



सं. 31016/5/2016-Ad (G)

No. \_\_\_\_\_

भारत सरकार  
GOVERNMENT OF INDIA  
इस्पात मंत्रालय  
MINISTRY OF STEEL  
उद्योग भवन  
UDYOG BHAWAN

नई दिल्ली-110107

New Delhi-110107

Dated 9.2., 2017

Notice Inviting Tender

**Subject: To invite Online Bid for Anti -Termite Treatment /Pest control/Rodent Control Services in the Ministry of Steel - regarding**

**Online Bid** are hereby invited at Central Public Procurement (CPP) Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) from reputed, experienced and financially sound companies/firms/agencies for award of **Anti -Termite Treatment /Pest control/Rodent Control Services in the Ministry of Steel** for the period of two years from the date of awarding the Rate Contract (RC).

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.

3. The tender document contains the following enclosures:

- Annexure-I - Terms and Conditions
- Annexure-II - Proforma for Technical Bid Submission
- Annexure-III - List of items (Proforma for Financial Bid Submission)
- Annexure-IV - Details of Bank Account
- Annexure-V - Instructions for Submission of e-Tender

4. Important Dates for the invitation of aforesaid Online Bid:

- ✓ Publish Date of Bid - 09.02.2017 12.00 PM
- ✓ Bid/Document Downloading Start Date - 10.02.2017 12.30 PM
- ✓ Bid Submission Start Date - 11.02.2017 09.00 AM
- ✓ Bid/Document Downloading End Date - 25.02.2017 03.00 PM
- ✓ Bid Submission End Date - 25.02.2017 03.00 PM
- ✓ Bid Opening Date - 27.02.2017 03.30 PM

5. **The Bid should invariably be accompanied by a Demand Draft of Rs. 1,000/- (Rupees One Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD).** The bid received without the requisite EMD will not be entertained. The scanned copy of the Demand Draft for the Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with the bid and original Earnest Money Deposit (EMD) should be **dropped in a sealed cover super scribed Maintenance contract for Anti -Termite Treatment /Pest control/Rodent Control Services in the Ministry of Steel in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 27<sup>th</sup> February, 2017 by 03.00 P.M.**

6. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.

7. The Ministry reserves the right to reject or select any bid without assigning reasons therefor.

  
(K. Murali)

Under Secretary to the Govt. of India

☎ 23061243

Copy with request to upload it on the website of the Ministry of Steel to: NIC, Ministry of Steel

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा।

### Terms and Conditions

1. The contract for Anti -Termite Treatment /Pest control/Rodent Control Services in the Ministry of Steel will be valid for a period of 2 years w.e.f. award of the contract. However, the contract may be further extended as per the requirement of the Ministry or may be curtailed/terminated before expiry of this period owing to deficiency in service after giving one weeks' notice to the selected firm.
2. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:
  - (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
  - (b) Scanned copy of Bank Draft by which Earnest Money Deposit (EMD) has been submitted
  - (c) Scanned copy of PAN Card
  - (d) Scanned copy of VAT/TIN//Sale Tax registration certificate
  - (e) Scanned copy of work experience certificate
  - (f) Scanned copy Annexure-IV (details of bank account of firm)
  - (g) Scanned copy of cheque from account furnished in Annexure-IV
  - (h) Scanned copy of financial statements of accounts of firm like Balance Sheet, Profit & Loss Accounts etc.
3. Payment shall be made by electronic transfer to the account of the firm on submission of pre-receipted typed bill in triplicate. No advance payment shall be made in any case. Bidder should furnish details of bank accounts in Annexure-IV along with the other requisite documents.
4. Overwriting or correction in any of the tender document is not permissible. The rates should be quoted both in figures and words. If VAT/ any other tax or in addition to the rates quoted, it should be specifically mentioned otherwise it would be presumed that the rates quoted are inclusive of the VAT/ any other tax. The conditional bid will not be accepted under any circumstances.
5. The firm must have valid TIN/PAN/VAT/Service Tax Nos.
6. The firm should have a minimum 3 years experience in the operational area. List of present contracts held in three Government Departments may also be enclosed with the quotation.
7. No increase in amount shall be considered during the period of Annual Contract. No other charges like transportation/fare etc., will be payable.
8. If the firm commits breach of any of the terms and conditions or is not able to complete the work in time or the quality of work is not of the desired level, the contract will be cancelled and security deposit shall be forfeited.

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9. Under the contract the following services are to be provided.

- (i) **Rodent Management Service:-** This services shall be carried out for controlling rat problem inside the premises and safeguarding the important files, papers, boxes, carpets. Electrical and telephone wiring, wooden ceiling, cardboards, stationery & consumable items and others materials etc. from rodents. This service will be provided in the entire office area inside the building area including office cabins, rooms, corridors. false ceilings etc. The treatment shall be carried out by applying appropriate technique on each floor including basement area of this Ministry. For providing the services, the service operator or the contractor shall visit the areas of the Ministry for controlling the rodent problem.
- (ii) **Anti-Termite/ Vector Control Service :-** This will be carried out for controlling termite, mosquitoes, flies and other flying insects. This will be provided by adopting appropriate technique including treating the breeding areas such as open drains, dustbins, garbage area. This treatment shall be carried out by eco friendly methods at regular intervals.

10. The tenderer has to quote the consolidated rates for *anti-termite, Vector Control & rodent control*.

11. The bidder will indicate the complete address of their firm/office and residence along with telephone numbers and other related information.

12. Penalties :-

Sl.No.	Nature of Errors	Minimum penalty by the Deptt.
01	For not attending the complaints	Rs. 200/- per day per default.
02	For causing damage to the Govt. Property	Three times the market value of the damaged property
03	For breach of any condition of the contract.	Minimum penalty of RS. 10,000/- per default or termination of contract and the forfeiture of performance security as the case may be.

13. The firm should not have been black listed by any Government Ministries/Departments nor any criminal case registered/pending against the firm or its owner/partner anywhere.

14. If any incident of theft/pilferage by the worker of the contractor is reported causing pecuniary loss to the Government, the entire cost will be recovered from the firm besides annulment of the contract.

15. This Ministry reserves the right to terminate the contract any time without assigning any reason therefor.

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15. The service provider shall ensure that there should not be recurrence of the problem during the tender period after treatment. In case, the problem exists in such place/area the contractor shall provide the service without any claims/charge in such cases.
16. The contractor shall make his own arrangement for transport of personnel, material etc. at his own cost and expenses and provide all materials, labours/supervisor, Apparatus, conveyance and every other item/inventory for the execution of the work covered by this Contract to the full satisfaction of this Ministry.
17. The Comprehensive charges for the general pest control, rodent and termite control will be inclusive of cost of material used for the purpose and visiting/ services of the personnel employed by the firm during the period of contract
18. No bidder is allowed to withdraw the tender. In case of withdrawal the EMD shall stand forfeited besides action being taken to black list the bidder.
19. The Agency/Firm shall not appoint any sub-contractor for the work under any circumstances.
20. Each and every page of NIT will be signed by the authorized signatory of the Firm/Agency and submitted alongwith the tender.

#### **Arbitration Clause**

21. Arbitration: In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability of the party, the same shall be referred to the sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, then Ministry will appoint the sole Arbitrator. The provisions of Arbitration and Conciliation Act, 1996 will apply. The arbitration proceedings will be held in New Delhi. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or re-enactment there of including the rules framed there under.
22. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Court.

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**Financial Conditions**

1. Average Annual Turn Over of bidder firm during last three year, ending 31<sup>st</sup> March of the previous financial year should be at least of Rs. 60,000 per annum. Documentary evidence to this effect i.e. copy of financial statements of accounts of firm like Balance Sheet, Profit & Loss Accounts etc. should be submitted alongwith the other requisite documents.
2. *Earnest Money Deposit (EMD) of 1,000/- (Rupees One Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi is to be dropped in a sealed cover superscripted with Maintenance contract for **Anti -Termite Treatment /Pest control/Rodent Control Services in the Ministry of Steel** in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 27<sup>th</sup> February, 2017 by 03.00 P.M.*
3. Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of the Annual Maintenance Contract (AMC). No interest will be paid on EMD amount.
4. Earnest Money Deposit (EMD) of successful bidder will be returned after submission of the performance security. *Successful bidder shall submit the performance security of Rs. 1,500/- (Rupees One thousand five hundred only) by way of Fixed Deposit (FD) which will be refunded on satisfactory completion of the contract. No interest will be paid on performance security deposit.*
5. *No exemption will be given to any firm with regard to deposit Earnest Money Deposit (EMD). However, The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.*



(K. Murali)

Under Secretary to the Govt. of India

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## INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF TECHNICAL BIDS

Sl.NO.	Particulars	To be filled by the Bidder	
1.	(a) Name of the Firm		
	(b)Address of the Firm		
	(c ) Name of the Proprietor		
	(d) Telephone No.		
	(e) Mobile No.		
	(f)Email Address		
2	PAN Number (copy to be enclosed)		
3	TIN Number (copy to the enclosed)		
4	Service Tax Registration Number (copy to be enclosed)		
5	List of at least three Govt. Ministries/Departments with whom the firm has contract (copy to enclosed)		
6	Annual Turn over (In Rs.) (copy of financial statements of accounts like balance sheet, profit and loss accounts etc. to be enclosed)  (Average Annual Turn Over during last three financial years should be at least of Rs. 15 LAKH Per annum.	Year	Annual Turn Over (in Rs.)
		2012-13	
		2013-14	
		2014-15	
7	Details of EMD (i)Amount (ii) DD No (iii)Date (iv) Issuing Bank		
8	Whether terms and conditions of the tender is acceptable?		

It is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that the firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the firm or its owner/partner anywhere.

Further it is certified that I/we have read and understood the terms and conditions of the Notice Inviting Tender No 31016(5)/2016-AD(G) 9<sup>th</sup> February, 2017 and will abide by them till the completion of the contract period.

(Signature of the authorized person)

Date:

Name;

Place:

Designation

Seal

Note: Any bid received without all the details and/or without the certificate signed and/or without the seal of the firm will be treated as incomplete and unresponsive bid and therefore bid will be summarily/uprightly rejected and financial bid will not be opened.

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Annexure -III

Financial Bid

S. No.	Job description	Rate (per square feet) (in ₹)	VAT and other taxes etc (in ₹)	Total Rate (in ₹)
1.	<i>Anti-termite/ Vector Control/ rodent control.</i>			

- (i) VAT and other taxes etc must be specified and filled in amount (in ₹) (not as percentage) so that Total Rate will be filled with appropriate amount (in ₹).
- (ii) Leaving any of Column unfilled will be treated as incomplete and unresponsive bid and therefore liable to be rejected.

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**ANNEXURE-IV****DETAILS OF BANK ACCOUNT**

(Real time Gross Settlement(RTGS)National Electronic Fund Transfer (NEFT) facility for receiving payments)

Sl.No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of the Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I, hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

Date:

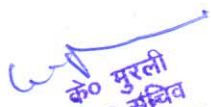
Name:

Place:

Designation

Seal

Note Please attach a photocopy of the cheque.

  
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## **Annexure-V**

### **Instructions for Submission of e-Tender (in two bids system-Technical Bid and Financial Bid)**

As per the directives of Department of Expenditure, Ministry of Finance, this tender document has been published on the Central Public Procurement (CPP) Portal ([www.eprocure.gov.in](http://www.eprocure.gov.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 submission of e-Tender through the CPP Portal. More useful information for submitting online bids on the CPP portal may be obtained at [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)

#### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the CPP Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment". 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 accounts.
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 (DSC) (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/e-Token.

#### **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 they should be in PDF 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 while submitting a bid. 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. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable.

4. ***Bidder should upload their Technical Bid (information furnished by the firm for evaluation of technical bids given in Annexure-II) and Financial Bids (information furnished by the firm for evaluation of financial bids given in Annexure-III) alongwith the other requisite document in .pdf format.***

5. 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.

6. All the documents being submitted by the bidders would be encrypted using PKI encryption 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.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. 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.

9. ***The e-Tender has been invited under two bids system (Technical Bid and Financial Bid).*** The interested firms are advised to submit their bids-Technical Bid and Financial Bid "on-line" by visiting the Central Public Procurement (CPP) Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). The bids will be accepted as e-Tender only i.e. the bidders will submit their bids on the e-Procurement Portal, in an encrypted format. Possession of valid Digital Signature Certificate

(DSC), valid e-mail address and registration of the Firm on the Central Public Procurement (CPP) Portal are pre-requisite for e-tendering.

10. Bidder should prepare the Earnest Money Deposit (EMD) as per the instructions specified in the tender document. The original should be dropped in a sealed cover superscripted with 'Anti -Termite Treatment /Pest control/Rodent Control Services' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan ,New Delhi on or before the last date of bid submission. The details of the Demand Draft, 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.

11. The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.

12. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:

- (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
- (b) Scanned copy of Earnest Money Deposit (EMD)
- (c) Scanned copy of PAN Card
- (d) Scanned copy of VAT/TIN//Sales Tax registration certificate
- (e) Scanned copy of work experience certificate
- (f) Scanned copy a Annexure-IV (details of bank account of firm)
- (g) Scanned copy of cheque from account furnished in Annexure-IV
- (h) Scanned copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc.

13. Conditional and incomplete bids shall not be considered and will be treated as un-responsive bid and rejected out-rightly at the very first instance.

14. The Ministry of Steel reserves the right to annul any or all bids without assigning any reason.