



# भारतीय राष्ट्रीय अभियांत्रिकी अकादमी Indian National Academy of Engineering

Ground Floor, Block-II, Technology Bhavan, New Mehrauli Road, New Delhi- 110016

भूतल, ब्लॉक-II, प्रौद्योगिकी भवन, न्यू महारौली रोड, नई दिल्ली-110016

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लेफ्टिनेंट कर्नल शोभित राय (सेवानिवृत्त)/ Lt Col Shobhit Rai (Retd.)

बी.टैक (मैक.), एम.टैक (बायो मैडि.)

B.Tech (Mech), M.Tech (Bio Med)

उप-कार्यकारी निदेशक/ Deputy Executive Director

INAE/122/Purchase

Date: August 11, 2021

**Notice Inviting Quotations for Comprehensive “Anti Termite Treatment and Pest Control” at Unit No. 604-609, 6th Floor, and Unit No. 928, 9th Floor Tower A, SPAZE I-Tech Park, Sector 49, Sohna Road, Gurgaon – 122018**

Sealed Quotations are invited as single bid tender for Comprehensive “**Anti Termite Treatment and Pest Control**” from the Govt. agencies/approved and eligible agencies and having experience of similar work.

Quotations received through e-mail will not be considered. The eligibility criteria, terms and condition of the tender are at Annexure. The schedule of receipt of quotations is as under:

**Last Date & Time of receipt of quotations: August 18, 2021 (5.00 pm)**

Quotations will be opened by Purchase Committee constituted for the purpose. The Committee will shortlist the quotations on the basis of information and documents provided by vendors. The purchase order will be released in favour of Lowest Quotation (L1) fulfilling the stipulated specifications and criteria. The decision of the Committee will be final.

**Deputy Executive Director**

# **Indian National Academy of Engineering**

Ground Floor, Block-II, Technology Bhavan, New Mehrauli Road, New Delhi-110 016

## **Annexure A**

### **Scope of Services**

To provide comprehensive anti-termite and pest control services including the material and manpower.

### **Eligibility Criteria**

- 1) To be eligible a contractor has to fulfil the following conditions in the technical bid:-
  - a) He/ She/ It must hold a valid License for pest control valid in Gurugram, Haryana.
  - b) He/ She/ it must be registered with IPCA
  - c) He/ She/ it must be registered for GST.
  - d) He/ She/ it must have a PAN
  - e) He/ She/ it must have experience of similar work in a Govt./Semi Govt./Reputed Organization.
  - f) Photocopy of all necessary supporting documents must be submitted by the agency duly signed.
  - g) He/She/ it must submit EMD of Rs. 1,000/- in the form of a Demand Draft of a Scheduled Bank drawn in favour of Indian National Academy of Engineering, Gurugram. The Government agencies are exempted from this clause.
- 2) **The complete tender may be sent through**
  - a) GeM portal,
  - b) by post/courier to
    - i) **The Deputy Executive Director, Ground Floor,Block-II, Technology Bhavan, New Mehrauli Road, New Delhi – 110 016**
    - ii) **The complete tender can be dropped in the Mail Box of Indian National Academy of Engineering, kept at the Central Registry Section, Technology Bhavan, New Mehrauli Road, New Delhi – 110 016**
- 3) The last date and time for receipt of quotation by all means is 5:00 PM, on 18/08/2021. No tender will be accepted after the above date and time. The self-attested copies of necessary documents are to be enclosed with the technical bid. Envelope containing the tender is properly sealed and super scribed with **“Quotation for Anti Termite Treatment and Pest Control”** on the envelope.
- 4) The tenders will be opened by the Purchase Committee, constituted for the purpose.
- 5) All the required material & labour will be provided by the contractor. Wherever applicable, the material should be ISI marked make & the sample of material will be approved by the Manager (A&E) of the Academy.
- 6) The EMD of unsuccessful bidders will be returned after the contract is awarded to successful tenderer. The EMD of successful bidders will be converted to performance security. The same will be adjusted with the final bill. The Government agencies are exempted from this clause.
- 7) Tenderers are advised to inspect and examine the nature of the site and its with prior appointment and satisfy themselves before submitting their tender.
- 8) The competent authority is not bound to accept the lowest or any other tender, and reserves the right to reject any or all of the tenders received without assigning any reasons. Tenders, in which any of the prescribed conditions is not fulfilled, shall be summarily rejected. Conditional tenders are also liable to be rejected.

- 9) Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to be rejected.
- 10) The competent authority reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
- 11) The tenders shall remain valid for a period of ninety days from the date of opening of Tenders.
- 12) The Contractor will be required to provide the services as per Annexure A
- 13) The work consists of Regular post construction anti-termite and general pest control treatment.

### **IMPORTANT**

- 1) The agency has to deploy the trained main power to execute the service during working or non-working hours. Nothing shall payable extra.
- 2) The representative of the contractor shall record the material used and gets the signature of the Manager (A&E).
- 3) Successful bidder will have to stock the material in advance for the complete service.
- 4) Special attention is to be paid to the hidden places etc.
- 5) The schedule of work should be fixed after consulting the Manager (A&E) in order to avoid any hindrance to the normal functioning of the office.
- 6) The insecticides/pesticides will be arranged by the contractor and they should be of best quality recommended by WHO, and should not be detrimental to the health of staff & residents
- 7) Work shall be done as per the entire satisfaction of the Academy.
- 8) The service will have to be provided so as to ensure that the areas mentioned above are free from insects, worms, rodents, mosquitoes, white ants and larvae.
- 9) Payment will be made within a month after the contractor submits the bill along with the certificate of work done and satisfactory report by Manager (A&E).

### **TERMS AND CONDITIONS**

- 1) The tender will be inclusive of all materials like insecticides/pesticides etc recommended by WHO and firms must be registered with IPCA (**Indian Pest Control Association**). The work shall be done with the special equipment meant for the purpose.
- 2) The agency has to submit the chemicals/cakes/pads etc. in the Academy store as per the list enclosed as Annexure-1
- 3) The contractors submitting quotation would be deemed to have considered and accepted all the terms and conditions.
- 4) Joint quotation shall not be considered.
- 5) A list of employees engaged by the Contractor shall be provided to the Academy before taking over the work.
- 6) All safety precautions need to be taken by the agency for its own staff and staff of INAE.
- 7) The staff of the contractor will enter the Academy premises with a proper Identity Card.
- 8) The character and antecedents of the employees, deployed by the contractor in INAE, shall have to be duly verified by the contractor.
- 9) Contractor shall be responsible for the conduct and behaviour of his/her/its employees.
- 10) The Academy shall not be responsible for any compensation which may be required to be paid to the worker(s) of the contractor consequent on any injury/mishap.
- 11) The wages paid by contractor to its employees shall not be less than what is prescribed under the Minimum Wages Act, applicable from time to time.
- 12) The contractor shall be responsible, to the Deputy Executive Director or any other officer authorized by him

for the execution of work.

- 13) The Security instructions/orders issued by the Academy shall be followed by the contractor and his employees.
- 14) The contract will have a warranty period one year, in case onset of termite is observed during this period the contractor has to provide corrective treatment at its own cost.
- 15) Income tax/TDS shall be deducted from each running account as per Govt. Rules & regulations. A photocopy of PAN card allotted by Income Tax Department shall be attached.
- 16) Payment will be released after deduction of TDS and other statutory dues as applicable within 30 days after the receipt of Invoice.
- 17) The bidder should be duly registered trade tax department and have valid GSTIN number. A copy of GSTIN registration number shall be attached.
- 18) Authorized Dealers quoting on behalf of their principals need to furnish their authorization certificate from their principals. They need to furnish agency certificates and proprietary certificate if applicable.
- 19) Special discount/ rebate wherever admissible keeping in view that the service is being made in respect of Autonomous institution under Department of Science and Technology (DST) may please be indicated.
- 20) Tender will be awarded to the L1 quote who qualify all parameters.
- 21) The Constituted Committee may make a survey before awarding the contract to L-1. Decision of the Committee will be final to award the contract.
- 22) Payments will be made only after satisfactory completion of the work.
- 23) A request for a Proforma - Invoice can be made to the successful tenderer.
- 24) If the contractor commits breach of any of the above terms and conditions or is not able to complete the work in time, the contract will be cancelled and security deposit may be forfeited and the work will be assigned to L II at the risk and cost of the contractor.
- 25) The Constituted committee reserves the right to reject any or all the quotations without assigning any reason therefore.

**BID PROFORMA**

**Sub:- Tender for Comprehensive “Anti Termite Treatment and Pest Control” at Unit No. 604-609, 6th Floor, and Unit No. 928, 9th Floor Tower A, SPAZE I-Tech Park, Sector 49, Sohna Road, Gurgaon – 122018**

Sl. No.	Description	Details		Enclosed at Page No.
1.	Name of the Bidder			
2.	Full Address of the Registered office Telephone/Mobile/Fax No Contact Person			
3.	Registration certificate with IPCA (Indian Pest Control Association).	Yes/No	Regn. No.-	
4.	Holding valid registration certificate of Central Govt./State Govt. or having valid License for pest control	Yes/No	Regn. No.-	
5.	Registration for GST.	Yes/No	Regn. No.-	
6.	PAN No. of the Bidder	Yes/No		
7.	Copies of experience Certificate.	Yes/No		
8.	EMD of Rs. 1,000/- in form of DemandDraft of a Scheduled Bank in favour of Indian National Academy of Engineering, Gurugram	Yes/No	<b>DD No. Amount: Name of Bank:</b>	

**Price**

Description	Amount	GST
One-time Charges for comprehensive service including the cost of deployment of manpower and material (As mentioned in Annexure -1)		

Total Quoted Cost (in words)\_\_\_\_\_

**Undertaking: - I have read the all terms & conditions mentioned above of contract document and understand it very well and afterwards I am quoting my rate to give my services to the Indian National Academy of Engineering.**

**SIGNATURE :** \_\_\_\_\_

**PAN NO. :** \_\_\_\_\_

**NAME OF THE AGENCY :** \_\_\_\_\_

**ADDRESS :** \_\_\_\_\_