



सूचना एवं पुस्तकालय नेटवर्क केन्द्र  
Information and Library Network Centre  
विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र  
An Autonomous Inter-University Centre of UGC  
गांधीनगर / Gandhinagar

**TENDER DOCUMENT**

Sr. No.	BID-DATA SHEET	
01.	Name of Work	Tender for Providing Pest Control Services including Material and Manpower at Information & Library Network Centre, Infocity, Gandhinagar
02.	Tender Number	INF/PUR/PEST CONTROL/ARC/2019-20
03.	Yearly Estimated Cost of Tender	Rs. 2.25 Lakhs
04.	Bid validity	60 days
05.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute's website <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a> or Central Public Procurement Portal (CPPP) <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
06.	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person.
07.	Earnest Money Deposit (EMD)	Earnest Money of Rs.4,500/- (Rupees four thousand five hundred only)
08.	Contact Person	Shri Manoj Kumar, K., Scientist In-charge – (Estate) Email: <a href="mailto:manoj@inflibnet.ac.in">manoj@inflibnet.ac.in</a> and <a href="mailto:devang@inflibnet.ac.in">devang@inflibnet.ac.in</a> Tel : 079-23268121  Shri Shyam T Yadav, In-Charge (Purchase & Store) Email : <a href="mailto:shyam@inflibnet.ac.in">shyam@inflibnet.ac.in</a> and <a href="mailto:sectionofficer@inflibnet.ac.in">sectionofficer@inflibnet.ac.in</a> Tel: 079-23268143
09.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar- 382 007 Website : <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a>

## INTRODUCTION

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, MHRD, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited under **Two Bid System i.e. Technical Bid and Financial Bid for Providing Pest Control Services including Material and Manpower at INFLIBNET Centre, Gandhinagar** from bonafide, resourceful and reliable service providers/Vendors/agencies only as per terms and conditions attached.

Tender documents can also be downloaded from the INFLIBNET Centre's website [www.inflibnet.ac.in](http://www.inflibnet.ac.in) or Central Public Procurement Portal (CPPP), Govt. of India website [www.eprocure.gov.in](http://www.eprocure.gov.in)

## IMPORTANT DATES

Publish Date	29.01.2019	11:00 AM
Document Download / Sale start Date	29.01.2019	11:00 AM
Document Download / Sale end Date	19.02.2019	05:00 PM
Pre-Bid Meeting	08.02.2019	03:00 PM
Bid Submission Start Date	09.02.2019	09:00 AM
Bid Submission End Date	19.02.2019	05:00 PM
Bid Opening Date	20.02.2019	12:00 PM

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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 bid. The bidding parties meeting the criteria must enclose their supporting document photocopies as mentioned in Annexure – I along with the proposal, failing which their bids will be summarily rejected and will not be considered any further.

### **1.2 Contract Period:** The period of contract initially will be for two (2) Year from the date of written order to commence the work is issued from INFLIBNET, which may be extended further one more year on same terms, conditions and rates of the original contract on mutual consents, if the performance/services is found satisfactory in the discretion of INFLIBNET. 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 60 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:** The bids have been invited under two bid system, the interested bidders are advised to bid which is to be submitted in following manner:

#### **I. Technical Bid (Envelope - I, Annexure T-I to T-VI)**

Envelope No.-I: Shall contain all the information and documents in the same serial order as shown in the Annexure – I (Eligibility / Pre-qualification Criteria). The complete document should be numbered chronologically. On the top to envelope must be superscribed "Technical Bid – I". Shall also contain the bid EMD.

#### **II. Financial Bid- (Envelope – II, Annexure F-I)**

Envelope No.-II: Shall contain the rates/ prices of the ARC/Services/ items duly filled in Financial bid format at Chapter - 5 with signed and stamped. On the top of envelope must be superscribed "Financial Bid".

#### **III. Final Envelope – III**

The Both sealed envelopes should be kept in a Third envelope of bigger size duly sealed superscribed "Tender for providing Pest Control Services" and send to the INFLIBNET Centre, INFOCITY, Gandhinagar And also deposited/ dropped in the tender Box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007. The tender must reach on or before 19<sup>th</sup> February, 2019 at 5.00 PM.

- 1.4.1 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 1.4.2 All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required.
- 1.4.3 Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date. The Centre will not be responsible for non-receipt of quotation due to postal delay, loss in transit etc.
- 1.4.4 Any Incomplete and conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- 1.4.5 The bid shall be written in English only.
- 1.4.6 No other method/means of submission of bid except as stated above shall be acceptable. 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. No overwriting or cutting is permitted in the Financial Bid form. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.

- 1.5 Earnest Money Deposit (EMD):** The interested Companies/firms may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.4,500/- in the form of Demand draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar.

The bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. No interest shall be payable by the Institute on EMD. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

In exceptional circumstances, INFLIBNET may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

**Exemption in EMD will only be given to Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department.**

- 1.6 Forfeiture of EMD:** EMD made by Bidder may be forfeited under the following conditions: If Bidder withdraw the proposal before the expiry of validity period. During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process, the decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances. If Bidder violates any of the provisions of the terms and conditions of the proposal. In the case of a successful Bidder, if Bidder fails to:

- 1.6.1 Accept the work order along with the terms and conditions.
- 1.6.2 Furnish performance security.
- 1.6.3 Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
- 1.6.4 Submitting false/misleading information/declaration/documents/proof/etc. The decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the Bidder will be deferred from participating in any job.
- 1.6.5 In the event of the successful bidder/contractor failing to comply with any provision of the contract.
- 1.6.6 The successful bidder, on award of contract/ order must sign the contract in writing, within 30 days of award of contract/order, failing which the payment will not be made.

- 1.7 Performance Security Deposit:** The successful bidder shall have to deposit a Performance Security Deposit of the 05% of the total amount of work order within 30 days of the receipt of the LOI/Order, failing which the payment will not be made. 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 (60) days beyond the date of completion of all contractual obligations. Bid security shall be refunded to the successful bidder on receipt of performance security, if the contract to be renewed. In such circumstances, the performance security will have been extended for same. The Security

Deposit will not bear any interest whatsoever and will be liable for forfeiture in case of the breach of any terms and conditions of the contract. The BG will be executed for extended period also.

### **1.8 Pre Bid Meeting:**

Pre Bid Meeting will be held on 08<sup>th</sup> February, 2019 at 03.00 PM at premises of INFLIBNET. Only the queries received within the stipulated date prior to the pre-bid meeting will be answered. Bidder can end their queries to:

#### **For Technical query:**

Sh. Manoj Kumar K, Scientist –D (CS) & Sh. Devang Roy, OA-II

Email: manoj@inflibnet.ac.in & devang@inflibnet.ac.in

Tel : 079-23268221 (During office hours 9.30am to 6.00pm (Mon-Fri))

#### **For Commercial and general query:**

In-Charge (Stores & Purchase)

Email: shyam@inflibnet.ac.in / sectionofficer@inflibnet.ac.in

Tel: 079-23268141/8143

The Service provider is expected to have visited the project site before pre-bid meeting or submitting tender documents so as to have a fair idea of the equipment & type of services required to be provided. The costs incurred by the Bidders in making this offer, in providing clarification or attending discussion, conferences or site visits will not be reimbursed by INFLIBNET.

### **1.9 Terms of Payment:**

- 1.9.1 The payment will be released in four installments/ after completion of 3 months (quarterly basis) of service period, on satisfactory performance and due certification by Scientist In-Charge (Estate). No advance payment will be made.
- 1.9.2 Invoice (i.e. Tax invoice as per Service Tax rules clearly indicating Tax registration number, Service Classification, rate and amount of Tax shown separately).
- 1.9.3 The final payment shall, however, be made only after adjusting all the dues/claims of the Centre.
- 1.9.4 No claim for interest will be entertained by the Centre in respect of any payment/deposit which will be held with the Centre due to dispute between the Centre & Contractor or due to Administrative delay for the reasons beyond the control of the Centre.
- 1.9.5 Centre reserves the right to recover amount paid in excess during the contract from any other work or source after the contract if any found paid excess.
- 1.9.6 All Taxes per applicable rules time to time will be deducted at applicable rates from all payments made by INFLIBNET Centre.

- 1.10 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 website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

- 1.11 Enforcement of Terms:** The failure of either party to enforce at any time of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to 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.

- 1.12 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 prior to award

of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of 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.

- 1.12.1 The Director, INFLIBNET reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days to the Tenderer at any point of time during the period of the contract.
- 1.12.2 The competent Authority of the INFLIBNET reserves the right to annul bids or discontinue this tender process, without assigning any reason, at any time prior to signing of agreement with the successful bidder.
- 1.12.3 INFLIBNET reserves the right to vary/alter/amend the eligibility criteria for the Pest Control Service Provider at any time, in its discretion, before the last date submission of proposals.
- 1.12.4 By acceptance of this document, the recipient agree 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 time and without advance notice, to change the procedure for the selection of service provider.
- 1.12.5 The INFLIBNET reserves right to terminate the contract at any time after giving a one month's notice to the selected Service Provider with or without assigning any reason and shall be under no obligation whatsoever to continue the contract.

**1.13 Termination of the Contract:** The contract may be curtailed/terminated before the contract period, inter alia owing to deficiency in services or substandard quality of services by the empanelled agency etc. as may be specified in the contract to be signed between the parties. The INFLIBNET, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider with or without assigning any reasons. Where a contract terminated by INFLIBNET on account of the 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.

**1.14 Resolution of Disputes:**

- 1.14.1 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 [which attempt shall continue for not less than 30 (thirty) days], give 15 day notice thereof to the other Party in writing.
- 1.14.2 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.
- 1.14.3 The place of the arbitration shall be Ahmedabad/Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
- 1.14.4 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.
- 1.14.5 The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

- 1.15 Price Bid:** The price bids shall be opened on the scheduled time and date at INFLIBNET Centre, Infocity, Gandhinagar, in the presence of the representatives of the service Providers, if any, who wish to be present on the spot at that time.

The price bid of only those bidder will be opened whose bids have been found eligible as per the criteria mentioned in the technical bid Annexure-I (Pre-qualification criteria). All eligibility conditions have to be satisfied on the respective dates in such condition and not on a later date.

This part shall contain prices in Indian Rupees only with detailed break-up of price as per format (Annexure – F-I) both in figures and words. No other enclosure is permitted in Envelope - II. Change of terms and conditions and technical deviations, if any, found in financial Bid of the tender will not be taken into account and will be treated as null and void.

**1.16 Compensation for Delay:**

- 1.16.1 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.
- 1.16.2 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.
- 1.16.3 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.
- 1.16.4 Agency shall ensure that the staff deployed it does not wonder here and there and sit idle 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.

- 1.17 Relaxation of Terms and Conditions:** The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.

- 1.18 Agreement:** The contractor will have to enter into a written Agreement with this Centre within 30 days of intimation of acceptance of approved rates.

**1.19 Bid Evaluation Criteria & Award Criteria:**

- 1.19.1 After the opening of the technical bid, the same will be evaluated by a committee, In case the committee decided for seeking further information/clarification, the same shall be provided by the bidder. Those bids which technically qualified as per pre-qualification criteria, and completed in all aspects with all annexures (T-II to VI) and meeting the requirements as specified in chapter-3, Scope of work. The financial bid of such qualified bidders will be opened on a specified date and time by the committee. The date and time of opening of financial bids will be intimated to the bidders well in advance through phone/email. The bidder is at liberty to be present either in-person or authorize, not more than one representative to be present at the time of opening of the financial bid. The Bids will be opened by the committee in the presence of the representative of the bidders who may wish to be present on that day.
- 1.19.2 In case it is found that the bidder has not quoted as per the requirement for any specified item that particular item shall be evaluated on the basis of highest quoted rates by the another bidder.
- 1.19.3 Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- 1.19.4 The contract will be awarded for technically suitable 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 the past performance of the firm, and length of experience etc. the decision of the Competent Authority of INFLIBNET shall be final.

**1.20 Disclaimer:** The near relatives of employees of the INFLIBNET are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- Member of a INFLIBNET Centre
- Their husband or wife.
- The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

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

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

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

**Terms & Conditions**

**2.1 Terms & Conditions for Limited 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 non-receipt of quotation due to postal delay, loss in transit. 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, active. Nobody shall have 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 will 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 times shall become the property of INFLIBNET and will not be returned.
- 2.1.17 The Service providers 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 skill 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 processer 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 setting 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 are the minimum expected from the firm / agency / contractor in proper way will be required to be done 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.

- **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 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.
- Pesticides/Insecticides which are to be used should be recommended by WHO and Central Insecticide.
- Scope of work includes entire office premises including Guest House, Residence area & surrounding area of Centre's premises

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 CONTROL/ARC/2019-2020)

### **Annexure T-I**

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

The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting document photocopies along with the proposal as mentioned in technical bid, failing which their bids will be summarily rejected and will not be considered any further.

Mention Page Numbers

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached(Y/N)	Page No.
01.	The bidder must be a company registered under the companies Act, of India/State. Documentary (Certificate of incorporation) evidence to be submitted Registration Certificate.	I. Certificate of Commencement of business II. Certificate consequent to change of name, if applicable		
02.	Tenderer should have provided similar item/product/services to at least one Government clients/ Autonomous Bodies/ Public sector undertaking during last three years.	Purchase order copy		
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		
04.	Earnest Money Deposit (EMD) of Rs.4,500/-.	Attached with technical bid.		
05.	They should have their own Bank Account,			
06.	They should submit their Bank Account Details	Bank Account Details		
07.	Bidder's Details Annexure T-II	[On the letterhead of the Bidder]		
08.	Bid form Annexure T-III	[On the letterhead of the Bidder]		
09.	Declaration of Bidder Annexure T-IV	[On the letterhead of the Bidder]		
10.	Declaration of blacklisting/Non Blacklisting - Annexure-V	[On the letterhead of the Bidder]		
11.	Financial Capability of bidder Annexure T-VI	[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 CONTROL/ARC/2019-2020)

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

**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 CONTROL/ARC/2019-2020, 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 60 (Sixty only) 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: \_\_\_\_\_



**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.

**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	2015-2016		
B	2016- 2017		
C	2017- 2018		

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.

## **Chapter -5**

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre  
(Tender No.INF/PUR/PEST CONTROL/ARC/2019-2020)

Annexure –F-I

***(To be submitted in Envelop No. II)***

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

### **Financial Bid for Providing Pest Control Services including Material and Manpower**

Sr. No.	Description	Rate quoted for Contract	Amount in Rupees.
01	ARC Charges for Providing Pest Control Services including Material and Manpower as per scope of work.	12 Months/One year/365 days	
	Total:		
	Charges of GST_____%		
	Total Amount including GST		
Amount in words: Rupees _____			

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

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

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

**Contract Agreement Form.  
FORM OF AGREEMENT**

AGREEMENT BETWEEN INFLIBNET AND CONTRACTOR FOR \_\_\_\_\_(name of the work(s))

This AGREEMENT made on this \_\_\_\_\_ day of Two thousand and \_\_\_\_\_ between The Information and Library Network Centre (Hereinafter called INFLIBNET), an Inter University Centre of University Grants Commission, MHRD, Govt. of India or Client which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns, having its office at INFOCITY, Gandhinagar 382 007, Gujarat, India of the ONE PART.

And

M/s \_\_\_\_\_ at \_\_\_\_\_ (hereinafter referred to as Contractor) of the OTHER PART.

And whereas the Client/ INFLIBNET is desirous that certain works as detailed in the notice inviting tender of the above works/services and the said terms and conditions, specifications as well as scope of work to be done, as set out in the General Conditions of the Contract have been accepted and signed by the contractor/Service Provider.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz;
  - a) Notice inviting Tender No \_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_
  - b) General rules and Instructions for the guidance of tenderers.
  - c) The Tender, Letter of Acceptance, Letters from & to the tenderer, if any, leading to and prior to acceptance letter.
  - d) General Conditions of contract and clauses of contract along with Annexures thereto.
  - e) Schedules consisting of Technical Specifications, Special Conditions, Compliances, Comprehensive AMC/ARC terms, tender drawings if any, etc.
  - f) Schedule of quantities including Prices and tendered amount known as Price - Bid.
  - g) The details submitted in technical bid, design, site survey and such other commitments like Annual Maintenance/Rate Charges for the period mentioned shall be part of the agreement.
3. AND whereas the Service Provider/contractor has agreed to execute, upon and subject to the condition set forth herein, (hereinafter referred to as the said conditions) the work shown in the General Conditions of the Contract.
4. AND whereas the Service Provider has deposited a sum of Rs. \_\_\_\_\_ (\_\_\_ lakhs/thousands only) as earnest money in the form of a Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_ in favour of INFLIBNET Centre payable at Gandhinagar as performance guarantee for the said work and has agreed that this be retained by the Institute as part of Security Deposit of Rs. \_\_\_\_\_ (\_\_\_\_\_ only)

5. AND whereas the Service Provider/contractor has promised to deposit Rs. \_\_\_\_\_ (\_\_\_\_ lakhs only) as remaining part of the security deposit in the form of a Bank Draft/Guarantee latest by \_\_\_\_\_
6. AND whereas in pursuance thereof the Service Provider/contractor has commenced the work with effect from \_\_\_\_\_(Date)
7. In consideration of the payments to be made by the INFLIBNET to the tenderer, the tenderer hereby covenants and agrees with the INFLIBNET to complete the works in conformity in all respects and subject to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents which shall form part of this agreement.
8. The contractor/vendor shall further keep the INFLIBNET indemnified against any loss to the INFLIBNET property and assets. The INFLIBNET shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.
9. That the contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.
10. That if the contractor violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of officer authorized by the Director, INFLIBNET in this behalf, a penalty leading to a deduction unto a maximum of 10% will be imposed.
11. That this AGREEMENT shall come into force w.e.f \_\_\_\_\_ and shall remain in force for a period of two years. The AGREEMENT may be terminated by the first party on giving the second party thirty days notice. The AGREEMENT may be renewed after two years with mutual consent.

That this agreement may be terminated on any of the following contingencies: -

On the expiry of the contract period as stated above.

By giving one month's notice by INFLIBNET on account of :

- i) for committing breach by the contractor of any of the terms and conditions of this agreement.
  - ii) On assigning the contract or any part thereof to any sub-contractor by the contractor without written permission of the Director, INFLIBNET.
  - iii) On contractor being declared insolvent by competent Court of Law.
12. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration to Director, INFLIBNET or his nominee.
  13. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred of vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director, INFLIBNET shall appoint another person to act as arbitrator in place of the out-going arbitrator in

accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

14. The expression Director, INFLIBNET shall mean and include an acting/officiating Director, INFLIBNET. The Arbitrator may give interim award(s) and/or directions, as may be required.
15. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said tenderer, \_\_\_\_\_  
\_\_\_\_\_ to the  
CLIENT(INFLIBNET) \_\_\_\_\_ in the presence of:

Signature of Tenderer (with seal)

Witness ( Signature, Name & Address ):

- 1)
- 2)

Signature of Authorised representative  
of the Client/INFLIBNET Accepting Authority.

Witness ( Signature, Name & Address ):

- 1)
- 2)

**INDEMNITY BOND**

**(ON A STAMP PAPER of Rs.100/-)**

We, ....., having a registered office at ....., have entered into a contract with Information & Library Network (INFLIBNET) Centre having registered office at INFOCITY, Opp. DAICT, Gandhinagar 382 007, vide contract dated ....., to provide Pest Control Services including Material and Manpower at Information & Library Network (INFLIBNET) situated at INFOCITY, Opp. DAICT, Gandhinagar 382 007.

We do hereby indemnify and keep harmless, Information & Library Network (INFLIBNET) Centre, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the Institute by any party, employee(s), or workman/woman provided by us, on account of any delay, default, lapse, error, or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time.

We further undertake to indemnify and keep harmless, Information & Library Network (INFLIBNET) Centre against any claim/compensation arising out of any non-payment or short payment of salaries, wages, overtime, or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death, etc. during the course of their engagement by us for the purpose of this contract, or non-fulfilment of any obligation under any of the labour laws as applicable to the class of workers/employees engaged by us for the purpose of this contract.

We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

Signature of the Tenderer/Authorized Signatory Name of the Tenderer -----

Address of the Tenderer-----

Seal of the Company/Firm:

Telephone No/ Mobile No.-----