

**NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT (NCSCM)
(Ministry of Environment, Forest and Climate Change, Govt. of India)**

No. 2019/W/NCSCM/IOC/022

Date: 7/8/2019

NOTICE INVITING TENDER FOR PROVIDING PEST CONTROL SERVICE

National Centre for Sustainable Coastal Management (NCSCM) invites sealed tenders from different agencies for **Providing Pest Control Service** to NCSCM, Chennai. The tender document with all information relating to the tender process such as Eligibility Criteria, Terms & Conditions, etc. are available on the website www.ncscm.res.in, which may be downloaded for use. Interested agencies may submit their tenders super-scribing as "**Tender for Providing Pest Control Service in reference to Advertisement No.2019/W/NCSCM/IOC/022 dt.01/08/2019**" to the undersigned, which should reach **on or before 11 A.M. of 03.09.2019** positively and the same will be opened at **11.30 A.M. on the same day** by a Committee in presence of the Participants, who wish to attend the Tender Opening Meeting. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.



DIRECTOR

National Centre for Sustainable Coastal Management (NCSCM)
Anna University Campus, Chennai – 600 025

Anna University Campus, Chennai 600025, Telephone: 044-22200600 / 22200900

Fax: 044-22200700, Website: www.ncscm.res.in, E-Mail: procurement@ncscm.res.in

NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT (NCSCM)

TERMS AND CONDITIONS FOR PROVIDING PEST CONTROL SERVICE

1. **Availability of tender document:** The prospective bidders may download the complete set of the tender documents directly from the website **www.ncscm.res.in** and submit the same to NCSCM. In case of any bid amendment and clarification, responsibility lies with the bidders to download it from the above mentioned website before last date & time of submission of tender documents.
2. The tenders should reach the office of the Director, NCSCM, Chennai by **11 A.M. of 02.09.2019** and the tenders will be opened at **11.30 A.M. on the same day**. In case this date happens to be a holiday for NCSCM for any reason, the tender will be received and opened on the immediate next working day at the same designated times & place.
3. Bidders may be present in person or through their representative (s) during the opening of tender at **11.30 A.M. on 02.09.2019**.
4. Tender shall remain valid for a period not less than **120 days** after the last date of submission specified in the tender.
5. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.
6. **Bid Price:**
 - a) The tender shall be submitted in two bid system i.e. Technical Bid (Cover A) & Financial Bid (Cover B). The Financial Bid shall contain only the Price Bid and the Technical Bid shall contain all other documents as per the tender terms except Price Format. The Technical Bid & Financial Bid should be covered in two separate envelopes clearly writing on the top of the envelop as Technical Bid & Financial Bid respectively and these two bids shall be covered in a Big envelop writing on the top of that **"Tender for Providing Pest Control Service in reference to Advertisement No.2019/W/NCSCM/022 dt.01/08/2019"**.
 - b) The quoted rates shall include all duties and taxes.
 - c) The contract shall be for one year from the date of signing of contract.

- d) The price as quoted by the Agency shall remain unchanged in the first year of operation. There shall be a price escalation of 5% for the second year of operation.
- e) **The total area to be covered is 1.70,000 sq. ft. (approximately).**
- f) The interested bidders are requested to visit the office premises of NCSCM to assess the actual area to be covered and the quantum of work on any working day before the last date of submission of tender.

7. Scope of Work:

The scope of work is as follows:

A) General Pest Control:

- i. Eradication of Cockroaches, Mosquitoes, Flies, Lizards, Termite, bugs, etc. through the use of permitted insecticides as per Government of India and WHO norms.
- ii. The Pest control should cover all the places like space under the tables, chairs, almirahs, on and around the pile of files, wooden furniture, false ceiling, staircases, lift lobby, all toilets drain ducts, stores and any hidden space under the furniture and no space should be left unattended. Spraying of larvicide to control mosquito breeding at open drains, stagnated water, dustbins, garbage area, plant area, under the bushes, damp area along the walls, etc.

B) Rodent Control:

- i. 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, wooden ceiling, paneling, cardboards, raw materials, etc. from rodents damage.
- ii. This service will be provided in the entire office area inside the building area including office cabins, rooms, toilets, corridors, false ceilings, etc. and outside the building premises.
- iii. Rats and rodent shall be controlled by -
 - a) Placing a glue mat or
 - b) Placing ultra sound devices as may be required in multiple numbers on all floors or
 - c) Doing permitted spray or putting herbal/ chemical tablets, etc. to keep rats

and rodents away from the building or force rats/ rodents to move outside from the building or

d) Combinations of any of the above.

It would be endeavor of the agency that by using chemicals, rats/ rodents should not die inside the building or above the false ceiling. If so happens, it would be located and sanitized by the agency.

C) Termite Control:

- i. The Pest control for termites and white ants should cover all the places like under the tables, chairs, almirahs, on and around the pile of files, on wooden furniture, on false ceiling, on all staircases, on lift lobby, on all toilets drain ducts, in all stores and any hidden space under the furniture and should leave no space unattended.
 - ii. The chemicals need to be placed in drilled holes on the floor adjacent to bricks walls, wooden chamber, paper files, compactor rooms, etc. to ensure that termite should not attack on wooden items and office files.
 - iii. Anti-termite treatment at ground along the building plinth will be done at regular intervals depending upon the nature of termite infestation.
8. The pesticides, etc. used for pest/ rodent control should not create adverse impacts on human health.
 9. Staff deployed by the agency should be trained in pest control work, should be of good conduct, should be physically fit for the work and should not be suffering from any chronic or contagious diseases for carrying out the maintenance works. NCSCM shall not provide any personnel for the work.
 10. None of the deployed Staff should enter or remain in the NCSCM's premise beyond the specified time limits unless and absolutely necessary.
 11. Service should be provided by the tenderer directly. Any attempt to sublet the work to any other party shall not be entertained.
 12. The Agency is to be liable for any damage caused to the NCSCM or its premises or any part thereof or to any fixtures or fittings thereof or any property of the NCSCM and therein by any act, omission, default or negligence of the Agency or its Staff.
 13. Authorized Persons of NCSCM shall monitor the work of the agency at regular intervals.



14. The Agency shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State/ Central Government or any local body or authority. The agency shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts licenses, clearance certificates etc. as may be required by NCSCM from time to time.
15. The Agency shall be solely responsible for compliance of all statutory provisions like payment of minimum wages to the personnel deployed, ESI, Insurance, PF, etc. NCSCM shall have no liability in this regard. Any revisions or amendments made to these laws/Acts by the State/Central Government will be automatically applicable for compliance by the Principal Employer and the Service Provider without any separate sanction for the same.
16. The Agency is responsible for compliance to the provisions of various labour and industrial laws relating to the personnel deployed by it for the purpose or for any accident caused to them and NCSCM shall not be liable to bear any expense in this regard.
17. NCSCM shall not be held responsible for any statutory non-compliance on the part of the Agency with respect to the Labour Laws including PF, ESI, Workman Compensation, Insurance, Minimum Wages Act, Labour Safety, etc. or otherwise. And in no circumstances, the NCSCM shall be made a party to it in case of any dispute arising out of such non-compliance.
18. Income Tax, as applicable, shall be deducted by NCSCM from the bill unless exempted by the Income tax Department.
19. Any non- performance, damage/ theft caused by the workmen of the service provider shall be recovered from the monthly bills of the service provider.
20. Notwithstanding the above, NCSCM reserves the right to accept or reject any or all bids and to cancel the bidding process at any time prior to the issue of Work Order.
- 21. Performance Security:**
- a) The successful Bidder will submit Performance Security for **Rs.10,000/- (Rupees Ten Thousand)** only in shape of Account payee Demand Draft/Pay Order from any Nationalized/ Scheduled Bank in favour of "**National Centre for Sustainable Coastal Management**", payable at **Chennai**.



- b) The Performance Security of the successful Bidder will be returned to the Bidder without interest only after successful completion of the work as per order.

22. If the successful Bidder fails to execute the order, the performance security will be forfeited and action may be taken to blacklist the firm.

23. Eligibility Criteria

The Bidders must fulfill the following eligibility criteria to participate in the tendering process -

- a) Must have either its registered office or operating office in Chennai. **(Self-Attested copy of documentary evidence in this respect to be enclosed.)**
- b) Must have appropriate Govt. License for Pest Control/ Pesticides / Insecticides/ Chemicals for the purpose of Pest Control. **(Self-attested copy of License to be furnished.)**
- c) Must have provided Pest Control Services to at least two Government/ Semi-Government/ Public Sector Undertaking/ Corporate Clients during last three Financial Years i.e. 2016-17, 2017-18 & 2018-19. **(Self-attested copies of Work Orders/ Completion Certificates from the Employers to be furnished.)**
- d) Must have successfully completed Pest Control Services of one work of at least Rs.1 Lakh or two works of Rs.60,000/- each or three works of Rs.40,000/- each in any of the last three Financial Years i.e. 2016-17, 2017-18 & 2018-19. **(Self-attested copies of Completion Certificate from the Employer to be furnished.)**
- e) Must have provided Pest Control Services in a minimum area of 1 lac sq. ft. in any of the last three Financial Years i.e. 2016-17, 2017-18 & 2018-19. **(Self-attested copies of Work Orders/ Completion Certificates from the Employers to be furnished.)**
- f) Must have average Annual Turnover of minimum Rs.5 Lakh during the last 3 Financial Years i.e. 2015-16, 2016-17 & 2017-18 or 2016-17, 2017-18 & 2018-19. **(Self-attested copy of Annual Turnover Statement (original) certified by a Chartered Accountant (provisional turn over shall not be considered) as in Annexure III to be furnished.)**



Apart from above, the Bidders shall also furnish the following documents –

- One copy of this bid document duly signed by the bidder
- Self-attested copy of Registration Certificate of Firm
- Self-attested copy of PAN Card
- Self-attested copy of GST Registration Certificate, If applicable
- Self-attested copy of latest GSTR 9 (Annual) Return, If applicable
- Information in **Annexure I**
- Checklist in **Annexure II**
- Declaration in Rs.100/- stamp paper to the effect that the firm has not been blacklisted by any Public Authority as per **Annexure IV**
- Quotation in the prescribed Format in **Annexure V**

24. Evaluation and Selection

- a) The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Bids shall be opened of those bidders who will qualify in the technical evaluation.
- c) Financial Bids shall be opened in the presence of the technically qualified bidders' representatives, who choose to attend in person at the address given below –

National Centre for Sustainable Coastal Management

**(Ministry of Environment, Forest and Climate Change, Govt. of India)
Anna University Campus, Chennai 600025**


Date of Opening of Financial Bids shall be communicated to the technically qualified bidders.

25. Award of Contract

25.1 The contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has offered the lowest evaluated bid price.

25.2 **In case two or more technically qualified Firms quote the same lowest price, the Firm having the highest average turnover in last 3 Financial Years i.e. 2015-16, 2016-17 & 2017-18 or 2016-17, 2017-18 & 2018-19 among the lowest bidders shall be awarded the contract.**

25.3 The contract shall be for one year from the date of signing of contract.

 (7)

25.4 The contract may be renewed further subject to satisfactory performance of the Agency and with the mutual consent of both the parties.

25.5 Any effort by a bidder to influence NCSCM in its decision on bid evaluation or placement of Work Order may result in rejection of the bidder's offer.

26. Payment

- a) Payment shall be made on monthly basis after submission of bills in duplicate.
- b) Payment shall be released to the bank account of the Agency through online bank transfer.

27. Arbitration

NCSCM and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter will be referred to Director, NCSCM whose decision will be final and binding on both the parties.

28. Legal Jurisdiction

All legal disputes are subject to the jurisdiction on Chennai courts only.



7/8/2019

Director

National Centre for Sustainable Coastal Management (NCSCM)



BIDDER'S INFORMATION**Cover A (Technical Bid)**

1.	Name of the Organization	
2.	Address of the Organization with telephone no. & FAX	
3.	E-mail id of the Organization	
4.	Name of authorized signatory	
5.	Telephone number of the authorized signatory	
6.	Bank Account Details	Name of Bank: Name of Branch: Type of Account (Savings/ Current): Account No. Account in the name of: IFS Code:

DECLARATION

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement at any stage, the Firm/Agency will be blacklisted by your office and will not have any dealing with your office in future.

(Signature of the authorized signatory)

Place

Date

Seal



CHECKLIST
Cover A (Technical Bid)

Sl. No.	Name of Document	Submitted (Yes/ No)	Page No.
1.	Self-attested copy of Registration Certificate of the firm		
2.	Self-attested copy of PAN Card		
3.	Self-attested copy of GST Registration Certificate, if applicable		
4.	Self-attested copy of latest GSTR 9 (Annual) Return, If applicable		
5.	Self-attested copy of Govt. License for Pest Control/ Pesticides/ Insecticides/ Chemicals for the purpose of Pest Control		
6.	Self-attested Turnover Certificate (original) for F.Y.s 2015-16, 2016-17 & 2017-18 or 2016-17, 2017-18 & 2018-19		
7.	Self-attested copies of Work Orders/ Completion Certificates received from Government/ Semi-Government/ Public Sector Undertaking/ Corporate Clients during last three Financial Years i.e. 2014-15, 2015-16 & 2016-17.		
8.	Declaration in ₹.100/- stamp paper to the effect that the firm has not been blacklisted by any Public Authority		

Seal and Signature of the Bidder



ANNUAL TURNOVER STATEMENT**Cover A (Technical Bid)**

I hereby certify that M/s. _____ (Name & address _____)

is having the following annual turnover and the statement is true and correct -

Sl. No.	Financial Year	Turnover (Rs.)
1.	2015-16/ 2016-17*	Rs. _____ (Rupees _____) only
2.	2016-17/ 2017-18*	Rs. _____ (Rupees _____) only
3.	2017-18/ 2018-19*	Rs. _____ (Rupees _____) only

* Strike out whichever is not applicable.

Signature of the Bidder:
Date:

Signature of Auditor/ Chartered Accountant
Membership No.:
Seal:



Declaration

To
The Managing Director
Odisha State Medical Corporation Ltd.,
Bhubaneswar

I/We _____ have carefully read the tender document and confirm my/ our eligibility as required. I/ We solemnly declare that I/ we have never been convicted by any court of law or blacklisted/ debarred on financial/ administrative/ techno-legal ground by any public authority. By submitting this bid, I/ we assure my/ our agreement to the terms and conditions of tender and will abide by the same if contract is awarded to me/ us.

Currently running criminal/civil suits against my/ our firm are:

(Write "NIL" if no court case pending otherwise give the list and enclose case details)

Seal and Signature of the Bidder



NOTE: To be given in ₹. 100/- stamp paper.

Cover B (Financial Bid)

Name and Address of the Bidder:

Particulars	Rate per Sq. Ft. (Including all Taxes) (Rs.)	
	In Figure	In Words
Providing Pest Control Service		

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

Date:

Place:

Authorized Signatory

(Signature and seal of the authorized signatory)



