

**INDIAN INSTITUTE OF SCIENCE EDUCATION
AND RESEARCH PUNE**



TENDER DOCUMENT

FOR

INTEGRATED PEST CONTROL SERVICES

Dr. Homi Bhabha Road, Pune 411 008

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भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE
Dr. Homi Bhabha Road. Pune –411008
[www.iiserpune.ac.in]

TENDER NOTICE

[IISER/PUR/1067/19]

TENDER FOR INTEGRATED PEST CONTROL SERVICES

Indian Institute of Science Education and Research Pune is an autonomous Institute under Ministry of HRD, Government of India.

The Director, IISER Pune invites online bids (**e-Tender in two bid system**) for Integrated Pest Control Services contract.

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website www.iiserpune.ac.in and bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of tender. No manual bids will be accepted.

Technical Bid and **Financial Bid** should be submitted in the E-procurement portal. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

Important Dates of Tender:

Sr.	Particulars	Date	Time
1	Date of Online Publication / Download of Tender	06/01/2020	18.00Hrs
2	Pre-Bid Meeting	13/01/2020	14.30Hrs
3	Bid Submission Start Date	20/01/2020	18.00Hrs
4	Bid Submission Close Date	27/01/2020	15.00Hrs
5	Closing date & time for Submission of original EMD & Tender Fee / Exemption Related Certificates, documents	27/01/2020	15.00Hrs
6	Opening of Technical Bids	29/01/2020	14.00Hrs

Pre Bid Meeting:

A Pre-bid meeting will be held at IISER Pune, Purchase Section, Dr. Homi Bhabha Road, Pune – 411008 on 13/01/2020 **from 14:30 hrs to 15:00 hrs (IST)**. All prospective bidders are requested to send their queries by email at purchase@iiserpune.ac.in so as to reach latest by **10/01/2020 by 17.00 hrs**. During Pre-bid meeting the answers / clarifications to the queries will be made available and also uploaded on Institute website. No queries will be entertained after the Pre-bid meeting.

Amendment to Bidding Documents:

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have down loaded the Tender Document should surf Institute website from time to time to know about the changes / modifications in the Tender Document. The changes / modifications would also be hosted on the website of the Institute and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

The Director, IISER Pune reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the Director, IISER Pune in this regard shall be final and binding on all.

Director

INSTRUCTIONS FOR ONLINE BID SUBMISSION

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website www.iiserpune.ac.in . 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 :

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their account.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

SEARCHING FOR TENDER DOCUMENTS :

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. 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 :

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS :

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. 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.
4. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
5. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
6. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
- 7. Financial Bid to be submitted in excel sheet and PDF. Annual Charges to be quoted only in the excel sheet on e-procurement portal and submit accordingly.**

ASSISTANCE TO BIDDERS

- i. 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.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593.**



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TECHNICAL BID

TENDER FOR INTEGRATED PEST CONTROL SERVICES

PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE
OF THE TENDERING AGENCY / FIRM / COMPANY,

Sr.	Particulars	Mention Details (Do not state <u>attached</u> / <u>enclosed</u> / <u>refer attached document</u> etc.). Highlight relevant portion of the attached document.
1	Name of the agency / firm / company	
2	Address of the Pune office of the agency / firm / company (within Pune / Pimpri-Chinchwad Municipal Corporation area). Name, designation of contact person. Land Line No Mobile No Email (Submit proof of address having name of the Agency / Proprietor – Copy of Latest Corporation Tax Receipt OR copy of latest Land Line Telephone Bill OR copy of latest Electricity Bill, copy of the valid Shops and Establishment Registration certificate OR Copy of valid Lease Agreement etc.)	Submitted / Not Submitted Name of the Document Submitted : _____
3	Legal status – Individual / proprietary / partnership firm / limited company / corporation, etc.) (Submit Copy of the appropriate registration certificate)	Legal Status : _____ Submitted / Not Submitted

Sr.	Particulars	Mention Details (Do not state <u>attached</u> / <u>enclosed</u> / <u>refer attached document</u> etc.). Highlight relevant portion of the attached document.
4	Month and Year of commencement of pest control services business.	
5	<p>Statutory details of agency / firm / company (Photocopies of the Registration Certificate / Allotment letter in the name of the agency / firm / company issued by the concerned authority to be submitted):</p> <p>1] Registration number of the firm issued under Maharashtra Shops and Establishment Act and date of issue. Copy of the Registration certificate valid as on date to be submitted. Renewal date to be highlighted.</p> <p>2] In case of company, registration number issued by Registrar of Companies and date of issue.</p> <p>3] Permanent Account Number (PAN).</p> <p>4] GST – Registration number.</p> <p>5] Profession Tax registration number.</p>	
6	<p>Agency / firm / company should have an annual turnover of at least Rs. 1,50,000/- in the Pest Control Services business alone for each of the last 3 financial years. Turnover Certificate specifically having mention of “Turnover from Pest Control Services business alone” duly certified by the Chartered Accountant to be submitted.</p> <p>Please do not submit copies of balance sheet / IT returns.</p>	<p>Financial Year - 2016-17 : Rs. _____</p> <p>Financial Year - 2017-18 : Rs. _____</p> <p>Financial Year - 2018-19 : Rs. _____</p>
7	<p>Agency / firm / company should have at least 3 years of experience in providing pest control to Central/state Government Organizations / Central/state Government funded Autonomous Bodies / Central/state Government funded Academic Institutions / Central/state Government funded Research Laboratories / Central/state Government funded Research Institutes</p> <p>Submit details of present and past clients in the format provided (Annexure-4. Please use separate sheet if required). Please attach client certificates on their letterhead [Draft - Refer Annexure 4] which should have details about the pest control services</p>	<p style="text-align: center;">Yes / No</p>

Sr.	Particulars	Mention Details (Do not state <u>attached</u> / <u>enclosed</u> / <u>refer attached document</u> etc.). Highlight relevant portion of the attached document.
	provided. Certificate/s having inadequate details shall not be considered and the bid shall be liable for rejection. Please do not submit Work Orders / Agreements / Purchase Orders. Client certificate as stated above only shall be considered.	Submitted / Not Submitted
8	Agency / firm / company Should possess ISO 9001-2008 in providing pest control.	Submitted / Not Submitted
9	In case the tender is signed by the person other than the sole proprietor / owner, authorization given by the Executive Body authorizing the officer / partner for signing the tender documents for this tender to be submitted on letter head.	Submitted / Not Submitted / Not Applicable
10	Submit details regarding financial resources, fixed and movable assets on letter head of the agency / firm / company.	Submitted / Not Submitted
11	Submit affidavit in the prescribed format (Annexure-1) on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate/Notary Public	Submitted / Not Submitted
12	Submit acceptance certificate (Annexure-2) on a letter head in the prescribed format.	Submitted / Not Submitted
13	All pages of the tender and draft agreement signed?	Yes / No
14	Tender Fee (Non Refundable) to be submitted in the form of Demand Draft of Nationalized Bank / Scheduled Bank having minimum three months validity (To be submitted with Technical Bid) Refer terms and conditions of tender.	No._____ dated_____ for Rs. 1,180/- (Rupees One thousand one hundred eighty only) drawn on _____ (name of the Bank)_____ in favor of Director, IISER Pune payable at Pune
15	Earnest Money Deposit (EMD) to be submitted in the form of Demand Draft of Nationalized Bank / Scheduled Bank having minimum three months validity (To be submitted with Technical Bid) Refer terms and conditions of tender.	No._____ dated_____ for Rs.10,000 /- (Rupees Ten Thousand only) drawn on (name of the Bank)_____ in favor of Director, IISER Pune payable at Pune.

Signature : _____

Name : _____

Date : _____

Seal of contracting agency/firm/company



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INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

1. TERMS AND CONDITIONS OF TENDER :

- **The Contracting agency / Firm / Company should have its office in Pune / Pimpri-Chinchwad Municipal Corporation area.**
- Scanned copy of Tender Fee and EMD in favour of The Director, IISER Pune must be uploaded with the Technical Bid.
Agency / firm / company exempted from payment of Tender Fee / EMD must upload requisite documents in support of their claim.

Tender Fee, EMD OR photocopies of the Exemption Related Certificates / Documents are also needs to be submitted in a sealed envelope by due date at the following address with covering letter having tender details :

Assistant Registrar (S&P)

Indian Institute of Science Education and Research Pune

Dr. Homi Bhabha Raod, Pashan

Pune-411008

Tel: 020 2590 8017

Email: purchase@iiserpune.ac.in

Tender received without Tender Fee, EMD OR Exemption Related Certificates / Documents as per requirement will be summarily rejected.

- At the first stage, the Technical Bids shall be opened on due date and technical evaluation shall be carried out based on the Technical Bid Proforma, documents submitted in support, tendered terms, conditions, eligibility etc. Tenderer who submits Financial Bid with Technical Bid shall be disqualified. Bidders technically disqualified shall be intimated.
- The Financial bids of only those tenderers will be opened who are declared qualified by the Technical Evaluation Committee. If tenderer quote NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered. In case of multiple tenderer emerging as Lowest I (L I), the contract shall be then awarded to the tenderer amongst L I with highest average annual turnover of last three years.
- The tender is not transferable under any circumstances.
- Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
- Tender in any form other than the prescribed form issued by IISER Pune shall not be considered and will be summarily rejected.
- Earnest Money Deposit (EMD) of Agency / Firm / Company who withdraws tender during the intervening period shall be forfeited.

2. VISIT TO THE INSTITUTE

The bidder is required to provide pest control services to this Institute and is advised to visit and acquaint himself with the area and operational system. The cost of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Institute and is aware of the operational conditions prior to submission of the tender documents

3. SECURITY DEPOSIT

- 1.1 Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 10% of the work order value in the form of Demand Draft/Bank Guarantee (**from scheduled Bank only**) favoring the Director, Indian Institute of Science Education and Research, Pune.
- 1.2 The IISER will forfeit the 10% security deposit if vendor fails to execute the order as per the Work Order. This Security Deposit will be refunded to the vendor only on successful completion of the contract.
- 1.3 Bank Guarantee wherever mentioned in this document may be read as “Bank Guarantee from any Scheduled Bank” only.

The 10% Security Deposit which is mentioned above may be extended as Performance Bank Guarantee for a period of contract.

- In case any public complaint is received attributable to Misconduct /misbehavior of contractor's personnel, a penalty of Rs.5000/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the system immediately.
- In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, Institute reserves the right to impose the penalty as detailed below:-
 1. 20% of cost of order/ agreement per week, upto four week's delay.
 2. After four weeks delay the Institute may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any, will be recovered from the defaulter contractor and also shall be black listed for a period of four years from participating in such type of tender and his earnest money/ security deposit may also be forfeited, if so warranted.
- Every employee so engaged by the contractor shall wear uniform and a badge wearing his/ her name, while on duty. The said uniform and badge shall be provided by the contractor at his own cost.
- The contractor shall engage the men/women whose age shall be between 20-45 years.
- Adequate supervising will be provided to ensure correct performance of the said pest control services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Contractor deployed, the supervisory staff will move in their areas of responsibility.

- The Institute shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his duty.
- The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
- The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the Institute.
- All liabilities arising out of accident or death while on duty shall be borne by the contractor.
- The contractor shall be responsible to maintain all property and equipment of the Institute entrusted to it. Any damage or loss caused due to willful act or negligence by contractor's persons to the Institute in whatever shape would be recovered from the contractor.
- That in the event of any loss occasioned to the Institute, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Institute, the said loss can be claimed from the contractor up to the value of the loss. The decision of the Head of the Institute or his authorized representative will be final and binding on the contractor.
- The Institute may direct the contractor, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the Institute.
- Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.
- All necessary requirements under Insecticides Act, 1968 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

4. PERIOD OF CONTRACT:-

The award of work is for an aggregate period of 3 years, which will initially be given for a period of one year and reviewed for extension for another year(s) on the basis of service rendered by the agency. The rates quoted should be valid for a period of 3 years.

GENERAL TERMS AND CONDITIONS

1. Agency must fulfill all the requirements given in the Technical Bid and terms and conditions of the tender.
2. **Photocopies & supporting documents submitted on CPP Portal should be legible.**
3. The successful tenderer shall be required to execute an Agreement Deed on the format approved and supplied by this Institute on stamp papers of appropriate value. The cost of the stamp paper shall be borne by the successful tenderer.
4. The Director, IISER Pune shall have absolute right and authority for the suspension/ revocation of security/bank guarantee in case of breach of any clause of the Agreement by giving prior notice.
5. A penalty @ 1% of the monthly value of contract shall be imposed for non-commencement of work within the stipulated period after the issue of award letter for every week or part thereof for the delay in the commencement of the contract.
6. The decision of the Director, IISER Pune with regard to the determining of quality of work/services done by the contractor or his employees shall be final and acceptable to the contractor. The Director, IISER Pune reserves the right to get the work/services so rejected done/replaced at his own level at the risk and cost of the contractor after giving him a notice in writing and the expenditure incurred on this count shall be recovered from the contractor from his outstanding dues or by revocation of any or all parts of the security/bank guarantee, as he may think proper.
7. For the purpose of proper identification of the staff of the Contractor deployed by him at various places of IISER Pune, the Contractor shall issue them identity cards at his own cost and his employees are duty bound to display the identity cards during duty hours.
8. The Contractor will ensure that his contractual employees are medically fit and free from communicable disease.
9. The manpower deployed by the Contractor for the execution of the contract shall be the employees of the contractor for all intents and purposes and in no case, there shall be any relationship of employee and employer between the said persons and the Institute either implicitly or explicitly.
10. The contract cannot be transferred or assigned by the contractor to any other person/ firm.
11. The Contractor shall be responsible for all injuries and accidents to Persons employed by it. Contractor will also cover, through an Insurance Policy, its personnel for personal accident whilst performing the duty at his own cost.
12. Contractor shall pay GST, at the rates as applicable from time to time.
13. IISER Pune Right to vary Quantities at the time of Award:
14. The IISER Pune reserves the right at the time of Contract award to increase or decrease the/area quantity of services originally specified in the tender document without any change in unit price or other terms and conditions .Further, at the discretion of the IISER Pune, the /area quantities in the contract may be enhanced by 25 %within the contract period.
15. **Fraud and Corruption:**

The IISER Pune requires that bidders, suppliers, and contractors, if any, observe the highest standard of ethics during the execution of such contracts. In pursuit of this policy,

 - (a) The terms set forth below are defined as follows:
 - (i) **“Corrupt practice”** means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution;

- (ii) **“Fraudulent practice”** means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (iii) **“Collusive practice”** means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, noncompetitive levels; and
- (iv) **“Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- (b) The IISER Pune will reject a proposal for award if it determines that Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent collusive or coercive practices in competing for the Contract in question

19. **Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, **Director, IISER, PUNE’s interpretation of the clauses shall be final and binding on all parties.**

- The Contractor shall conform to the provisions of various Central/State Act(s) or the Regulations on the subject as well as terms and conditions of the contract. He will be liable for the deduction of TDS on the total bill as per provision of the Income Tax Act, or as applicable from time to time.
- Any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the Contractor at his own expenses, etc., and the Contractor shall report the compliance thereof to the Designated Official of the Institute. The Contractor shall be solely liable for violation of any provisions of the said Act or any other Act.
- The Contractor shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of its employees so deployed for the preservation of peace and protection of persons and property of the Institute.
- The Institute shall have further right to adjust or readjust or deduct any of the amounts as aforesaid from the payment to be made to the Contractor under this Contract or out of the security deposits of the Contractor.

20. **TERMINATION OF THE CONTRACT** :-

The contract may be terminated in any of the following contingencies:-

1. On giving one month notice by IISER Pune. OR
2. On the expiry of the contract, without any notice. OR
3. On giving one month notice by IISER Pune at any time during the tenancy of contract, in case the services rendered by the contractor are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for this services. OR
4. On assigning of the contract or any part thereof or any benefit or interest therein or there under by the contractor to any third party for sub-letting the whole or a part of the contract to any third party. OR
5. On contractor being declared insolvent by the competent Court of Law without any notice.
6. The contract can be terminated at any point of time without assigning any reason in between, if it is found that the services rendered by the agency are not satisfactory.

In case of termination of contract on the grounds mentioned at Sr. No 3 & 4 above OR in case of contractor decides to conclude the contract before the expiry of initial twelve months contract period, the Institute shall forfeit the Bank guarantee and the contractor shall not have any claim/right against the Institute.

In case of extension beyond initial period of one year, contractor will have an option to conclude the contract by giving three months notice in writing during the contract period.

Provided that during the notice period for termination of the contract, in the situation stated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.

21. **LAST PAYMENT:** The last payment of the contractor will be cleared only after obtaining clearance of any liabilities not pending.
22. **JURISDICTION :** The contract will be subject to Pune Jurisdiction, In case of any dispute, only Pune Court will have jurisdiction.

Director

DETAILED SCOPE OF WORK

SCOPE OF WORK:-

- The execution of Pest control services by suitable uniformed and trained manpower with equipment and chemicals, wherever required.
- The pest control services are to be carried out as per highest norms/standards and in such manners that all premises always look free from undesirable pests, rodents and reptiles. The contractor should preferably deploy such persons who have prior work experience in managing similar works in large areas.
- It will be the sole responsibility of the contractor that the men engaged are trained and the Institute will not be liable for any mishap, directly or indirectly.
- All the manpower, safety equipment for manpower, consumables and equipment for pest control would be procured by the contractor.
- The pest control treatment should be done as per Govt. approved chemicals and M.S.D.S. (Material Safety Data Sheet) should be provided by Agency before start of work.

Chemistry Department

PLACE	NO. OF ROOM	AREA (in Sq. ft)	BED BUG	WILD RODENT (RAT)	SPIDER	ANT (Red & Black)	Cockroach & Scrolling Insect	Total flies and flying insect (House flies, fruit flies, flesh flies, blow flies, butterflies, grasshoppers, mosquitoes fogging)	Total reptile control Snake, Lizard etc)
Lab (PEB 1,2 & 3)	1] Lab 2] Office/Rooms 3] Classroom 4] Washroom 5] Store	62000	No	24/year (Surrounding area of building and drainage chambers)	Yes	Yes	24/year	3/year	12/year
Cipla Building	1] Ground Floor: Lab – 1 Demonstration Room – 1	41000	No	24/Year (Only Ground Floor and surrounding area of building and drainage chambers)	No	2/year (Ground Floor)	No	Yes	12/year

PLACE	NO. OF ROOM	AREA (in Sq. ft)	BED BUG	WILD RODENT (RAT)	SPIDER	ANT (Red & Black)	Cockroach & Scrolling Insect	Total flies and flying insect (House flies, fruit flies, flesh flies, blow flies, butterflies, grasshoppers, mosquitoes fogging)	Total reptile control (Snake, Lizard etc)
	Computer room – 1 Sitting Room-1 Other Room - 1 Wash Room - 2 2] 1st Floor: Lab – 2 Instrumentation Room - 1 Sitting Room-1 Wash Room – 2 Store Room – 1 3]2nd Floor: Lab – 2 Lecturer Room – 1 Wash Room – 2								

Dining Hall Complex

PLACE	NO. OF ROOM	AREA (in Sq. ft)	BED BUG	WILD RODENT (RAT)	SPIDER	ANT (Red & Black)	Cockroach & Scrolling Insect	Total flies and flying insect (House flies, fruit flies, flesh flies, blow flies, butterflies, grasshoppers, mosquitoes fogging)	Total reptile control Snake, Lizard etc)
Dining Hall Complex	1] Kitchen- 3 2] Dining Hall-6 3] Washroom-12 4] Staff Room – 10 (including behind guest house)	87000	4/Year (Staff Rooms)	24/Year	4/Year	4/Year	24/Year (Kitchen) 12/Year (Dining)	4/Year	4/Year

Director Bunglow

PLACE	NO. OF ROOM	AREA (in Sq. ft)	BED BUG	WILD RODENT (RAT)	SPIDER	ANT (Red & Black)	Cockroach & Scrolling Insect	Total flies and flying insect (House flies, fruit flies, flesh flies, blow flies, butterflies, grasshoppers, mosquitoes fogging)	Total reptile control Snake, Lizard etc)
Director Bunglow	-----	9000	4/Year (Staff Rooms)	24/Year	4/Year	4/Year	24/Year (Kitchen) 12/Year (Dining)	4/Year	4/Year

Guest House

PLACE	NO. OF ROOM	AREA (in Sq. ft)	BED BUG	WILD RODENT (RAT)	SPIDER	ANT (Red & Black)	Cockroach & Scrolling Insect	Total flies and flying insect (House flies, fruit flies, flesh flies, blow flies, butterflies, grasshoppers, mosquitoes fogging)	Total reptile control Snake, Lizard etc)
Guest House	1] Room- 96 (No of beds – 153) 2] 1 BHK apartments-7 3] 2 BHK apartment-1 4] Guest House rooms-17 5] Gymnasium Rooms - 3 6] Kitchen-1 7] Dining Hall-1 8] Mini Hall – 4 9] Tutorial Rooms, Multipurpose Hall, e-Class Room, Science Media Centre and common areas 10] Surrounding Areas including Drainage Chambers	83000	01/year (Rooms, Apartments)	24/year (Ground Floor and surrounding area of the building and drainage chambers)	No	No	12/year (Ground Floor including kitchen)	4/year	4/Year

Hostels

PLACE	NO. OF ROOM	AREA (in Sq. ft)	BED BUG	WILD RODENT (RAT)	SPIDER	ANT (Red & Black)	Cockroach & Scrolling Insect	Total flies and flying insect (House flies, fruit flies, flesh flies, blow flies, butterflies, grasshoppers, mosquitoes fogging)	Total reptile control Snake, Lizard etc)
Hostels 1,2&3 buildings (Three Buildings)	1] Rooms-1615 rooms Toilet blocks 105	577000	04/year	12/year (Ground Floor and surrounding area of the building and drainage chambers)	No	No	04/year Only in kitchen area	4/Year	4/Year

LHC

PLACE	NO. OF ROOM	AREA (in Sq. ft)	BED BUG	WILD RODENT (RAT)	SPIDER	ANT (Red & Black)	Cockroach & Scrolling Insect	Total flies and flying insect (House flies, fruit flies, flesh flies, blow flies, butterflies, grasshoppers, mosquitoes fogging)	Total reptile control Snake, Lizard etc)
LHC	Class room-14 Office room-3	51000	No	24/year (Ground Floor and surrounding area of building and drainage)	No	2/Year	24/year	2/year	4/year

	Auditorium-1			chambers)					
	Washroom- 8								
	Cafeteria - 1								

Main Building

PLACE	NO. OF ROOM	AREA (in Sq. ft)	BED BUG	WILD RODENT (RAT)	SPIDER	ANT (Red & Black)	Cockroach & Scrolling Insect	Total flies and flying insect (House flies, fruit flies, flesh flies, blow flies, butterflies, grasshoppers, mosquitoes fogging)	Total reptile control Snake, Lizard etc)
Main Building	1] Office/Rooms 2] Classrooms 3] Labs 4] Washrooms	34000	No	24/Year (Only Ground Floor and surrounding area of building and drainage chambers)	2/Year	24/year	2/year	4/year	2/Year

Animal House, and Bio photonics lab

PLACE	NO. OF ROOM	AREA (in Sq. mtr)	BED BUG	WILD RODENT (RAT)	SPIDER	ANT (Red & Black)	Cockroach & Scrolling Insect	Total flies and flying insect (House flies, fruit flies, flesh flies, blow flies, butterflies, grasshoppers, mosquitoes fogging)	Total reptile control Snake, Lizard etc)
Animal House		48000	No	24/year	24/year	24/year	24/year	2/year	12/year

Service Block

PLACE	NO. OF ROOM	AREA (in Sq. mtr)	BED BUG	WILD RODENT (RAT)	SPIDER	ANT (Red & Black)	Cockroach & Scrolling Insect	Total flies and flying insect (House flies, fruit flies, flesh flies, blow flies, butterflies, grasshoppers, mosquitoes fogging)	Total reptile control Snake, Lizard etc)
Service block 1,2, STP and ETP Pump rooms 1&2 Baner and Pashan gate, Green house, Nursery , Ware house		40000	No	24/year	24/year	24/year	24/year	2/year	12/year

Financial Bid

PRICE SCHEDULE

ANNUAL CHARGES TO BE QUOTED ONLY IN THE EXCEL SHEET & PDF FORMAT ON E-PROCUREMENT PORTAL AND SUBMIT ACCORDINGLY

Name of the Tenderer _____

Description of Work	Amount in Rs.(Including all the charges)	GST %	Amount of GST	Gross Total
A	B	C	D=BxC	E=B+D
Integrated Pest Control at IISER Pune with manpower, chemical, material and equipment	Rs. _____ per annum (in figure)			

Notes:-

1. Payment would be made on monthly basis (per annum / 12) based on the work done and certification by Institute officials.
2. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender.
3. IISER Pune reserves the right to accept/reject any Tender in part or full, without assigning any reason whatsoever.

Signature and Seal of the Tenderer

(COVERING LETTER)

(To be submitted along with technical bid on letter head)

The Director

Indian Institute of Science Education and Research,
Dr. Homi Bhabha Road,
Pune 411 008

Subject: Tender for Integrated Pest Control Services Contract

Reference: Tender Notice published in Daily newspaper / Institutes website / CPP Portal dated _____,

Sir,

With respect to the tender notice published in above mentioned Daily newspaper / Institutes website / CPP Portal, I / We hereby submit my / our tender in a required format.

I / We will adhere to the requirements prescribed by IISER Pune. I / We have carefully gone through the requirements, evaluation criteria, terms and conditions and prescribed formats carefully and I / We accept the same without any alterations/modifications.

Yours Sincerely,

Signature : _____

Name : _____

Seal of contracting agency/firm/company

(To be furnished on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate/Notary Public)
(To be submitted along with technical bid)

AFFIDAVIT

I/We (Name) _____ Contractor/Partner/Sole Proprietor (strike out which is not applicable of (Firm) _____ do hereby solemnly affirm and declare that the individual/firm/companies are not black listed by any Government Department / Autonomous body / Private Organization.

DATE, THE day of 2020

DEPONENT

ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DATE, THE day of 2020

DEPONENT

ACCEPTANCE CERTIFICATE

(To be submitted along with technical bid on letter head)

I..... (Designation)..... of

(Name of the Company)

Have read and understood and hereby accept the terms and conditions of the tender and agreement for the Integrated pest control services.

Signature : _____

Name : _____

seal of contracting agency/firm/company

Date:

Place:

DETAILS OF PRESENT AND PAST CLIENT

Please attach client certificates on their letterhead a period of the contract awarded,

Name & Address of Client (s) (Do not use abbreviations)	Period (From – To) (DD/MM/YYYY)	Remarks (if any)

Signature : _____

Name : _____

Seal of contracting agency/firm/company

DRAFT FORMAT OF CLIENT CERTIFICATE

[To be submitted on client’s letter head. Certificate may be in any format but should have following minimum details]

Date :

TO WHOMSOEVER IT MAY CONCERN

This is to certify that (Name of Agency)_____ is / was engaged by us for pest control services contract with effect from_____ to _____.

Details of the pest control services provided by the Agency are as under:

Sr	Period (DD/MM/YY)	
	From	To

During the period of contract, services provided by the Agency has been : Poor / Satisfactory / Good / Very Good / Outstanding (Strike out whichever is not applicable)

Signature of Authorized Signatory

Name : _____

Designation : _____

Company Seal / Stamp

BIDDER INFORMATION FORM

Company Name : _____

Registration Number : _____

Registered Address : _____

Name of Partners /Director : _____

City : _____

Postal Code : _____

Company's Establishment Year : _____

Company's Nature of Business : _____

- Company's Legal Status (tick on appropriate option)
- 1) Limited Company
 - 2) Undertaking
 - 3) Joint Venture
 - 4) Partnership
 - 5) Others

- Company Category
- 1) Micro Unit as per MSME
 - 2) Small Unit as per MSME
 - 3) Medium Unit as per MSME
 - 4) Ancillary Unit
 - 5) SSI
 - 6) Others

CONTACT DETAILS

Contact Name : _____

Email Id : _____

Designation : _____

Phone No : (_____) _____

Mobile No : _____

BANK DETAILS

Name of Beneficiary : _____

A/c. No. CC/CD/SB/OD: _____

Name of Bank : _____

IFSC NO. (Bank) : _____

Enclose scan copy of cancelled Cheque.

Branch Address and Branch Code: _____

Other Details

Vendor's PAN No. _____

Vendor's GST No: _____x

DRAFT AGREEMENT
(To be finalized on award of contract)

AGREEMENT

This agreement has been signed on this ____ day of _____, 2020 at Pune

BETWEEN

Indian Institute of Science Education and Research Pune having its Office premises at Dr. Homi Bhabha Road, Pune - 401008 (hereinafter referred to as **INSTITUTE**) being “The Party of the First Part”.

AND

M/s _____, having its registered office at _____ (hereinafter referred to as **CONTRACTOR**) being “The Party of the Second Part”.

Whereas **INSTITUTE**, an Autonomous organization, under the Ministry of Human Resource Development, Govt. of India is in requirement to provide the pest control services as necessary.

Whereas **CONTRACTOR** is engaged and running the business of Pest Control Services to the Central Government Organizations / Autonomous Institutions / Academic Institutions / Research Laboratories / Research Institutes etc.

AND WHERE AS **CONTRACTOR** undertakes to provide the services as per terms and conditions agreed upon by both the parties.

NOW, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERE TO AS FOLLOWS:-

TERMS AND CONDITIONS :

- 1.** Duration of the contract shall be initially for a period of 12 months effective from _____ to _____, subject to appraisal and review by the Institute authorities from time to time.
- 2.** The contract can be extended beyond one year up to three years based on satisfactory performance with the approval of the competent authority of the Institute.

- 3.** The Contractor shall provide a Bank Guarantee/Demand draft 10% of the work order value within 15 days from the date of signing this agreement valid for the contract period plus two months in case of violation of any of the terms and conditions of the contract or in case of any default. It shall be renewed from time to time as per the further renewals / amendment of the contract (if any).
- 6.** Terms and conditions, requirements, obligations as enumerated in the Tender document shall also be part of this agreement unless otherwise specifically stated here.

(Authorized Signatory)

Indian Institute of Science

Education and Research, Pune

PARTY OF THE FIRST PART-

INSTITUTE

WITNESS

Signature_____

Name_____

Address_____

(Authorized Signatory)

PARTY OF THE SECOND PART-

CONTRACTOR

WITNESS

Signature_____

Name_____

Address_____
