

NO. 34011/4/2016-Genl.
Government of India
Ministry of Heavy Industry & Public Enterprises
Department of Public Enterprises

Block No.14, CGO Complex
Lodi Road, New Delhi-110 003
Dated 10th August, 2016

TENDER NOTICE

Subject: **Inviting Quotation for Pest Control Services in the Department of Public Enterprises.**

Department of Public Enterprises, New Delhi invites Sealed Tender under two bid system through DPE website and reputed firms of the Government of India for Pest Control services in the Department of Public Enterprises, Block No. 14, CGO, New Delhi premises.

2. Under the contract the following services are to be provided by successful bidder:-

- (i) **Rodent Management Services:** This service will be carried out for controlling rat problem inside as well as outside the premises and safeguarding the important files, papers, Boxes, carpets, electrical and Telephone wiring, false ceiling, wooden, paneling, cardboards, raw materials etc. from Rodents damage. This service will be provided in the entire office area inside the building area including office cabins, rooms toilets corridors, false ceilings etc. The treatment will be carried out by mechanical trapping through Roda-boxes or tunnels along with glue pads placed on each floor including basement area and service operator will keep on changing their location/position, using glue-boards. For providing the services, the services operator of the contractor shall visit Department of Public Enterprises for controlling the rodent problem and the services operator will visit daily for changing and replacing the glue pads/bait-stickers & used glue pads will be disposed off outside the building.
- (ii) **Disinfestations Services:** This service will be carryout controlling all types of crawling insects such as cockroaches, silverfish, red ants, black ants spiders, lizards etc. The service will be provided in the entire office area by gel application or by spray three times in a year (once in four months).
- (iii) **Vector Control Service:** This service will carryout for controlling mosquitoes, flies and other flying insects. This will be provided by treating the breeding areas such as open drains, dustbins, garbage area, receiving area entry points front and rear area of the plant under the bushes damp area along the walls etc. This treatment will be carried out by outdoor spray, indoor spray and using larvicide's twice in a month.
- (iv) **The above services must be guaranteed to keep the premises free from all kind of pests.**

3. The tender document along with instructions and terms and conditions can be downloaded from the website www.dpe.nic.in or can be collected from the **Under Secretary (Admn)**, Room No. 409 A, O/o Department of Public Enterprises Block No. 14, CGO Complex, New Delhi-1100 03.

4. The quotation in the prescribed Proforma as per Annex – I & II (enclosed) addressed to the undersigned by name in double sealed cover duly marked “**QUOTATIONS FOR PEST CONTROL Services**” should reach in Room No.409A (Admn) by 26.08.2016 at 3:00 PM. The Technical quotation will be **opened in presence of Committee members and representative of the interested firms on the same day at 3:30 PM** in Room no. 409 A Block No.14, CGO Complex, Lodhi Road, New Delhi. Any request for extension of submission date for tenders will not be considered. The Financial bids will be opened of only those firms which satisfy all the criteria mentioned in technical bids. The quotation will not be considered in the absence of any requirement mentioned in the technical bids.

4. The Quotation should accompany with an Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Bank draft in the favour of Drawing & Disbursing Officer(DDO), DPE. The contract will be awarded for a period of one year from the date of issue of the contract. However in the event of services rendered being found unsatisfactory, the contract can be terminated at any time without assigning any reason thereof. The decision of the Department of Public Enterprises in this regard will be final. The demand draft of Rs.10000/-as an earnest money is mandatory, which will be kept as security deposit of the firm to whom the contract will be awarded. The demand drafts of the other firms will be returned. No interest would be paid on the EMD.

5. The qualified bidder will have to deposit Rs.30, 000/- (Rupees Thirty Thousand only) in the form of Demand Draft/ FDR in favour of the DDO, Department of Public Enterprises as performance security. The validity of the performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The EMD should be refunded to the successful bidder on receipt of Performance Security Deposit.

6. The pest control has to be carried out fort nightly preferably on Friday every month.

7. The rates is to quoted per square foot for the areas mentioned in Annexure - II

8. Only **registered**, authorized and reputed firms agencies having adequate experience of at **least two years** in the relevant field in Government Ministries/departments/ Semi Govt. Organization, PSUs etc. having the requisite competency/ capacity to provide service of rodent controlling /Anti termite of aforesaid items need to apply.

7. Under no circumstances, the contractor shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated without any notice by the Head of Office.

8. The period of contract shall be for a period of one year from the date of start of contract, which can be extended up to three years subject to the performance.

9. It shall be responsibility of the contractor to provide service included in the contract at his own risk and cost. In other words the Department of Public Enterprises shall bear no cost for anything whatsoever in respect of the pest controlling material is used by the contractor. The chemicals/pesticides used by the agency be purchased from reputed concern should be ISI Marked and /or WHO approved.

10. Payment will be made after production of pre-receipted bills along with the satisfactory certificates from the concerned officers or satisfaction of the competent authority in this regard. TDS will be deducted as sources as per rules.

11. Penalties:-

S.No.	NATURE OF ERRORS	MINIUM PENALTY (Maximum to be decided by HoD).
1.	For not attending the complaint	Rs. 100/- per day per default.
2.	For causing damage to the public property	Three times the market value of the damaged property or Rs.5000/- whichever is higher per default.
3.	For Breach of any of the conditions of the contract	Minimum penalty of Rs. 5000/- per default or termination of contract and forfeiture of performance security as the case may be

12. In case, service is not found satisfactory or upto the mark then the performance security deposit is liable to be forfeited.

13. The bidders are advised to visit the place of work for assuring the nature and volume of work realistically before quoted the rates. Date for pest controlling shall preferably be each first Monday of the month or as shall be decided by this office.

14. The bidders must ensure that the pest control once done shall remain effective up to next pest control failing which it shall have to be done again without any cost.

15. The bidder should have a valid license to stock and use of permissible insecticide for commercial pest control operation.

16. **The bidders are required to enclose photocopies of the following documents (duly attested by a Gazette Officer of the Government of India or a Class –I Officer of the State Government:-**

- i) **Registration Certificate.**
- ii) **Copy of PAN/GIR Card(Pan card name of company)**
- iii) **Copy of the Services Tax registration certificate.**
- iv) **Satisfactory work certificate from the organization where the contractor has provided services during the providing two years.**

17. The bidding for which do not meet the criteria /terms and conditions of the Tender will be rejected.
18. The firm will be selected which meets the criteria of the terms and conditions of the tender and on the basis of lowest quoted rates.
19. The intending tenderers may visit the Department between 3:00 PM to 4:00 PM to see the site carefully before quoting the rates in the tender. They may contact Admn Section, Room No. 414, 4th Floor, Block No.14,CGO Complex, Lodi Road, New Delhi for site visit of premises
20. If there is any incident of theft/pilferage by any worker engaged the contractor as per the contract concluded as a result of this tendering p rocess causing pecuniary loss to the Government, the entire cost will be recovered from the contractor besides a possible annulment of the contract.
21. If any action on the part of workers of the contractor causes any damage to movable/immovable property of this Department, then full amount equivalent to that of the damaged articles will be recovered from the contractor. There may also be some any other action against the awardee of the Contract as deemed appropriate by the competent authority.
22. The Department reserves the right to reject any or all the quotations as well as contract at any time without assigning any reason thereof.

Yours faithfully,

(Harish Chandra)

Under Secretary to the Government of India

Copy to:

1. NIC, It is requested to post this tender notice on the website of the Department of Public Enterprises.
2. Notice Board/Facilitation Center.

Technical Bid

1. Name of Firm/ Company:-
2. Address:-
3. Contact No. / Mobile No/ Landline / Fax:-
4. Regn. No.:-
5. Name of process with their
and Mobile no. authorized to deal with Deptt.
6. PAN No.:-
7. Service Tax No. :-
8. TAN No :-
9. Experience with Govt Deptt/ Offices/ PSUs etc:-
(at least 2 years)- (Copies 2 attached)
10. Whether Firm/ Agency has been blacklisted by any one from Govt. side.
(An Undertaking in letter head of firm.)
11. Licence No.:-
Date if any

Certified that I/ We have carefully read the contents of the tender documents and fully understood all the terms and conditions therein and undertake to abide by the same.

Signature _____

Name of the Signatory_____

Firm/Agency Seal _____

Place:-

Dated:-

Financial Bid

1. The Details of area for Pest Control services requires.

S.No.	Details of Floor & Rooms	Area which requires Pest Control Service	Toilets and passages requires Pest Control Service
1.	Ground floor (Room)	600 sq.ft.	--
2.	Second Floor (Room)	708 sq.ft.	--
3.	Third Floor (Rooms & Corridors)	6345 sq.ft.	516 sq.ft.
4.	Fourth Floor (Rooms & Corridors)	7766 sq.ft.	516 sq.ft.
5.	Fifth Floor (Rooms)	888 sq.ft.	
	Total	16307 sq.ft.	1032 sq.ft.
	Grand Total		17339 sq.ft.

(i) Rate per square foot (in Rs.): - _____(per annum).

(ii) Warranty, if any: -

2. I/We hereby declare and affirm that I/we have read and understood the terms and conditions of the contract as stipulated in the tender Notice No. _____ Genl. dated _____. Accordingly I/We accept the terms and conditions and hereby offer the rates for pest control work and providing material as indicated as above.

(Signature of the authorized person)

Dated _____

Place _____

Note: -

- a) The bidder are advised to inspect the premises area before quoting the rates.
- b) The Firm sprays the premises at fortnightly basis and as and when required.