

भारतीय सूचना प्रौद्योगिकी,  
अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,  
DESIGN AND MANUFACTURING, KANCHEEPURAM**  
Melakottaiyur, Chennai – 600 127, Tamil Nadu, India.



**NOTICE INVITING TENDER TO PROVIDE PEST  
CONTROL SERVICES AT IIITDM KANCHEEPURAM**

## Notice Inviting Tender (NIT)

Indian Institute of Information Technology, Design and Manufacturing Kancheepuram (IIITDMK) invites under open tender enquiry (OTE) in short notice of sealed quotations in two bid systems through the box provided, for the following service.

1.	Service	Providing Pest Control Services at IIITDM Kancheepuram
2.	Tender Enquiry No.	IIITDMK/2025-26/GSS/Pest control/11
3.	Tender publishing date	09.02.2026
4.	Pre-Bid Meeting	13.02.2026 at 12:00 noon
5.	Bid submission date and time	20.02.2026 and 14:00 hrs.
6.	Bid opening date and time	20.02.2026 and 15:00 hrs.
7.	Place for submission of bids	Sealed bids are to be placed in a larger envelope superscribed Bid for Tender No. and dropped in the <b>tender box</b> kept in the ground floor of the Administration building at the Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram, Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127.
8.	Duration of Contract	<b>02 years</b>
9.	Earnest Money Deposit (EMD)	All participating vendors have to submit an EMD of ₹ 15,000/- (Rupees Fifteen thousand only)

### **Important:**

- All communications are to be addressed in the name of the Registrar, IIITDM Kancheepuram, only and not in the name of any officer, and emails have to be sent to the official email ID [gss@iiitdm.ac.in](mailto:gss@iiitdm.ac.in).
- The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto vests with IIITDM Kancheepuram without any obligation or liability whatsoever.
- Detailed tender notice can be downloaded from the website of the Institute at: <https://www.iiitdm.ac.in/tender>.

## **ELIGIBILITY AND CRITERIA FOR SELECTION:**

A firm or agency satisfying all the following conditions.

- Having experience of at least three years in providing Pest control services in Chennai area as 31 March 2026.
- Having turnover of 10.00 lakhs or above for last financial year 2024-25. Turnover document duly certified by a CA should be attached.
- The contractor should have a valid Insecticide license from the licensing officer of the area.

## **GENERAL TERMS AND CONDITIONS FOR TENDER**

- a) Prescribed tender form can be downloaded from IIITDM website [www.iiitdm.ac.in](http://www.iiitdm.ac.in).
- b) Tender should be in a sealed envelope superscripted "Tender for Pest Control Services" addressed to the Registrar, IIITDM Kancheepuram, Melakottaiyur, Chennai 600127.
- c) **EMD of Rs15,000/- in the form of Demand Draft in favour of 'Registrar, IIITDM Kancheepuram', payable at Chennai.**
- d) The bid should be valid for 60 days from the date of opening of Tender.
- e) In the case of contract involving labour, the contractors must be registered with the concerned authorities under the contract labour, (Regulation and Abolition) Act, 1970 and the contractor shall comply with all statutory requirements including labour Legislation and Acts, such as Contract Labour legislation Act, Workmen's Compensation Act, Minimum Wages Act, Payments of Wages Act, Provident Fund Act, ESI Act etc. For any lapse or breach on the part of the contractor in respect of non-compliance of any labour legislation in force during the validity of the contract. The contractor would be solely & fully responsible to adhere to meet all statutory requirements and would indemnify the Institute in case the institute is held liable for the lapse on the part of the contractor.
- f) IIITDM Kancheepuram, reserves the right to award the contract to deserving parties either in full or in parts. The decision of IIITDM Kancheepuram is final and unquestionable.
- g) The contract is for initially for a period of ONE year and extendable for TWO more year (annually) upon satisfactory service, at the discretion of institute
- h) The contractor shall not assign or sublet the work or any part of the work to other persons or party.
- i) IIITDM has the right to reject/terminate the contract without assigning any reason.
- j) The Contractor has to make an agreement with IIITDM Kancheepuram in the format prescribed only on Rs.200/- Non-Judicial Stamp Paper.

**Security Deposit (SD):**

1. Security Deposit will be collected from the successful tenderer. The rate of Security Deposit will be 3% of annual value of contract. Security Deposit may be furnished in any one of the following forms:
  - (a) Pay Order, Demand Draft in favour of IIITDM Kancheepuram.
  - (b) Local cheques of scheduled banks, subject to realization.
  - (c) Bank Guarantee from Scheduled Banks/Public Financial Institutions as defined in the Companies Act. (The Bank Guarantee format should have the approval of IIITDM Kancheepuram)
  - (d) The security deposit shall not carry any interest.
  - (e) In case of non-satisfactory performance of the contract, IIITDM Kancheepuram shall have a right of forfeiting the security deposit.
2. The contractor shall compensate IIITDM Kancheepuram for any loss or damage to the Institute /property, material of IIITDM Kancheepuram due to his workmen/ representatives' negligence or otherwise during execution of work contract.
3. The contractor shall get the character & antecedents of his laborer's verified from District Magistrate's/ Police office and intimate the same to the management before deploying them to work.

Sd/-  
Registrar

**Scope of work**

<b>Sl. No.</b>	<b>Services</b>	<b>Pest Covered</b>	<b>Periodicity</b>
1	Flies Management Service	Flies	Once OR Twice in a month (at the discretion of IITDM authorities)
2	Rodent Management Service	Rodents, Mice	
3	Cockroaches Management Service	Cockroaches, Red ants Black ants, Spider, Silverfish, Lizards	
4	Mosquito Management Service	Mosquito, Beehives	
5	Termite treatments	Termite	As required
6	Honey Bee removal	As and when required	

IITDM Kancheepuram reserves the right to increase/decrease the number of services as per the requirement.

Areas where pest control service required:

<b>Flies, Rodent, Cockroaches, Mosquito and Honey bee Services</b>			
<b>Sl. No.</b>	<b>Zone</b>	<b>Building Name</b>	<b>Area in Sq. Mt. (includes room inside, corridor, staircase, all the common areas)</b>
1	Zone – A (Admin zone)	Admin block and Senate hall	3343
2		Academic block	7286
3		Laboratory block	25316
4		PEMS Academic, cafeteria and services area likely security room, pump room, substation, etc.	2955
5		Indoor sports complex	1980
<b>Total Sq. Mt.</b>			<b>40880 sqm</b>
1	Zone – B (Hostel & Mess zone)	Ashwatha Hostel	12808
2		Ashoka Hostel	8765
3		Jasmine Hostel	9741
4		Lotus Hostel	546
5		Banyan Hostel	1347
6		Surrounding of Akshaya dining block (Mess)	800
<b>Total Sq. Mt.</b>			<b>34007 sqm</b>

<b>Termite Services</b>			
<b>Sl. No.</b>	<b>Zone</b>	<b>Building Name</b>	<b>Area in Sq. Mt. (includes room inside, corridor, staircase, all the common areas)</b>
1	Zone – A (Admin zone)	Admin block and Senate hall	1771
2		Academic block	2428
3		Laboratory block	5752
4		PEMS Academic, cafeteria and services area likely security room, pump room, substation, etc.	5000
5		Indoor sports complex	2088
6		Faculty Quarters	1028
<b>Total Sq. Mt.</b>			<b>18067 sqm</b>
1	Zone – B (Hostel & Mess zone)	Ashwatha Hostel	1179
2		Ashoka Hostel	823
3		Jasmine Hostel	976
4		Lotus Hostel	780
5		Banyan Hostel	1924
6		Akshaya dining block (Mess)	893
<b>Total Sq. Mt.</b>			<b>6575 sqm</b>

**Bid Evaluation Process:**

1. Single Bid Processing: (Technical bid - Annexure II and Commercial Bid – Annexure III)
2. All the technically eligible bidders will be considered for commercial bid.
3. The lowest tender will be awarded the contract.
4. The analysis of rate (L-1) Will be made on an overall basis.

I HAVE READ AND UNDERSTOOD ALL THE TERMS & CONDITIONS

(Sign, seal & date of Bidder)

**TECHNICAL BID**

Tender Enquiry No. IIITDMK/2021-22/Admn/ Pest control/05 dt .10.2021

The bidders are required to provide information about the following and enclose copies of appropriate documents.

<b>Sl. No.</b>	<b>Description</b>	<b>Essential/ Desirable</b>	<b>Details (To be filled in by the contractor)</b>
1.	Contact details (for day to day liaison): Name of Contact person Address of Contact person Land line and Mobile numbers E-mail address Fax number	Essential	
2.	Copy of PAN	Essential	
3.	EMD: Demand Draft for Rs 15,000/- drawn in favour of 'Registrar, IIITDM Kancheepura', payable at Chennai.	Essential	
4.	Copy of GST Registration No.	Essential	
5.	Valid Insecticide license	Essential	
6.	Experience of not less than 3 years as on 31.01.2026 with Government / Institutes /Reputed Organizations. Attach Work Orders / Exp Certificates	Essential	Enclose as appendix
7.	Annual turnover document of Rs 10.00 Lakhs for the FY 2024-25, duly signed by a Chartered Accountant.	Essential	
8.	Signatures, date & seal on all pages of the Technical & commercial bid	Essential	

**Note:** Non-Fulfilment of any / all of the above requirements can entail disqualification of the bidder.

(Sign, seal & date of Bidder)

**STATEMENT OF THE CLIENTS DURING LAST THREE YEARS**

<b>S.No.</b>	<b>Name of the address of the firm</b>	<b>Name &amp; Designation and Contact Phone No. of the official in charge</b>	<b>Name of the services provided</b>	<b>Monthly contract amount(Rs.)</b>
1.				
2.				
3.				
4.				
5.				

**Note:** Preference will be given to parties who has similar experience in PSU Bodies / Government organization / Autonomous Bodies.

Seal of the Company/firm:

**COMMERCIAL BID**

The rate should be quoted for work mentioned below:

Sl. No.	Services	Pest Covered	Frequency	Monthly Cost in Rs.	
				Zone – A (Admin zone)	Zone – B (Hostel & Mess zone)
1	Flies Management Service	Flies	Fortnightly		
2	Rodent Management Service	Rodent, Mice	Fortnightly		
3	Cockroaches Management Service	Cockroaches, red ants, Black ants, Spider, Silverfish, Lizards	Fortnightly		
4	Mosquito Management Service	Mosquito, Beehives	Fortnightly		
5	Termite Treatment	Termite (As per the requirement)	Per Visit		
<b>Total Amount (in Rs.)</b>					
6	Honey Bee Removal	Honey Bee (As per the requirement)	Per Visit		

**Note:**

- The bidders are required to quote the rates for the services mentioned above.
- The services will be availed as per situational requirement and the payment will be made accordingly as per actual work done.
- The amount must be inclusive of all taxes/charges/liabilities.
- The analysis of rate (L-1) Will be made on total of SI No1 to 5 Services above.
- The lowest tender will be awarded the contract.
- Payment to the agency will be made as per actual work/service done for various services based on requirement of the institute for which prior order/instructions approval has to be obtained by the agency.
- The payment for those areas which are not asked for the treatment by the institute will not be paid.
- The services may be increased or decreased on the basis of the requirement.
- Honey bee removal service separate quotation.

**CERTIFICATE**

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

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature &amp; seal of the firm: \_\_\_\_\_

Name &amp; Designation: \_\_\_\_\_