

भारतीय सूचना प्रौद्योगिकी, अभिकल्पना
एवं विनिर्माण संस्थान, कांचीपुरम



INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN AND
MANUFACTURING, KANCHEEPURAM

(An Autonomous Institution under MoE, Government of India)

Melakkottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

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Date: 06.03.2024

**NOTICE INVITING TENDER PROVIDING PEST CONTROL SERVICES AT IIITDM
KANCHEEPURAM**

Enquiry No. : IIITDMK/2023-24/Admn/ Pest Control/01
Last date of receiving Quotation : 20 March 2024, 03.00 PM
Date of Opening : 20 March 2024, 04.00 PM
Service Required : Providing Pest control Services

Sir,

Please quote your rates for the mentioned service/items as per our terms and conditions. The quotation together with service details may be sent to the undersigned so as to reach by the due date. **Please ensure that the quotations are in a sealed envelope super scribing the Enquiry No.** The Institute reserves the right to reject any or all including the lowest quotation without assigning any reason whatsoever. The quotation offered should be complete in all respects.

Yours faithfully,

S/d
Registrar

IITDM Kancheepuram

PROVIDING PEST CONTROL SERVICES AT IITDM KANCHEEPURAM

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 as on 01.01.2024.
- Having turnover of Rs. 10.00 lakhs per year or above during the last three financial years. Turnover document must be attached.
- The contractor should have a valid Insecticide license from the licensing officer of the area.

GENERAL TERMS AND CONDITIONS FOR TENDER

- i. Prescribed tender form can be downloaded from IITDM website www.iitdm.ac.in.
- ii. Tender should be in a sealed envelope superscripted "Tender for Pest Control Services" addressed to the Registrar, IITDM Kancheepuram, Melakkottaiyur, Chennai 600127.
- iii. **Bid Security Declaration:** The bid Security Declaration Format given at **Annexure I** to be submitted along with Technical Bid.
- iv. The bid should be valid for 60 days from the date of opening of Tender.
- v. 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.
- vi. IITDM Kancheepuram, reserves the right to award the contract to deserving parties either in full or in parts. The decision of IITDM Kancheepuram is final and unquestionable.
- vii. The contract is for initially for a period of ONE year and extendable for ONE more year upon satisfactory service, at the discretion of the institute on same terms and conditions.
- viii. The contractor shall not assign or sublet the work or any part of the work to other persons or party.
- ix. IITDM has the right to reject/terminate the contract without assigning any reason.
- x. The Contractor has to make an agreement with IITDM Kancheepuram in the format prescribed only on Rs.100/- Non-Judicial Stamp Paper.

Security Deposit (SD):

- a. Security Deposit will be collected from the successful tenderer. The rate of Security Deposit will be 3% of annual value of contract.
 - b. Security Deposit may be furnished in any one of the following forms:
 - Pay Order, Demand Draft in favour of IIITDM Kancheepuram.
 - Local cheques of scheduled banks, subject to realization.
 - 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)
 - c. The security deposit shall not carry any interest.
- xi. In case of non-satisfactory performance of the contract, IIITDM Kancheepuram shall have a right of forfeiting the security deposit.
 - xii. 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.
 - xiii. 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.

S/d
Registrar

Scope of work

Sl. No.	Services	Pest Covered	Periodicity
1	Flies Management Service	Flies	Twice in a month
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	Quote separately

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

Areas where pest control service required:

Flies, Rodent, Cockroaches, Mosquito and Honey bee Services			
Sl. No.	Zone	Building Name	Area in Sq. Mt. (includes room inside, corridor, staircase, all the common areas)
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
Total Sq. Mt.			40880 sqm
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
Total Sq. Mt.			34007 sqm

Termite Services			
Sl. No.	Zone	Building Name	Area in Sq. Mt. (includes room inside, corridor, staircase, all the common areas)
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
Total Sq. Mt.			18067 sqm
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
Total Sq. Mt.			6575 sqm

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.
5. Honey bee removal is not be considering in L-1.

I HAVE READ AND UNDERSTOOD ALL THE TERMS & CONDITIONS

(Sign, seal & date of Bidder)

Name of the E-Tender: **PROVIDING PEST CONTROL SERVICES AT IIITDM KANCHEEPURAM**

UNDERTAKING

Bid Security Declaration

To

The Registrar,
IIITDM Kancheepuram

Dear Sir/Madam,

1. I / We Mr/Msauthorised person to sign the bid documents for tender for “Providing pest control Services at IIITDM Kancheepuram” and do hereby declare that I/We have gone through the entire tender documents including terms and condition mentioned in the tender documents and undertake to comply with them.

2. I/We further declare that we will not withdraw our bid or modify our offer during the period of validity of the bid after the deadline for submission of such documents

3. If I/we withdraw or modify the bids during the period of validity, or if I/We are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline as defined in the tender document/PO, we will be suspended for the period of time specified in the debarment clause in the tender document from being eligible to submit bids/proposals for contracts with IIITDM Kancheepuram.

Signature of Bidder with seal of firm

(Name of Bidder)

Place Date.....

TECHNICAL BID

Tender Enquiry No. IIITDMK/2023-24/Admn/ Pest Control/01 dt. 28.02.2024

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

Sl. No.	Description	Essential/ Desirable	Details (To be filled in by the contractor)
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.	Bid Security Declaration (<i>Enclose copy</i>)	Essential	
4.	Copy of GST Registration No.	Essential	
5.	Valid Insecticide license	Essential	
6.	Experience of not less than 3 years with Government / Institutes /Reputed Organizations. Attach Work Orders / Exp Certificates	Essential	Enclose as appendix
7.	Annual turnover document of the last financial year (2022-23)	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:

S.No.	Name of the address of the firm	Name & Designation and Contact Phone No. of the official in charge	Name of the services provided	Monthly contract amount (Rs.)
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		
Total Amount (in Rs.)					
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 Sl 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: _____

Signature & seal of the firm: _____

Place: _____

Name & Designation: _____