having turnover of 1 Lakh or above for last year. Certified copies of the final accounts/ supporting documents indicating annual turnover of the last year must be attached.
3. The lowest tenderer will be awarded the contract. The analysis of rate (L-1) will be made on overall basis.
4. The contractor should have valid license from licensing officer of the area.

GENERAL TERMS AND CONDITIONS FOR TENDER

1. Prescribed tender form can be obtained from Purchase Department, Indian Academy of Sciences, PB No. 8005, C.V Raman Avenue, Bengaluru 560 080 till 26.04.2018 between office hrs in any working day. The tender form can be downloaded from the IASc website www.ias.ac.in i.e. https://www.ias.ac.in/About IASc/Tender Notices/. The tender documents along with the earnest money deposit of Rs. 5000/- (Five Thousand only) by Demand Draft in favour of Indian Academy of Sciences, payable at Bengaluru may reach on or before 27.08.2028 till 15:00 hrs. Tenders should be in sealed envelope superscribed "Tender for Pest Control Services" addressed to the Purchase In-charge / Executive Secretary, Indian Academy of Sciences, Bengaluru –560 080. The tenders (Technical Bid) will be opened on the 27.04.2018 at 15:30 hrs in the presence of the tenderers/representative who may wish to be present, either by themselves or through their authorized representatives. The Bids shall be evaluated on two stage evaluation process. After evaluating the technical bids the eligible bidders shall be shortlisted for second stage i.e. Financial Bid evaluation. The Price bids of only qualified tenderers after technical evaluation shall be opened in presence of attending tenderers or their authorized representative. The date of opening of price bids of technically qualifies bidders will be intimated through phone/e-mails.

2. The tender shall be submitted in two separate sealed envelopes, one for the technical bid (as per Annexure ‘A’ enclosed) and one for the financial bid (as per Annexure ‘B’ enclosed) which should be clearly superscribed on the envelopes. Both sealed envelopes (i.e. Technical Bid and Financial Bid) should be submitted in another sealed envelope superscribed with “Tender for providing pest control services”.

3. In the case of contract involving labour, the contractors must be registered with the concerned authorities under the contract labour (Regulation and Abolition) Act, 1970 and contractor shall comply with all statutory requirements including Labour Legislation and Acts, such as Contract Labour Regulation Act, Workman’s Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act etc. For any lapse or breach on the part of the contractor in respect of non compliance of any labour legislation in force during the validity of the contract. The contractor would be solely & fully responsible to adhere to meet all statutory requirements and would indemnify the Academy in case the Academy is held liable for the lapse on the part of the contractor.
4. IASc reserves the right to award the contract to deserving parties either in full or in parts. The decision of IASc is final and unquestionable.

5. IASc reserves the right to terminate the contract without assigning any reason whatsoever.

6. INSTRUCTION TO THE TENDERERS

6.1 Quotation must be submitted giving complete details in the enclosed tender papers.

6.2 The rates quoted should remain valid for complete contract period and during extended period.

6.3 Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.

6.4 The total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.

6.5 Bids, which do not comply with the above conditions, are liable to be rejected.

6.6 The IASc shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.

6.7 The workmen employed by the contractor shall be directly supervised and controlled by contractor and shall have no relation whatsoever with and shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against for service or regularization of service by virtue of being employed at against any temporary or permanent post at .

6.8 The contractor has to deploy adequate number of staff who has to work as per requirement and convenience of the Academy.

6.9 Care must be taken so that no furniture, fixture, fittings are damaged while carrying out the work by the contractor. Any damage done to the same will have to be repaired/replaced by the contractor and on termination of the contract the contractor will hand over all the supplied equipment/articles in good condition back to

7. EARNEST MONEY DEPOSIT

7.1 Tenderers should submit an EMD equivalent to Rs. 5000/- (Rupees Five Thousand only). EMD amount should be submitted by way of a Demand Draft favoring “Indian Academy of Sciences” payable at Bengaluru. This amount will be returned interest free to the unsuccessful tenderers within one month from the closing date of the tender or within one month after the award of the contract whichever is later.
7.2 In case of successful tenderer, The EMD deposited by successful bidder shall only be refunded after the firm furnishes performance guarantee. In case of successful Tenderer, Earnest Money Deposit if paid may be adjusted towards Performance Security payable.

7.3 In case of successful tenderers, EMD amount will be forfeited by in the following cases:

i) If, after acceptance of the contract, the tenderer fails to carry out the service/supply in accordance with the terms and conditions of the contract.

ii) If the tenderer withdraws the tender during the validity period.

iii) Completion of services should be done in accordance with the terms and conditions of the contract. Any unexcused delay will not only warrant forfeiture of EMD amount and/or closure/termination of the contract for default.

7.4 If any time during the performance of the contract, the Contractor encounters conditions impending timely performance of service, he should promptly notify authorities in writing the fact of the delay, the cause of delay and its likely duration of restoration. Authority will evaluate the situation and at its discretion, extend contractor’s time for performance.

7.5 Bids not accompanied with EMD amount in the prescribed manner will be rejected.

8. Prices quoted for services should be inclusive of all statutory levies and duties for free delivery/service at premises. The bill raised to after rendering the services shall be subject to the tax deduction at source.

9. Bids should be valid for a period of at least 6 months from the closing date of the tender.

10. Tenderers are requested to study the terms and conditions of the tender carefully and then submit tenders accordingly.

11. The contractors should strictly adhere to the statutory regulations viz., Minimum Wages Act, Shop and Commercial Establishment Act, PF Act, ESI Scheme and any other regulation covering labour contract.

12. After acceptance of the contract if any/all the terms and conditions of the contract is/are violated, then reserves the right to terminate the contract. In such cases, the security deposit amount will be forfeited by .

13. Please note that any falsification/suppression of information could lead to the disqualification from the tender.

14. Please note, tender bid should be submitted in accordance with our terms and conditions mentioned herein. Non-compliance to the above would entail automatic disqualification and
rejection of the offers.

15. Exact details of GST and other levies must be clearly indicated.

16. Clarifications with respect to the tender may be sought well before the last date for submission of tender bids and it may be noted that is not responsible for delay whatsoever.

17. Canvassing in any form entails the tenderers disqualification.

18. Any tenderer found influencing or intimidating other tenderers, tender process is liable for disqualification.

The Academy has the right to accept /reject the clauses / items; notice which has not been given by the agency at the time of submitting the quotation and which are put forward is subsequent Correspondence.

19. Tenderers are advised to understand the magnitude of the job involved from the Administration department before submitting their bids. They may even visit premises for this purpose (relevant for this tender). No clarification will be entertained after receiving bids.

21. SECURITY DEPOSIT

The agency to whom order will be placed have to submit the Performance security (i.e. 10% of the value of contract for 12 months in the form of Demand Draft/BG drawn in favour of , payable at Bengaluru & should be valid for a period of 60 days beyond the date of completion of all contractual obligations of the agency. The EMD deposited by successful bidder shall only be refunded after the firm furnishes performance guarantee. In case of successful Tenderer, Earnest Money Deposit if paid may be adjusted towards Performance Security payable.

22. SCOPE OF WORK

Requires pest control services to be carried out at its premises including campus (Academy Sadashivanagar, Jalahalli Fellows' Residency, Auditorium, Guest House etc.,

22.1 The scope of the contract includes carrying out general insect / pest control services at our campuses for insects including house flies, cockroach extermination, rodent /mosquitoes, removing of beehives, eradication of bats, fumigation fly control services etc.

22.2 The agency should bring the required pesticides or chemicals, spray them through a spray gun or place them if they are dry cubes or carry out such chemical treatment through insecticide sprays. Only company made chemicals / insecticides as per Government of India and WHO norms are to be used and quality and quantity of chemical will be checked by committee.
22.3 If any restricted chemicals used for services then attached certificate from concerned authority for using.

22.4 Disinfection /Insect control/Flies control / mosquitoes control services are to be carried out once in every fortnight and rodent management services by fortnightly and Cockroaches, Red & Black Ants, Spider & Silverfish services once in month & Snakes repellent service (as per requirements) by adequately trained and efficient manpower and the employees of the contractor should possess sound health and be free from any disease especially contagious and frequently recurring disease.

23. DURATION OF CONTRACT

The contract shall be valid for one year from the date of enforcement which may be extended for another period of two years thus making the total period of three years subject to satisfactory performance and compliance on yearly basis of all the provisions mentioned in the tender document. The contract once awarded can be terminated by after giving one month notice. Nevertheless, The Academy may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. Academy’s decision that a breach has occurred will be final and shall be accepted without demur by the contractor.

In case the agency wants to terminate the tender/contract/ agreement, it shall have to give three calendar months notice in advance to this effect to the .

24. CONTRACT RATES TO BE QUOTED ONLY IN ANNEXURE ‘B’ ENCLOSED.

The rate should be quoted as per details of work like Disinfections /Insect control/Flies control / mosquitoes, Rodent & Cockroaches control services for campus (including Academy Sadashivnagar Premises, Jalalahli Fellows’ Residency, Auditorium, Guest House etc.,

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Services</th>
<th>Pest Covered</th>
<th>Chemicals with ratio used</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Flies Management Service</td>
<td>Flies</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rodent Management service.</td>
<td>Rodents, Mice</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Cockroaches Management Service</td>
<td>Cockroaches, Red ants, Black ants, Spider, Silverfish</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mosquito Management Service</td>
<td>Mosquito, Beehives</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Snake Repellent Service</td>
<td>Snakes</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Termite Treatments</td>
<td>Termite</td>
<td></td>
</tr>
</tbody>
</table>
The Academy reserves the right to increase/decrease the number of services as per the requirement.

25. GUIDELINES FOR SUBMISSION OF BIDS.

Sealed bids should be submitted in two parts as given below:
(a) Technical Bid
(b) Financial Bid

Technical Bid
(To be enclosed in an envelope superscripted ‘Technical Bid’)
The bidder should submit the details of the firm or the Agency as per Annexure ‘A’. The format is enclosed herewith. The bidder is required to necessarily provide full description of services they intend to provide and other allied terms and conditions other than commercially /financial aspects.

The EMD must be enclosed only with the Technical Bids, as only the Technical bids will be opened first.

The agency/Company should attach the documentary proof/details of their experience regarding competency of undertaking to carry out the services indicated in the tender along with the Annexure ‘A’.

Financial Bid
(To be enclosed in an Envelope superscripted 'Financial Bid')
The prices may be quoted as per the prescribed format given as Annexure ‘B’ of the tender document.

These prices should be inclusive of all charges and must be quoted in clear terms unambiguously. All type of services should be clearly mentioned with their price breakup of chemicals used.

Contract rates to be quoted as per Annexure ‘B’ for the activities described therein. The financial bids will be opened subsequently only for those parties who are found technically suitable.

The contract or any order resulting from the tender will be governed by Terms and conditions of tender and the tenderer quoting against this tender will be deemed to have read and understood the same, in the same meaning as that of .

26. PAYMENT

Payment will be made once in a month after ascertaining the satisfactory performance of contractual responsibility carried out in the previous calendar month.
No advance will be paid and no running bills will be entertained. Taxes applicable will be deducted at source.
27. PENALTY

While all contractual obligations will be strictly enforced, deduction will be made for poor service like:

a) Person sent by the agency for servicing not bringing the required chemicals or required quantity.

b) The service personnel refusing to do duty assigned duty in respect of Disinfections / Insect control/ mosquito’s control / Flies control Services and fumigation services.

c) Service personnel not turning up for service on the appointed day and the appointed time.

d) Not carrying out monthly services, deficiency in the quality of chemicals used, and misbehavior of the staff deployed for supply and services.

e) The penalty will be levied on the basis of work assessment by . The decision of Executive Secretary will be final and binding in this regard. The penalty will be 2%-5% of work claimed subject to maximum penalty of 10% of the monthly bill.

The tenderer should not be blacklisted by any department of the central or state government or PSU or any other organization. The supplier must give an undertaking in this regard.
UNDEARTAKING

This is to certify that M/s................................................................. have not been debarred from any department of the central/state government or PSU or any other organization.

Name of the Authorized Signatory:

Contact No.:

E-mail:

Name of the Company/Firm:

Seal of the Company/Firm:
TECHNICAL BID

1. Name of the Agency

2. Name of the authorized person (who signs on the tender document)

3. Address of the Agency

4. Phone No. (Mob.) Fax

5. E-mail

Eligibility Criteria for Selection:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Required Documents</th>
<th>Proof: Attached / Not Attached</th>
<th>Sr. No. of Proof</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Copy of terms and conditions and every page of the tender document duly signed with seal of the firm, in token of acceptance of terms and conditions of tender.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Earnest Money deposit of Rs. 5000/- (Five Thousand only)</td>
<td>DD No.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Tender fees of Rs 500/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Copy of GST Registration</td>
<td>Registration no:</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Copy of the PAN no. of the Firm</td>
<td>PAN No:</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Experience of at least three years in providing Pest control services (Experience certificate/work orders along with details at Annexure-I)</td>
<td></td>
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<tr>
<td>7</td>
<td>The Annual turnover must not be less than Rs. 2 Lakh for the last year. (Certified copies of the final accounts/ supporting documents indicating annual turnover of the last year to be attached)</td>
<td></td>
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</tbody>
</table>

Note: All the documents must be self attested.

Seal of the Company/Firm:
## Financial Bid

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of block</th>
<th>Services</th>
<th>Pest Covered</th>
<th>Frequency</th>
<th>Monthly cost in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Flies Management Service</td>
<td>Flies</td>
<td>Fognightly</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Rodent Management service</td>
<td>Rodents, Mice</td>
<td>Monthly</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Academy Building in Sadashivnagar Jalalhalli Fellows’ Residency</td>
<td>Cockroaches Management Service</td>
<td>Cockroaches, Red ants, Black ants, Spider, Silverfish</td>
<td>Monthly</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Mosquito Management Service</td>
<td>Mosquito, Beehives</td>
<td>Fortnightly</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Snake Repellent Service</td>
<td>Snakes</td>
<td>As &amp; when required with weekly service</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Termite Treatments</td>
<td>Termite</td>
<td>As per Requirements</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

The bidders are required to quote the rates per sq. mt. for the services mentioned at Sr. No.6. The rates for these services will be evaluated on the basis of per sq. ft. These services will be availed as per situational requirement and the payment will be made accordingly as per actual work done (in sq. mt.).

The amount must be inclusive of all taxes/charges/liabilities.

The analysis of rate (1-2) will be made on overall basis.

Total area of Sadashivnagar Bengaluru campus is 31496 Sq ft and total area of Jalalhalli benaluru campus is 40095 Sqft.

The rate should be quoted as per details of work like Disinfections /Insect control/Flies control / mosquitoes, Rodent & Cockroaches control services.

Payment to the agency will be made as per actual work/service done for various services based on requirement of the Academy for which prior orders/ instructions approval has to be obtained by the agency. The payment for those areas which are not asked for the treatment by the Academy will not be paid. The services may be increased or decreased on the basis of requirement.
CERTIFICATE

I hereby certify that I have studied all the terms and conditions of the tender document, understood the same and hereby accept the same and signing this document as an authorized signatory in the capacity of Proprietor/Partner/Director.

Date: ________________  Signature & seal of the firm: ______________________________________

Place: ________________  Name & Designation: ______________________________________

Phone No. ________________  E-Mail: ______________________________________
## Statement of the Clients during Last Three Years

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>Name and Address of the Firm</th>
<th>Name, Designation and Contact Number</th>
<th>Charge provided for the official-in-charge</th>
<th>Monthly Contract Amount (Rs.)</th>
<th>ST. No. of Proof-attached</th>
</tr>
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<tr>
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### Annexure - I

P.B. No. 8005, C.V. Raman Avenue, Bengaluru - 560 080, India

**Indian Academy of Sciences**

(An inter-governmental body under the aegis of Dept of Science & Technology, Govt of India)

[Signature]

[Seal]