

All India Institute of Medical Sciences

Veerbhadra Marg, Pashulok,
Rishikesh-249203



Rate Contract document for Pest Control Services at

AIIMS, Rishikesh

Ref. No.	:	24/Pest Control/344/2018-Rish(Admn)
Publishing Date	:	05-05-2018 at 9.00 AM
Pre-Bid Meeting	:	15-05-2018 at 3.00 PM
Bid Submission Start Date	:	19-05-2018 at 9.00 AM
Last Date of Bid Submission	:	04-06-2018 at 3.00 PM
Bid Opening	:	05-06-2018 at 3.30 PM

Tender documents may be downloaded from institute's web site www.aiimsrishikesh.edu.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app>

[For queries please contact 0135-2462915 or email us at tender@aiimsrishikesh.edu.in](mailto:tender@aiimsrishikesh.edu.in)

TENDER NOTICE

For

Pest Control Services

AIIMS, Rishikesh, Virbhadr Marg, Rishikesh, Dehradun

Dated:05-05-2018

1. E-tenders in Two Bids (Technical & Financial) are invited on behalf of the Director, All India Institute of Medical Sciences, Rishikesh from interested and eligible distributors/dealers, for providing **Pest Control Services on rate contract basis for a period of 2 years** at AIIMS **Rishikesh**. The refilling will be done from time to time as per the requirement.
2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
3. The complete bidding process is online. Bidders should be possession of valid digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. For any assistance for e-bidding process, if required, bidder may contact to the helpdesk at 0135-2462915.
4. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'.
5. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
6. Hard Copy of **original technical bid** along with earnest money deposit and tender fee etc. must be delivered to AIIMS, Rishikesh on or before last date/time of Bid Submission as mentioned above. The bid without EMD and tender fee will be summarily rejected.
7. The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

8. Any future clarification and/or corrigendum(s) shall be communicated through Administrative Officer on the AIIMS, Rishikesh website: www.aiimsrishikesh.edu.in. And other Central Government Procurement Websites (*subject to its access of AIIMS Rishikesh*).The bidders are required to regularly check the website to know about any/all such corrigendum(s) as only these bids, taking care of such corrigendum(s) shall be considered for finalisation of the tender.
9. Bidder should necessarily enclose a covering letter mentioning a summary of applied document with proper numbering. Secondly, bid should also attach a compliance sheet as per specification mentioning that they are complying to all specification or have any variation.
10. The pre bid conference would be held on **15-05-2018 at 03.00 PM** in the office of Tender Opening Room, AIIMS, Rishikesh. All firm's representative who are attending the pre bid meeting, shall produce an authorization letter from their firm on the firm's letter head. They are required to put their query in writing before the committee and submit the same in writing on its letter head.
11. All the duly filled/completed pages of the tender should be given serial /page number on each page and signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be rejected out rightly.

12. Any omission in filling the columns of Financial Bid form (Schedule of Rates) shall debar a tender from being considered. Rates should be filed up carefully by the tenderer. All corrections in this schedule must be duly attested by full signature of the tenderers. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.

13.(i) **Bid Security:** -The bidder shall pay **Rs. 25,000/- (Rupees Twenty Five Thousand only)** as Bid Security (EMD) along with the Technical Bid by way of demand draft/FD/TD/CD in favour of “AIIMS, Rishikesh” drawn on any Nationalized Bank/ Scheduled Bank and payable at Rishikesh and must be valid for (6) six month. Bids received without tender fees and Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage. The original EMD will be put in cover-I containing with Technical bid.

- a) The Public Sector Undertaking of the Central/State Govt./MSEs/MSME/Registered with Central Purchase Organization are exempted from furnishing Earnest Money along with tender, **subject to submission of its valid proof.**
- b) The firms Registered with DGS & D/SSI and any approved source of Centre/States Govt. are not exempted from furnishing Earnest Money in so far as this institute is concerned.
- c) Earnest Money deposited with AIIMS, Rishikesh in connection with any other tender enquiry even if for same/similar material / Stores by the tenderer will not be considered against this tender.

(ii) EMD is required to protect the purchaser against the risk of Bidders conduct. The EMD will be forfeited if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to the notice that the information/ documents furnished in its tender is incorrect or false.

14. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract with successful bidder.

15. Bidders are not allowed to submit more than one bid for the same/similar tendered item else all his bids shall be cancelled thereby making him disqualified in addition to the forfeiture of the EMD.

16. The successful bidders have to execute a contract on Indian non judicial stamp paper of Rs.100/- (Rupees one hundred only) within twenty-one (21) days from the date of award of this tender in his favour and also required to furnish the **Security Deposit of Rs. 5,00,000/- (Rs. Five Lakh only)** in the form of FD/BG/TD/CD for **three months extra of the contract period** from any Nationalised/Schedule bank duly pledged in favour of AIIMS, Rishikesh & payable at Rishikesh only. The EMD deposited by successful bidder may be adjusted towards Security Deposit as demanded above after its validation for the required period. If the successful bidder fails to furnish the full security deposit or difference amount between Security Deposit and EMD within 21 (twenty-one) days after the issue of **Letter of Award** of Work, his bid security (EMD) shall be forfeited and award of tender in suppliers favour automatically stands terminated at his cost & liability, unless time extension has been granted by AIIMS, Rishikesh.

17. The EMD/PBG shall be forfeited if successful bidder fails to supply the goods/equipment in stipulated time or fails to comply with any of the terms & conditions of the contract or fail to sign the contract.

18. The bid shall be valid and open for acceptance by the competent authority of AIIMS Rishikesh for a period of 180 (one hundred eighty) days from the published date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by bidders shall be entertained. The unilateral withdraw at any stage will cause forfeiture of EMD in addition to any remedy that the purchaser may have under the law.

19. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for Clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

20. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions of the contract and who has quoted the lowest rate as per financial bid after complying with the all the Acts / provisions stated / referred to for adherence in the tender.

21. The competent authority of AIIMS, Rishikesh reserves all rights to accept or reject any/ all tender(s) without assigning any reason. It can also impose/relax any administrative term and condition/specifications of the tender enquiry after due discussion in pre-bid conference. This will be communicated and shown over the website of the Institute. No representation will be considered after pre-bid meeting and **bidders may ensure its queries only in pre-bid meeting**. AIIMS, Rishikesh also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

22. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.

23. The tender form is not transferable.

24. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly.

25. It is required by all concerned, namely the Bidders/Suppliers, as the case may be to observe highest standard of ethics during the procurement and execution of this Tender.

26. In case the bidder on whom the supply order has been placed, fails to make supplies within the delivery schedule and the purchaser has to resort risk purchase, the purchaser (AIIMS, Rishikesh) may recover from the tender the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer. In case of repeated failure in supplying the order goods the supply order may be cancelled and bid security deposit will be forfeited.

27. The bidders should have furnished a copy of GST/S.T. /C.S.T./VAT registration number, the State / U.T. of registration and the date of such registration. Tenders not complying with this condition will be rejected.

28. **Turnover provisions:** - (i) The tenderers should submit along with the tender, a photo state copy of the last three years Annual Accounts with Audit certificate by Chartered Accountant, Income Tax returns and a copy of current valid income tax clearance certificate (IT CC), otherwise bidder will not be considered for administrative evaluation (in evaluation of Technical bid) and will be declared **disqualified** in technical evaluation.

(ii) In case of bidder falls under Section 44AD/44ADA/44AE of Income Tax shall be required to submit turnover certificate verified by Chartered Accountant with his Registration number issued by Institute of Chartered Accountants of India.

(iii) In case of supplier is an Indian Agent, the firm can submit copies of purchase orders issued in favour of firm (*As the payment is made through LC directly to foreign manufacturer and equipment payment does not exist in the book of account of the supplier*) in support to its turnover whatever amount is getting short.

(iv) There will be relaxation on turnover on *case to case* basis for **Start-up firms** registered by Government of India under Start-ups scheme as per orders of Ministry of Commerce, Government of India.

29. Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender, failing which, the tender will not be considered. The tenderer must also mention whether the goods are imported / indigenous. Descriptive literature / catalogues must be attached with the tender in original, failing which, tender may be disqualified.

30. Force Majeure: Any failure or omission to carryout of the provisions of this supply by the supplier shall not give rightfor any claim by supplier and purchaser to one against the other, if such failure or omission arise from an act of God which shall include all acts of natural calamities from civil strikes compliance with any statistics and or requisitions of the Government lockout and Strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state of incarceration provided that notice of the occurrence of any event by either party to the other shall be within two weeks from the date of occurrence of such an event which could be attributed to force majeure. Any delay due to Force Majeure will not be attributable to the either of the parties.

31. The successful Bidder shall at all times agree to indemnify and keep indemnified the purchaser against all losses, damages which may arise in respect of action/inactions of such Bidder or breach of any term of this tender by such Bidder. All claims regarding indemnity shall survive the termination of the contract with such Bidder.

32. Legal Jurisdiction: -The Courts at Rishikesh/ Dehradun alone and no other Court will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this tender/supply Order/contract.

33. **L1 Clause:** L1 firm will be decided on the basis of lowest rates quoted in .pdf format provided separately.

Applicable Law:

34. The contract shall be governed by the 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.

35. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Rishikesh/Dehradun, Uttarakhand India only.

36. Except as otherwise provided under this Contract for immediate termination of the Contract, in the event of a disputes which may be arising out of the execution of the tender contract, the matter will be referred to the Deputy Director (Administration). Appeal against the decision of the DDA will lie to the Director, AIIMS Rishikesh and his decision shall be final and binding upon both the parties.

I / We hereby accept the terms and Conditions given in the tender

(Signature & Stamp of the bidder)

Note- Please sign each page of document including terms & conditions & tender

NOTICE INVITING**For Selection of Pest Control Service agencies to implement and manage Pest Control Services at AIIMS Rishikesh****TECHNICAL ELIGIBILITY CRITERIA**

The preliminary evaluation will be done on the following parameters based on proof documents submitted along with the tender and offers from firm not confirming to any of these parameter or not supported by proof documents will be rejected.

S/No	Parameter	Remarks
1.	Turnover of Company	The firm should have an average annual turnover of Rs.50,00,000/- per annum or above in the last 3 years.
2.	Experience of the firm in the field of Pest Control	a) The bidding firm should be in the field of Pest Control Services for not less than five years. b) The firm should be maintaining Pest Control Services at minimum one building having an area of 2000 sqft or more and building should preferably be a Govt/Public Sector undertaking/Super Speciality hospital.
3	Assesse of Income Tax registration of Service Tax Act and Tin No.	The firm should have field Income Tax returns during last three Assessment year and should have registration for Service Tax & Tin no.
4	Certificate of registration of P.F & ESI Act	If available, submit the same. In case contractor is not having EPF, ESI registration an undertaking is to be submitted on behalf of the contractor that the agency will submit the same within 30 days from the date of award of contract.
5.	Reference from existing customers	The firm should submit, along with the tender, Certificates about the fact that the Firm is having contract of Pest Control Services of their existing customers. Firm should furnish details like name, address and telephone numbers of references as per Annexure-D

INSTRUCTIONS FOR FINANCIAL BID:-

- (a) Financial Bid:- Should contain information on the format enclosed with Tender as "Annexure-F (Part –A & B) separately in .pdf format.
- (b) The Tender be clearly filled in ink legibly or type written giving full address of the Tenderer(s) should quote in figure as well as in words, the rates and amount tendered by him/them. Cutting if any, unless legibly attested by the Tenderer(s) with their full signature shall invalidate the Tender.
- (c) The Tenderer should take care that the rates are written in words and figure in such a way that interpolation is not possible. No blank space should be left, which would otherwise make the Tender liable for rejection.

- (d) Quoting minimum rate just for acquiring the Tender will not be the only criteria for award of contract. Therefore, Tenderer should carefully assess the work before offering the rates.
- (e) Failure to fulfill any of the conditions given above shall render the Tender liable for rejection.

GENERAL TERMS AND CONDITIONS

1. The incomplete Tender in any respect or not complying with the terms and conditions are liable to be summarily rejected.
2. The successful Tenderer shall maintain a register for the routine instructions.
3. The successful Tenderer will furnish the full particulars (Brief resume) of the staff engaged by him for the Pest Control Services at AIIMS Rishikesh within fifteen days from the award of tender.
4. The successful Tenderer shall provide uniform and identity cards to his workers within one month from the date of commencement of work. The worker shall always possess the identity card while at work and produce the same on demand.
5. The successful Tenderer shall be liable to pay compensation for any loss or damage caused to the property of the Institute under the contract.
6. The successful Tenderer shall comply with all instructions/direction/rules and regulations of any statutory authority and discharge all obligations, imposed upon him by the statutory authorities or under any law and shall indemnify the Institute and officers/employees from any claim or consequences/damages for any lapse or non compliance thereof.
7. The successful Tenderer will be responsible for any accident or mishap or death of workers engaged by the Successful Tenderer and any claim made on this account will be paid by the successful Tenderer, who will also indemnify the Institute from any claim in this regards. The safety of the workmen staff of the Institute, patients & another person & material will be the responsibility of the contract. He is expected to take such safety measures as are normally required to be taken for execution of this type of work.
8. The successful Tenderer and his worker shall abide by the rules and regulations of the Institute as well as directions/instructions issued by the Director of Institute or on his behalf by the authorities from time to time and violation of which may result in cancellation of the contract.
9. In the event of infringement of any law by any of the workers engaged by the successful Tenderer, Tenderer shall be under obligation to change the worker immediately on the instruction of the Institute authorities.
10. The workers of the successful Tenderer shall not be treated as employees of institute in any case and successful Tenderer will be solely responsible for their affairs and will be under obligation to comply with the statutory obligation under labour and other laws. These workers will have no claim what so ever, to be treated as employees of the Institute.

11. The successful Tenderer will have to abide by the Minimum Wages Act 1948 (as per Central Govt.) and other statutory Labour laws, rules and regulation as applicable in the Govt. Any liability arising on the Institute as principal employer shall be deducted from the bills of the successful Tenderer and the full amount shall be recovered from the security money and subsequent montly bills of the successful Tenderer who is awarded the contract.

12. All necessary requirements under the Explosive Act, 1984, Explosive substances Act, 1908 and Drugs (Control) Act, 1950 for the performance of the contract if required will have to be arranged by the successful Tenderer. The institute in no way will be responsible for any violation of these acts in case the Tenderer has the required certificate, under the provision of said Acts he may enclose the copy of the same with the Tender.

13. The Tenderer are suggested to carefully go through the terms and conditions of the document before offering his/their rates. The Tenderer is also advised to take a round of the the whole campus during working hours to know existing setup.

14. The successful tenderer will have to take over the entire Pest Control Services at AIIMS Rishikesh.

15. **PERIOD OF CONTRACT:-**

The contact will be awarded for period of 2 (two) years from the date of execution of agreement. However, initially the contract shall be for a period of two years and renewed further on yearly basis subject to satisfactory performance report and recommendation for the same from the Administrative Officer and approval of the recommendation by the Director of the Institute on the written request of the contractor three months before the expiry of the contract. The satisfaction of the institute in this regard shall be final.

The successful Tenderer will have to continue the work even after the completion of contract till the time new arrangement is made by the Institute.

16. **PLACE:-**

The place of Pest Control Services is the whole campus of AIIMS Rishikesh.

Failure of contractor to comply with the requirement of contract shall institute sufficient grounds for the annulment of award of work & forfeiture of EMD. Further if the contractor fails to fulfill the contractual obligations during the contract period in such event AIIMS Rishikesh may get the work done at the risk and cost of the contractor and Performance Security will be forfeited.

17. **PAYMENT:-**

(a) Contractor will submit monthly bills duly supported with necessary checklist , log sheet , material bill/voucher etc. along with proof of payment of wages & deposit of EPF ESI, service tax etc. AIIMS Rishikesh will make payment to the contractor within 30 days after receipt of bills subject to deduction of applicable taxes /TDS/any amount due as per the terms of this tender. It may be noted that payment to the contractor will be released after confirmation as to disbursement of wages to the manpower deployed by him.

(b) If the instructions given by the Institute pertaining to work are not complied by the contractor or if the contractor fails to control pest/rodant/termite/animals and do not render

the service as per contract, in such event, AIIMS Rishikesh will make suitable deduction from the contractor's bill in addition to other action, including but not limited to termination of the contract as provided in this tender.

(c) In case of short deployment of manpower as given in the contract, Institute will make suitable/proportionate deduction from the bills.

(d) Payment will only be released after the satisfaction report based on quality and quantity of pest control received from the user department where the pest control will be done.

18. **MANPOWER:-**

The firm shall keep a minimum team of 5 (Five) person including 1 (One) Supervisor of Pest Control Workers. They should have 5 years experience in the field of Pest Control Services. The firm should also submit the list of five number manpowers as documentary evidence before start of the work.

The agency shall make arrangement for providing manpower as an when required will perform duty s per the direction/instruction/order laid down by the Administrative Officer, AIIMS Rishikesh.

Total Manpower required for Pest Control Services are as mentioned below:-

For sub – head –I (5 Persons)

S/No	Manpower	Qty	Duty Hourse
1	Supervisor	01 No	Visit weekly once or as required for checkup the Pest Control measures at AIIMS Rishikesh
2	Pest Control Workers	4 Nos	Daily as per the requirement and availability of area.

19(1) The contractor shall ensure that the staff engaged to perform pest control services should be competent & trained in addition to having the prescribed qualification, if any, under the applicable law & rules thereof.

19(2) If at any point of time it is found that person deployed by the contractor is not trained & experienced in providing the pest control service, suitable action shall be taken against the contractor including imposition of penalty as deemed fit.

19(3) No additional payment shall be made if more staff needed at site for completing the urgent work under contract.

19(4) Persons handling insecticides shall be adequately protected with appropriate clothing. For preventing inhalation of toxic gases or chemicals the workers shall use respirators or gas masks suitable for the purpose and use all safety measures.

20. **PENALTY:-**

Penalty will be imposed at the following rates for absence of Contractor's minimum nos of workers.

- (a) Absence of worker @ 100/- per day.
- (b) In the event of repetitive failures in attending to routine/call basis the contract may be terminated followed by forfeiture of Bank Guarantee.

Further in case of complaints, penalty as below will be imposed.

In minor complaints – If the firm does not attend within 24 hrs of the lodging of complaint, a penalty of Rs. 200/- per day will be imposed till the defect is rectified.

In major complaints – If the firm does not attend within 48 hrs of the lodging of complaint, a penalty of Rs. 500/- per day will be imposed till the defect is rectified.

21. The contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work output. The person so deployed by him should be in a proper neat & clean uniform. Providing of uniform equipment and required chemicals to the staff shall be the responsibility of the contractor. If the staff are not present in uniform a penalty @Rs. 100/day per person will be levied & deducted from the bill.

22. **STAMP DUTY:-**

Stamp duty leviable on agreement to be executed between the Institute and Successful Tenderer shall be borne by the successful Tenderer.

23. **NOTICE PERIOD FOR ABANDONMENT OF CONTRACT:-**

Either party shall be entitled to abandon the contract after serving one month notice in writing to the other party regarding abandonment of contract. However, the successful Tenderer who is handling the contract shall have to continue the work more diligently even after expiry of the notice period of one month or till an alternative arrangement is made by the Institute whichever is later. No compensation of claim in the event of such abandonment shall be admissible to the successful Tenderer.

24. **TERMINATION OF AGREEMENT:-**

- a) The Institute shall be at liberty to terminate the contract by giving 30 days clear notice including but not limited to gross misconduct or without assigning any reasons whatsoever. The tenderer may also terminate this contract by giving 30 days clear notice. The loss thus caused to the Institute as a result of re-tendering shall be borne by the contractor. Moreover the tenderer will not be entitled for any compensation whatsoever in respect of such termination.
- b) Notwithstanding anything contained in this tender, the competent authority of the Institute reserves the right to terminate the contract on immediate notice even without assigning a reason whatsoever. The termination will be without any liability for loss of business or any other damage.

25. The contractor shall at all time agrees to defend & indemnify & keep the institute indemnified against all types of losses, damages, claims including cost of defenses which may arise due to the action/inactions/negligence/misconduct/breach of any terms of this tender by the contractor. All claims regarding indemnity shall survive the termination of contract.

26. Except as otherwise provided under this contract for immediate termination of the contract in the event of disputes which may be arising out of the execution, the matter will be referred to the Deputy Director (Administration). Appeal against the decision of Deputy Director (Administration) will lie to the Director AIIMS Rishikesh and his decision shall be binding upon the parties.

27. In case of insolvency/non compliance/breach of any terms & conditions of this tender by the contractor, AIIMS Rishikesh may discontinue the contract with immediate effect. This may invoke forfeiture of security deposit in addition to blacklisting, recovery of cost of re0tendering and to takking all legal actions including but not limited to the claims for costs/damages/losses etc that AIIMS Rishikesh may incur due to actions/inactions of the vendor, causing premature termination.

28. The courts at Rishikesh & competent courts of appropriate jurisdiction in Uttarakhand, as the case may be, alone and no other courts will have jurisdiction to try the matter pertaining to this tender.

SCOPE OF WORK**To execute the integrated Pest Control measures at AIIMS RISHIKESH**

- i) The integrated pest control measures taken care of at your end shall be such that the entire campus of AIIMS Rishikesh shall be free from any kind of termites, arthropods and other nuisance creating insects and small animals.
- ii) The integrated pest control measures taken care of at your end shall be such that the AIIMS Rishikesh shall be free from arthropods and insects like cockroaches, bedbugs, spiders, silver-fish, houseflies, mosquitoes, lizard, rodents and snakes.
- iii) AIIMS Rishikesh buildings have large areas of false ceiling in many areas. Rodents hiding in the false ceiling of all areas including operation theatre must be effectively controlled by the agency.**
- iv) Mite proofing of all buildings and wooden fixtures.
- v) Other routine components of pest control to be included (Mousquito, houseflies, fogging etc.)
- vi) Human safety during use of insecticides should be ensured. The bidder will be responsible for consequences of breach of safety including financial implications.
- vii) The environment required in AIIMS Rishikesh at para (i) & (ii) above shall be strictly adhered from your end. All the necessary pest control measures/inputs required for the same are included in the total contract price.
- viii) Any other intergrated pest control measures which is not specified but implied to this contract.
- ix) The AIIMS Rishikesh through its Senior Administrative Officer reserves to itself 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 departmentally or otherwise and such alterations and variations shall not violate this agreement. The work shall be carried out as per the instructions & to the satisfaction of office in charge of respective building/section.

For execution of the above works, the agency shall follow the specific requirements mentioned as under:-

- (a) Agency shall make arrangements of providing contract labour as and when required who will perform their duties as per the directions instruction/orders laid down by AIIMS Rishikesh.

- (b) Within 24 hours of receiving the requisition from the AIIMS Rishikesh, the agency will provide additional personnel as and when required by the AIIMS Rishikesh within the same rate as specified in the agreement.
- (c) A 24x7 Pest Control room should be maintained by the bidder which can respond to the complaints in emergency
- (d) All personnel will be interviewed and screened by the authorized representative of the AIIMS Rishikesh and after his approval only the personnel will be deployed on duty.
- (e) Agency shall not increase or decrease the total number of personnel without the prior approval of AIIMS Rishikesh authorized representative.
- (f) Any personnel found unfit or indulged into indiscipline act or found medically unfit shall be immediately removed and immediate replacement accordingly shall be made by the agency at the same time at no extra cost.
- (g) Representative of the agency shall meet authorized Officer daily to apprise the position and situation and or to discuss any matter concerning for personnel.
- (h) Contractor ensures that effective and economic Pest Control measures are implemented and that they are in accordance with the Hospital's patient care services. The service provider shall provide, manage and operate a comprehensive system of Pest Control management in accordance with the current industrial standards and the provisions of this service level specification. Only the chemicals certified by WHO/Govt. of India will be used. It would be the responsibility of the contractor that pest control operation does not make adverse effect to the environment and on human health. There should not be any danger of poisoning/terrible smell infection which may cause any disease.
- (i) The other integrated measures which are not specified but required shall be part of the scope of work.
- (j) The agency shall be absolutely responsible for the payment of salary, and all other statutory obligations for the workers employed on account of safety/wages, bonus, arrears, employment termination benefit, compensation or other claim whatsoever and the AIIMS Rishikesh has no connection in relation to such matters except as otherwise provided under any law.
- (k) In case of any injury sustained by employees of Contractor of whatsoever nature (minor/major) the responsibility of granting compensation, if any, on the count will be that of the contractor.
- (l) The Contractor shall furnish the names, permanent & local addresses and Police Verification report, of the Pest Control Workers being posted at AIIMS Rishikesh premises along with their latest Photographs.
- (m) In addition to above mention scope of work, the agency will have to provide anti-termite services for which the cost of material consumed for that operation will be

reimburse on actual consumption basis after submission of original bill copy of materials. No extra labour charges service charges will be paid to the agency.

- (n) Any damage caused to the building during execution of the work shall be made good by the contractor.

RESOURCES REQUIREMENT**THE CONTRACTOR HAS TO PROVIDE THE FOLLOWINGS:-**

1. The Contractor have to provide all the manpower, equipment, tools and tackles, their accessories/refills pertaining to Pest Control Services.
2. The Contractor has to provide supervisory and management support by his own staff to get the maximum output from the Pest Control service force provided to AIIMS, Rishikesh. Teaching and training for the same has to be done by the Contractor. The man and material needed for the management of the Pest Control Services staff will be the responsibility of the Contractor.
3. Minimum No. of Equipments, tools tackles etc to be maintained by contractor in the AIIMS, Rishikesh.

Following equipments, tools and tackles are minimum and mandatory to be provided to the Past & Animal Control staff by the Contractor. Number can be increased as per requirement but payment will only be done as per Financial Bid.

S.N	Description	Number required (Mandatory)	Penalty charges per week in case of non availability of equipments/tools (in Rs.)
1	Hand Sprayer Pump	05 Nos.	100/-
2	Napsack Sprayer Pump	02 Nos.	100/-
3	Fogging Machine (Big Size)	01 No.	200/-
4	Fogging Machine (Small Size)	01 No.	150/-
5	Gum boots	04 Nos.	50/-
6	Hammer Drill Machine	01 Nos	50/-
7	Mouse Catcher	As per requirement	25/-
8	Safety Goggles	As per requirement	25/-
9	Mask	As per requirement	25/-
10	Hand Gloves	As per requirement	25/-
11	Caps	As per requirement	25/-

Uniforms of Pest Control staff, I-Cards, Gloves, Dusters, Mask, Safety Gear etc. to be provided by the contractor as per requirement.

4. MAN POWER REQUIREMENT:

S.NO	Manpower Description	Number
1	Trained Pest Control Staff in Uniform and I-Card	05 Pest Control Manpower including Supervisor

Penalties: The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:-

S.N	Description	Penalty
1	If the required workers are less than the minimum required	@ Rs.200/- per worker/day
2	Staff not in Uniform/Without I-card	@ Rs.100/- per worker/day
3	Misbehavior by the Pest Control Worker to AIIMS, Rishikesh Employee or patient/ Patient relative/Visitors	@ Rs.500/- per incident
4	Recurring of irregularities given at Sr. NO 1 to3	Double the penalties amount mentioned in ?Sr. No 1 to 3

B. DETAILS OF STAFF AVAILABLE WITH THE AGENCY

S/No	Name	Employee Code	Qualification	ESI No	PF No	Experience in Pest Control (Year)

The above format may be used to provide employees details

Signature of Authorised Person

Date:

Full

Name:

Place:

Company's seal:S

C. DETAILS OF THE WORK EXPERIENCE

S/No	Name and address of the Organisation, Name, Designation and Contract Telephone/Fax No of the Officer concerned	Details regarding the contract including total manpower deployed for Pest Control Services	Value of contract (Rs,)	Duration of	
				From	To
				Dd/mm/yy	Dd/mm/yy
A					
B					
C					
	Additional information, in any				

The above format may be used to provide requisite details

Signature of Authorised Person

Date: Full

Name:

Place: Company's seal:S

DECLARATION

1. I, _____ .Son/Daughter of Shri _____
_____.Proprietor/Partner/Director/ Authorised Signatory of
_____ am competent to sign this declaration and execute
this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information/documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am /are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

Signature of Authorised Person

Date:

Full

Name:

Place:

Company's seal:S

N.B : The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Tender.

FINANCIAL BID FOR PEST CONTROL SERVICES AT AIIMS RISHIKESH**(PART-A)**

Name of the tenderer:.....

I. RATE OFFERED FOR PEST CONTROL CONSUMABLES

S/No	Items with standard pack	Account unit	Qty for One Year	Make/Manufacturer of superior quality	Rate offered by agency including VAT
1.	FIPRONIL GEL (10 gm)	Per Pack			
2.	CPP Chlorpyriphos 20 EC	Ltr			
3.	CPP Chlorpyriphos TC 50 EC	Ltr			
4.	Cypermethrin 10% Ec (5 ltr)	Per Pack			
5.	Delta methrin 2.50 (1 kg) (for indoor spray)	Kg			
6.	Alpha Cypermethrin 10% (1 kg)	Kg			
7	Dichlovros 76% (5 Ltr)	Per Pack			
8	Zine Phosphide (100 gm)	Per Pack			
9	Baytex (1 ltr)	Ltr			
10	Kristolite D.P.Powder (25 kg)	Per Pack			
11	Imidacloprid 15% Gel (5 gm)	Per Pack			
12	Phorate 10G (1kg)	Kg			
13	Bromodiolone 0.5% (25 gm)	Per Pack			
14	Rodent glue board	Each			
Total amount of consumables for one year. (In Rs.)					

Total amount of consumables for one month. (In Rs.)

- The rates quoted by the agencies shall remain constant during the contract period.
- The cost of consumables used for Pest Control Services at AIIMS Rishikesh will be paid to the Contractor on actual consumption basis subject to certification of invoices by AIIMS Rishikesh by applying any mode such as committee or a person nominated for this purpose.
- Validity of the rates shall be 180 days during the processing of the tender and after awarding of work the rates offered by the bidder shall be remain unchanged till agreement alive.

FINANCIAL BID
(PART-B)

Name of the tenderer:.....

I. RATE OFFERED FOR PEST CONTROL CONSUMABLES

S/No	Description of the Work	No of workers	Type of workers	Amount per person per month	EPF	ESI	Total amount/month
I	Manpower required for Pest Control Services						
A	Provide well experience and technically qualified manpower for Pest Control Services at Hospital	1	Supervisor				
		4	Pest Control Worker				
B	Charges for providing Uniform, I-Card to all the workers & Gum boots, hand gloves, safety Goggles, Masks to whom required as per works allocation/month	4	Pest Control Worker				
	Total amount (in Rs.) = 1 (A+B) per month						
II	Machines, equipment, tools & their consumables charges on monthly basis						
A	Charges for providing & maintaining machines, equipments, tools & tackles, small & big & any other item(s) that may required for fulfillment of contract (refer Annexure-B)/month						
B	Charges for providing all type of Consumables, insecticides, or any other item required to execute the contract per month as per Annexure-E (Part-A) will be paid as per actual.						
	Total amount (in Rs.) = II (A+B) per month						
III	Management/Services Charges						
A	Service charges/management fee which should include : all expenditure providing managerial / administrative services by all means to get work done of Pest Control Services at Institute. This based on total amount of I(A+B) + II (A) in percentage.						
	Total for one month [I(A+B)+II(A+B)+III(A)] (In Rs.)						
	Total for One Year [I(A+B)+II(A+B)+III(A)] (In Rs.)						

All the taxes applicable to execute the contract are under the scope of contractor and shall be included while submitting the financial Bid.

Note: (A) The minimum wages rates of manpower is as per Central Labour rules and shall vary according to the amendments /increments enforcements enforced by Govt. from time to time,

however the offered rate /amount of items no. I(B), II(A&B) shall remain constant and will not exceeds in any case from the monthly quoted rates of these items . However amount of II-B will be paid on actual consumption certified by the AIIMS, RISHIKESH'S Official.

(B) The agency will have to provide two sets of uniform per year including I- Card to all the workers & gum boots and hand gloves, safety goggles, masks (to whom required as per work allocation) of good quality , colour code , will be approved by the competent authority of AIIMS , RISHIKESH, The dress includes full trousers, & shirt with full sleeves.

To ensure payment on the basis of current minimum wages applicable (as per the Central Govt.) in the Rishikesh Region to the supervisor & pest control workers deployed at site , the contractor will have to make payments through cheque after opening of individual bank account for the workers deployed at site by the contractors and also forward the copy of the monthly bank statements including PF contributions etc. of the concerned workers at site should also be submitted to this office.

I/we also declare that, I/we will abide by all the rules and regulation of AIIMS, RISHIKESH if awarded the Tender. I/we are also aware that the Director of the Institute reserves his right to cancel our Tender in part or full without assigning any reason, what so ever and for the same I/we will have no right to challenge the same in any court of law.

(Signature of Tenderer)

With seal and stamp

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER

Confirm the enclosure of all the below documents without which tenderer may not be eligible to participate in the tender.

1. Name & Address of the agency with phone number, email, name and telephone/mobile	
2. Name, Address & designation of the authorized person (Sole proprietor/partner /Director) ESI & EPF Registration Certificate Copy.	
3. If available, submit the same. In case contractor is not having EPF, ESI Registration an undertaking is to be submitted on behalf of the contractor that the agency will submit the same within 30 days.	
4. Self attested photocopy of constitution document	
5. Please attach copy of last 3 years' of Income Tax Return	
6. Please attach balance sheet (duly certified by Chartered Accountant) for last three (3) years (Attach copy of annual minimum turnover which should not be less than 50 lakhs duly certified by the Chartered Accountant)	
7. PAN No. (Please attach copy)	
8. VAT/Service Tax Registration Number. (Please attach copy)	
9. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document with technical bid. Otherwise your tender will be rejected.	
10. Power of Attorney/authorization for signing the bid documents (Not required in case of sole-proprietorship.)	
11. Please submit a notarised affidavit on Indian Non judicial stamp paper of Rs. 10/- that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner. Please also declare that proprietor/firm has never been black listed by any organization.	
12. Please furnished a notarised affidavit on Indian Non judicial stamp paper of Rs.10/- that they will supply spare parts for next 10 years at reasonable price.	
13. Please submit three performance certificate from your two different Institutes to whom you have provided pest control services in previous 3 years As per Annexure "C"	
14. Please submit the attested copy of the membership details of Indian Pest Control Association or any other similar association.	
15. Details of the demand draft/FD/TD/CD of bid security (EMD) FD/TD/CD No:	Detail of cost of Tender for Rs. 1180/- (if

Date: Payable at-	downloaded from website) DD No. Date: Payable at-
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Undertaking

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We shall supply the items of requisite quality and quantity at given rate in timely manner.
3. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish within 15 days, Bank Guarantee/ Performance Security after the issue of Purchase Order, as applicable, in the format to be provided by AIIMS Rishikesh in addition to execution of a Contract as pre-condition for obtaining the supply orders.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the AIIMS Rishikesh immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.
5. I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

(Signature of the Bidder)

Name:

Designation with Seal of the Firm:

Instructions for Online Bid Submission:

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.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 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 DSC’s to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 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.
- 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 / email in case there is any corrigendum issued to the tender document.
- 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.

PREPARATION OF BIDS

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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.
- 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/JPG Tender No. : formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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” or “Other Important Documents” 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.

SUBMISSION OF BIDS

- Bidder should log into the site well in advance for bid submission so that they can 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.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (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.
- 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.
- The documents being submitted by the bidders would be encrypted using PKI encryption all 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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key
- Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid Tender No. : summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 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.
- 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 number 0120-4200462, 0120- 4001002.