



## Tender for Providing Pest Control Services including Material and Manpower at INFLIBNET, Gandhinagar

**No. INF/PUR/PEST/ARC/2022**



Information and Library Network Centre

सूचना एवं पुस्तकालय नेटवर्क केन्द्र

An Autonomous Inter-University Centre of UGC

विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र

Gandhinagar/ गांधीनगर-382007

**Contact person:**

**(During office hours 10.00 am to 5.00 pm (Mon-Fri))**

<b>For Technical query:</b> Shri Harish Chandra, AO (P&A) Email: <a href="mailto:adminofficer[at]inflibnet[dot]ac[dot]in">adminofficer[at]inflibnet[dot]ac[dot]in</a> <a href="mailto:devang@inflibnet[dot]ac[dot]in">devang@inflibnet[dot]ac[dot]in</a> Tel : 079-23268100, 23268121	<b>For Commercial query :</b> Mr. Shyam T Yadav, I/C Section Officer (P&S) Email : <a href="mailto:shyam[at]inflibnet[dot]ac[dot]in">shyam[at]inflibnet[dot]ac[dot]in</a> Tel: 079-23268143
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Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/PEST/ARC/2022
2.	Estimated Cost of Tender Per Annum	Rs. 1,20,000/-

3.	Bid validity	90 days
4.	Issue of Tender Forms	Tender Documents can be downloaded from the Centre's website <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a> and Central Public Procurement Portal (CPPP) <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
5.	Tender Document Participation Mode	Online mode on CPPP e-Procurement module
6.	Contact Address	In-Charge (P&S) INFLIBNET Centre, Infocity, Opposite DAIICT, Gandhinagar- 382 007

## IMPORTANT DATES

<b>Publish Date</b>	<b>28.04.2022</b>	<b>18:00 Hrs.</b>
<b>Document Download / Sale start Date</b>	<b>28.04.2022</b>	<b>18:00 Hrs.</b>
<b>Document Download / Sale end Date</b>	<b>18.05.2022</b>	<b>16:00 Hrs.</b>
<b>Pre-Bid Meeting</b>	<b>06.05.2022</b>	<b>14:00 Hrs.</b>
<b>Bid Submission Start Date</b>	<b>07.05.2022</b>	<b>14:00 Hrs.</b>
<b>Bid Submission End Date</b>	<b>18.05.2022</b>	<b>16:00 Hrs.</b>
<b>Bid Opening Date</b>	<b>19.05.2022</b>	<b>16:00 Hrs.</b>

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## **GENERAL INSTRUCTION FOR BIDDER**

- 1.1 Eligibility (Pre-qualification) Criteria:** The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet following criteria before they apply for the e-bid through online mode. The bidding parties meeting the criteria must enclose their supporting documents along with the proposal as mentioned in Annexure T-I, in orderliness of Technical Bid on CPP Portal (<https://eprocure.gov.in/eprocure/app>), failing which their bids will be summarily rejected and will not be considered any further.
- 1.2 Contract Period:** The Contract will be initially for period of one year, which may be extended up to maximum of further two years, one year at a time by mutual consent of contracting agency and the INFLIBNET Centre, if the performance/service is found satisfactory at the discretion of INFLIBNET, Gandhinagar. The Centre reserves the right to curtail or extend the validity of contract.
- 1.3 Period of Validity of Offer:** For the purpose of placing the order, the proposals shall remain valid till 90 days from the date of opening of tender. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, INFLIBNET may ask for extension of the period of validity and such a request shall be binding on bidders. INFLIBNET's request and the response to such a request by various bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.
- 1.4 Submission of Bid:** INFLIBNET Centre invites online e-Tenders under Two Bids System i.e. Technical Bid (Annexure-I) and Financial Bid (BOQ), in the prescribed Tender Document available on Central Public Procurement Portal (CPPP) (URL: <https://eprocure.gov.in/eprocure/app>) for the above cited subject. Tenderer must submit their bids well within the stipulated date & time and no opportunity shall be given to Tenderer to withdraw any offer at any stage after the submission of the bids.
- 1.4.1 The Tender document can be downloaded from Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). Besides, tender document reference can also be seen at INFLIBNET website (<https://www.inflibnet.ac.in/tenders/>). Prospective tenderers who have not enrolled/registered with aforesaid portal shall have to enroll/register themselves before participating through the website Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>). The authorized signatory of the Tenderer shall possess Digital Signature Certificate (DSC) for submission of tender documents. The DSC holder/authorized signatory signing the tender shall state in what capacity he is/they are, signing the tender for e.g., as sole proprietor of the firm, or as a Secretary/Manager/Director etc.
- 1.4.2 Any incomplete and conditional bids received shall not be considered and will be summarily rejected in the very first instance without any recourse to the bidder and shall not be evaluated. All entries in the bid form should be legible and filled clearly otherwise, the bid is likely to be rejected. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.
- 1.4.3 All supporting documents mentioned in Annexure-I, except tender document have to be scanned, encrypted and uploaded in Technical Bid at the requisite places in the CPP Portal system (URL:<https://eprocure.gov.in/eprocure/app>).
- 1.5 Earnest Money Deposit (EMD):** As per OM No.F.7/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, all the bidders are required to submit the **Bid security Declaration Form** as prescribed annexure. It is mandatory to submit the Bid security declaration Form, in absence of which the bid

would be considered as unresponsive. (As per the Government order, the bid security is exempted however, if any amendment is issued by the Government in the due course of time, the bidder shall bound to the terms and conditions accordingly).

- 1.6 Performance Security Deposit:** The successful bidder shall have to deposit a Performance Security Deposit of the 3% of the total amount of work order immediately on receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" Payable at Gandhinagar. The performance security deposit should be valid for sixty days beyond the date of completion of all contractual obligations.
- 1.7 Pre Bid Meeting:** Pre Bid Meeting will be held offline at the premises of INFLIBNET Centre on 06.05.2022 at 14:00 hrs. In the case if the Pre Bid Meeting is convened online, the link for the meeting will be made available on the INFLIBNET Website on the day of Pre Bid Meeting as per the schedule. Only the queries received within the stipulated date prior to the pre-bid meeting will be entertained and answered. Bidder can send their queries to:

**For Technical:**

Shri Harish Chandra, AO (P&A)

Email: [adminofficer\[at\]inflibnet\[dot\]ac\[dot\]in](mailto:adminofficer[at]inflibnet[dot]ac[dot]in), [devang\[at\]inflibnet\[dot\]ac\[dot\]in](mailto:devang[at]inflibnet[dot]ac[dot]in)

Tel: 079-23268100, 23268121

**For Commercial:**

Shri Shyam T Yadav, In-Charge (Purchase & Store)

Email: [shyam\[dot\]ac\[dot\]in](mailto:shyam[dot]ac[dot]in), 079-23268143

- 1.8 Technical Bid Opening:** The Technical Bids will be opened online at INFLIBNET Centre as per schedule indicated in the Tender. The Tenderer can view the bid opening event online at their remote end.
- 1.9 Price Bid:** The price/financial bids (BOQ) of technically qualified bidders shall be opened online and the scheduled time and date will be informed well in advance through email and will be displayed on the CPPP. The Tenderer can view the bid opening event online at their remote end or may be present at INFLIBNET Centre, Infocity, Gandhinagar. The Price/Financial Bid format (BOQ) is provided in a spread sheet file, which is to be downloaded from <https://eprocure.gov.in/eprocure/app> and the rates offered should be entered in the allotted space and uploaded after filling the relevant columns (such as rates & particulars of the bidder).
- 1.9.1** The financial bids shall be opened online of only technically qualified bidders whose bids have been found eligible as per the criteria mentioned in the technical bid Annexure – T-I. All eligibility conditions have to be satisfied on the respective dates in such condition and not on a later date.
- 1.9.2** The Price Bid/BOQ template shall not be modified/replaced by the Tenderer; else the Tender submitted is liable to be rejected.

**1.10 Bid Evaluation Criteria & Award Criteria:**

- 1.10.1** After the opening of the technical bid, the same will be evaluated by the Centre. In case, the Centre decides to seek further information/clarification, the same shall be provided by the bidder. Those bids which are technically qualified as per the pre-qualification criteria and is complete in all aspects with all annexures and is meeting the requirements as specified in Annexure-I, the financial bid of such qualified bidders will be opened on a specified date and time by the Centre. The date

and time of opening of financial bids will be intimated to the technically qualified bidders well in advance through email and displayed on the CPPP.

- 1.10.2 The contract will be awarded to technically suitable and overall lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per the tender document. In case two or more agencies are found to have quoted the same rates, the Competent Authority of INFLIBNET shall decide about the bidder to which the offer shall be granted based on the report of length of experience based on submitted documents etc. The decision of the Competent Authority of INFLIBNET shall be final.
- 1.10.3 The Competent Authority of INFLIBNET is not bound to accept the lowest tender or any tender if found any technical discrepancies in the tender. The Authority reserves the right of accepting the whole or any part of the tender. The decision of the Authority in this regard shall be final and binding on the firm.
- 1.10.4 The financial bids will be evaluated on the basis of total of rate quoted in the BOQ (format of price/financial bid).

**1.11 Termination of Contract:** INFLIBNET may terminate the order in whole or in part without prejudice to any other remedy or right to claim for breach of contract by giving not less than one month written notice of default sent to the contractor. Where a contract terminated by INFLIBNET on account of the default committed by the agency, it shall have the right to award the contract to any other agency at the cost, risk and responsibilities of contract and excess expenditure incurred on account of this will be recovered by INFLIBNET from his Security deposit or pending bill or by raising a separate claim.

**1.12 Terms of Payment:**

- 1.12.1 The Payment would be made after the submission of bill, duly certified by the concerned department, on quarterly basis. The payment will be made by e-transfer through RTGS/NEFT. Bidders should provide their bank details duly signed by authorized signatories. No advance payment will be made.
- 1.12.2 No claim for interest will be entertained by the Centre in respect of any payment/default which will be held with the Centre due to dispute between the Centre & Contractor or due to Admin delay for the reasons beyond the control of the Centre.
- 1.12.3 The Centre will deduct Income tax at source under Section 194-C of Income Tax Act from the renderer at the prevailing rates of such sum as income tax on the income comprised therein. All Taxes per applicable rules at time to time will be deducted at applicable rates from all payments made by INFLIBNET Centre.
- 1.12.4 Necessary TDS certificate will be issued by the Centre.
- 1.12.5 Invoice (i.e. Tax invoice as per Service Tax/GST rules clearly indicating Tax registration number, Service Classification, GST number of both parties, rate and amount of Tax shown separately).
- 1.12.6 All payments due under the contract shall be paid after deduction of statutory levies at source (like TDS etc.), wherever applicable.

**1.13 Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, INFLIBNET Centre reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the INFLIBNET website and CPP Portal. The Corrigendum shall be binding on all bidders and will form part of the bid document.

**1.14 Enforcement of Terms:** The failure of either party to enforce at any time, any of the provisions of this contract or any rights in respect thereto or to exercise any option herein provided shall, in no way, be

construed to be a waiver to such provisions, rights or options or in any way affect the validity of the contract. The exercise by either party, of any of its rights, herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

**1.15 INFLIBNET Right to reject any of all bids:** The Competent Authority of INFLIBNET reserves the right to reject any bid and to annul the bidding process and reject all bids at any time, without assigning any reason, prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) off the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the INFLIBNET/ in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

1.15.1 By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies, therein, which may become apparent, and INFLIBNET reserves the right at any frame of time and without advance notice, to change the procedure for the selection of contractor.

**1.16 Resolution of Disputes:**

1.16.1 If any dispute arises between the parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one party hereto has been legitimate, both parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the parties hereto, after reasonable attempts, giving one month's notice period.

1.16.2 In the case of such failure, the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.

1.16.3 The place of the arbitration shall be Gandhinagar, Gujarat. The proceedings of arbitration shall be in English language. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure.

1.16.4 The parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

**1.17 Agreement:** The contractor will have to enter into a written Agreement with this Centre immediately on intimation of acceptance of order and before initiation of services at the Centre.

**1.18 Splitting of the contract and Curtailment of Work:** The Contractor shall refrain from awarding the services to another contractor for any particular item and avoid splitting of work.

**1.19 Compensation for Delay:**

1.19.1 If the work is not found as per requirement whenever and wherever in the Centre, a compensation of Rs. 200/- will be recoverable from the bill.

1.19.2 The Contract's staff must be in proper, full and clean uniform at all times failing which compensation of Rs. 200/- per day will be payable /recoverable from the agency.

1.19.3 Any deviation in the material/items quality and quantity quoted will be subject to compensation payable to INFLIBNET. If the material as per contract is not received in INFLIBNET, a compensation of Rs. 500/- will be recoverable form the bill of defaulting service providing agency.

- 1.19.4 Agency shall ensure that the staff it deployed does not wander here and there and sit idly in groups during working hours. Due discipline will have to be maintained by the staff and they shall not hinder the working of other employees/ staff. If any violation to aforementioned is found, compensation of Rs.200/- per worker shall be sought from the agency, for any instance observed of this kind.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_



**Terms & Conditions**

**2.1 Terms & Conditions for Tender for Providing Pest Control Services including Material and Manpower.**

- 2.1.1 All pages of tender document including technical bid and financial bid should be stamped and signed by authorized person/persons to having a token of acceptance to all conditions of tender.
- 2.1.2 INFLIBNET is not responsible for late submission of bids due to network issues, issues with CPP Portal etc.
- 2.1.3 In case of breach of any terms and conditions attached to this contract, the Performance Security deposit of the agency will be liable to be forfeited by this office besides annulment of the contract.
- 2.1.4 The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 2.1.5 The Tenderer shall indemnify the Centre against all other damages/charges and expenses for which this Centre may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Centre shall not be responsible financially or otherwise for any injury to the worker or person deployed by the Tenderer during the course of performing duties.
- 2.1.6 The INFLIBNET will be under no legal obligation to provide employment to any of the personnel of the Tenderer during/expiry of agreement period and the INFLIBNET recognizes no employer-employee relation between the INFLIBNET and the personnel deployed by the Tenderer/agency.
- 2.1.7 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 2.1.8 The Contracting Agency shall render the services as mentioned in the scope of work.
- 2.1.9 The personnel deployed by the agency shall be healthy and active. Nobody shall suffer from any communicable diseases.
- 2.1.10 In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation /legal or any other liability will solely rest with the Contractor / firm.
- 2.1.11 If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor shall take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.
- 2.1.12 In case office is closed on bid opening date due to some reason, the last date and time will automatically shifted to the next working day.
- 2.1.13 This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of the ARC Service Provider described herein.

- 2.1.14 Accordingly, interested recipients should carry out an independent assessment and analysis of the requirements and of the information, facts and observation contained herein.
- 2.1.15 This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirement.
- 2.1.16 The proposal and all correspondence and documents shall be written in English. All proposals and accompanying document received within the stipulated time shall become the property of INFLIBNET and will not be returned.
- 2.1.17 The Service provider shall comply with and abide by such directions that INFLIBNET may issue from time to time.
- 2.1.18 The bidder will be bound by the details furnished by him/ her to INFLIBNET while submitting the tender or at subsequent stage. In case, any of such documents furnished if found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
- 2.1.19 The Service provider must employ adult skilled labour only. Employment of child labour will lead to the termination of the contract.
- 2.1.20 The contractors/ agency's personnel shall follow and adhere to all procedures and processes as laid down by INFLIBNET.
- 2.1.21 Corrupt or Fraudulent Practices:
- Bidders & Suppliers shall observe the highest standard of ethics during the procurement and execution of the contract.
- 2.1.22 The firm will be responsible for the security/insurance of their staff working at site and INFLIBNET will not be responsible in any manner in case of any accident / miss-happenings.
- 2.1.23 Technical evaluation committee during technical evaluation will also review the past performance of the contractor before making them technically qualified etc.
- 2.1.24 The contractor should submit list of maintenance works well in advance to INFLIBNET.
- 2.1.25 Contractors should follow all safety norms and provide necessary safety equipment at their own cost. In case of any accident during the maintenance of the equipment leading to injuries / damages to human beings equipment and / or loss of life, the contractor shall be fully responsible for settling all claims and indemnify the Centre against any claims arising out of such accidents. Consequent damages to other systems will however be recoverable from the contractor.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between INFLIBNET and the outsourced Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

### **Scope of Work**

The scope of work as mentioned below is the minimum expected from the firm / agency / contractor and the firm / agency / contractor must render the required services in proper way as mentioned under this scope of work. Successful bidder will make Proforma for recording the following minimum work schedule/parameters and show to the employer to ensure proper accomplishment of these tasks. Scope of work includes entire office premises including Guest House, Residence area & surrounding area of Centre's premises

- **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, wooden ceiling, paneling, cardboards, raw materials etc. from rodent damage.
- This service will be provided in the entire office premises including Guest House, Residence area & surrounding area of Centre's premises inside the building area including office cabins, rooms, toilets, corridors, falls ceilings etc. and outside the building premises. The treatment will be carried out by mechanical trapping approximately 6.
- 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 during his visit twice in a month at INFLIBNET, using glue-boards and poison baiting in outside area only. For providing the services, the services operator of the contractor shall visit INFLIBNET for controlling the rodent problem and the services operator.
- **Disinfestations Services:** This service will be carried out for controlling all types of crawling insects such as cockroaches, silverfish, bedbugs, red ants, black ants spiders, lizards etc. The services will be provided in the entire office area by gel application or by spray three times in a year (once in four months).
- **Vector Control Service:** This service will be carried out 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 point's front and rear area of the plant under the bushes damparea along the walls etc. This treatment will be carried out by outdoor spray, indoor spray and using larvicide's twice in a month.
- Pesticides/Insecticides which are to be used should be recommended by WHO and Central Insecticide.
- **Services required of the contractor are as follows:**
  - a. Inspect to determine which pest management measures are appropriate and required.
  - b. Recommend environmental sanitation practices that restrict or eliminate food, water, or harborage for pests
  - c. Select and utilize non-chemical control methods that eliminate, exclude, or repel pests (i.e. insect electrocution devices, traps, caulking, air screens, etc.).
  - d. Select and use of the most environmentally sound pesticide(s) to control when chemical control methods are necessary.
  - e. Evaluation effectiveness of control measures through follow-up inspections.
  - f. Control:
    - General structural anthropoid pests (i.e., cockroaches, ants, carpet beetles, spiders, carpenter ants, carpenter bees, etc.).
    - Flying insect pests (i.e., house flies, stable flies, fruit flies, blow flies, etc.).
    - Predatory pests (i.e., bedbugs, fleas, mites, ticks, bees, wasps, mosquitoes, etc.).
    - Stored products pests (i.e., saw-tooth grain beetle, red/confused flour beetles, bromoderma beetles, grain moths, etc.).
    - Mice and rats (i.e., house mouse, field mouse, roof rat, Norway rat, etc.).
    - Skunks, raccoons, and stray cats

- **Interference to Normal Function:**

The contractor are not to interfere with the normal functioning of the facility, including utility services, fire protection systems, and passage of facility patients, personnel, equipment, and carts.

- **Storage of Pest Control Materials:**

No pest control materials or equipment shall be stored or kept at the Veterans Administration installation when the contractor is not working, without the expressed approval of EMS.

- **Disposal of Hazardous Wastes:**

The contractor shall not dispose of any excess pesticide, pesticide containers or any other materials contaminated by pesticides at any location on the medical facility premises except as specified by EMS.

**Conformity to Regulations:**

The contractor shall conform to all Federal, State and local regulations governing, examining and licensing of pest control operators, performance of pest control, use of approved pest control chemicals and equipment, which may be in effect in the area in which the work under the contract will be performed.

<b>Pest Control Services</b>	<b>Schedule</b>
Mosquitoes, flies, Insects etc	Twice in a month
General Pest Control	Monthly
Rodent Control	Weekly
Fogging Service	Monthly

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

## **Chapter – 4**

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre  
(Tender No.INF/PUR/PEST/ARC/2022)

### **Annexure T-I**

#### **Eligibility Criteria (Checklist for Technical Bid)**

Mention Page Numbers

<b>Sr. No.</b>	<b>Pre-qualification criteria</b>	<b>Documents to be provided</b>	<b>Attached (Y/N)</b>	<b>Page No.</b>
01.	The bidder must be a company registered under Union/State Govt. Documentary evidence to be submitted  Registration Certificate to do the business for similar services.	I. Certificate of Commencement of business (Certificate of incorporation)  II. Certificate consequent to change of name, if applicable		
02.	Bidder should have satisfactorily provided similar services to Government clients/ Autonomous Bodies/ Public sector/ reputed firms undertaking during last two years	Certified documents of Work orders/completion certificate		
03.	They should be registered with Income Tax and Goods and Service Tax.	I. Attested copy of PAN/GIR Card  II. Attested copy of GST registration certificate.		
04.	Bidder's Details	Annexure T-II [On the letterhead of the Bidder]		
05.	Bid form Annexure	Annexure T-III [On the letterhead of the Bidder]		
06.	Declaration of Bidder	Annexure T-IV [On the letterhead of the Bidder]		
07.	Declaration of blacklisting/Non Blacklisting	Annexure-T-V [On the letterhead of the Bidder]		
08.	Financial capability of bidder	Annexure T-VI [On the letterhead of the Bidder]		
09.	Details of Firm's Experience of similar services	Annexure T-VII [On the letterhead of the Bidder]		
10.	Bid Security Declaration Form	Annexure T-VIII [On the letterhead of the Bidder]		
11.	Certificate for the site inspection	Annexure T-IX [On the letterhead of the Bidder]		

- Please use separate sheet for providing complete information.
- While evaluating bids, the document required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it.
- The bidder is required to enclose self-attested photocopies of the following documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered:

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre**  
(Tender No.INF/PUR/PEST/ARC/2022)

**Annexure T-II**

**Bidder's Details**

1	Name of the Firm/ Company	
2	Name and Designation of Authorized Signatory	
	Communication Address:	
	Office Phone No: Mobile No:	
	Fax: E-Mail ID:	
	GST registration Number: PAN Number:	
<b>Particular Details of the Bidders Representative'</b>		
3	Name of the Contact Person: Designation: Phone No: Mobile No: E-Mail ID:	

**UNDERTAKING**

- 1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.**
- 2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension,**

Authorized Signatory (signature in full):\_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre

(Tender No.INF/PUR/PEST/ARC/2022)

**Annexure T-III**

**BID FORM**

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the all details and to be submitted on Letter Head in original)

To  
INFLIBNET CENTRE  
Infocity, Gandhinagar

Sub: Limited Tender for Providing Pest Control Services including Material and Manpower at INFLIBNET CENTRE, Gandhinagar

Dear Sir,

We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject tender No. INF/PUR/PEST/ARC/2022, do hereby propose to execute the job as per specifications as set forth in your Bid document.

The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 90 days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to five to ten percent (5-10%) of the Order value as stipulated in Financial Bid.

We agree that INFLIBNET reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated, this .....day of .....2019

Thanking you, we remain,

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_



सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre

(Tender No.INF/PUR/PEST/ARC/2022)

**Annexure T-IV**

**DECLARATION**

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_ Proprietor / Director / Authorized Signatory of the Company /  
Firm, mentioned above, is competent to sign this declaration and execute this tender document;

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in it's totally / entirely.

**In case any provision of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.**

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**CERTIFICATE**

**DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING**

I /We Proprietor / Partner (s) / Director (s) of M/s .....hereby declare that the firm/ company namely M/S. .... has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S.....Was blacklisted or debarred by any Government Department from taking part in Government tenders for a period of .....years w.e.f..... The period over on ..... And now the firm/ company is entitled to take part in Government tender. In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR shall be forfeited. In addition to the above INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR. will not be responsible to pay the bills for any completed/ partially completed work.

Signature:

Name: .....

Capacity in which as signed: .....

Name & address of the firm: .....

.....

Seal of the firm should  
be affixed.

Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.

**सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre**  
(Tender No.INF/PUR/PEST/ARC/2022)

**Annexure T-VI**

**FINANCIAL CAPABILITY OF BIDDER**

[On the letterhead of the Bidder]

**Annual turnover details of the Bidder from [insert relevant details]**

#	Financial Year	Turnover in Indian Rupees	Document Page No.
A	2019-2020		
B	2020- 2021		
C	2021- 2022		

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

Note:

Submit the audited financial statement/ audited annual report of the last three financial years.

**सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre**  
(Tender No.INF/PUR/PEST/ARC/2022)

**Annexure T-VII**

**Details of works of similar type executed by the bidder**

[On the letterhead of the Bidder]

Sl. No.	Name of the Company	Work Description	Ref. & Date of the order	Work Order Value	Contract Period	Page No

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

- Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to be rejected.
- If necessary, separate sheet may be used to submit the information.

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre  
(Tender No.INF/PUR/PEST/ARC/2022)

**Annexure T-VIII**

[On the letterhead of the Bidder]

**Bid Security Declaration Form**

Date: \_\_\_\_\_

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

To

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid securing Declaration shall cease to be valid if I am/we are not the successful Bidder  
(i) the receipt of your notification of the name of the successful Bidder;

Signed:

In the capacity of:

Name:

Duty authorized to sign the bid for an of behalf of

Dated on \_\_\_\_\_ day of \_\_\_\_\_.

Corporate Seal

**CERTIFICATE OF SITE INSPECTION**

THIS IS TO CERTIFY that:

I, \_\_\_\_\_ (*name of bidder or his representative*) of the  
\_\_\_\_\_ (*name of the firm*) visited the site in connection with the  
Bid No. \_\_\_\_\_ for the \_\_\_\_\_ (*name of  
the Tender.*)

Having examined the bid documents, I certify that I have acquainted with the nature, geographical and exact location of the works; the general conditions of execution; the neighboring area and other work that might affect the construction methods; the physical conditions specific to the sites; the climatic conditions; local conditions; means of communication and transport; the possibility of supplying electricity; the availability of labor sufficient in number and quantity; all constraints and obligations resulting from social, tax; and all conditions and circumstances which might influence the execution or price of the works.

I further certify that I am satisfied with the description of the works and that I understand perfectly the works to be undertaken as specified and implied in the execution of the Contract.

**\*Note: All the bidders are advised to visit the site before bidding. In case the bidder is not making site visit he will be solely responsible for all or any discrepancy.**

Signature of Bidder with seal: \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of Address of Company: \_\_\_\_\_

## Chapter 5: BOQ Format

A	B	C	D	E	M	N	O	BB	BC
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Validate</span> <span>Print</span> <span>Help</span> <span style="color: red; font-weight: bold;">Item Wise BoQ</span> </div>									
Tender Inviting Authority: INFLIBNET Centre, Gandhinagar									
Name of Work: Providing Pest Control Services including Material and Manpower at INFLIBNET, Gandhinagar									
Contract No: INF/PUR/PEST/ARC/2022									
Name of the Bidder/ Bidding Firm / Company :									
<b>PRICE SCHEDULE</b> (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)									
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )									
NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST %	GST Amount in Rs.	TOTAL AMOUNT With Taxes Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	7	8	9	14	15
1.01	ARC Charges for Providing Pest Control Services including Material and Manpower as per scope of work	item1	1.00	Nos			0.00	0.00	INR Zero Only
Total in Figures								0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only							