



Indian Institute of Information Technology, Sri City, Chittoor

No. IIITS/WORKS/20190302, Dt. 19.03.2019

GST No. 37AAAAI7242R1Z4

NOTICE INVITING TENDER FOR PROVIDING PEST CONTROL SERVICES

Indian Institute of Information Technology, Sri City, Chittoor invites sealed quotations from reputed and experienced firms to provide pest control services in the Academic campus, Hostels, Mess and Dining Areas.

The terms and conditions relating to award of contract have been indicated in Annexure-A. Agencies with minimum 3 years of experience for similar works in reputed organizations may apply. An EMD of Rs. 5,000 (Rupees Five Thousand Only) in the form of Demand Draft in favor of 'IIIT Sri City, Chittoor' must be attached.

Interested agencies must enclose the details of firms as per Annexure-B and Demand Draft towards EMD amount. The financial bid shall be submitted in the Annexure-C.

The tender is a two bid system and the interested agencies are required to submit their tender in two separate envelopes in the manner explained at Para 13 of this tender notice. Sealed tenders complete in all respect must be submitted latest by 28 March, 2019 15.00 Hours at the office of the Registrar, IIIT Sri City, Chittoor.

The Technical bids shall be opened on the same day at 4 PM. The date and time of opening of financial bids will be informed after evaluating the technical bids by the committee appointed for this purpose. The Financial bids of only those firm(s) shall be opened who qualify the eligibility criteria of 'Technical Bids' as stipulated in the tender document. Incomplete and conditional tenders and tenders received without EMD shall be summarily rejected. IIIT Sri City, Chittoor reserves the right to reject any or all the tenders without assigning any reason thereof.

A Pre Bid Meeting will be held at 11 AM on 23 March, 2019 in the office of Registrar, IIIT Sri City, Chittoor with a view to familiarize the prospective firms with the requirement of the institute / scope of work and also to answer queries.

Director



Indian Institute of Information Technology, Sri City, Chittoor

Annexure A

Terms and Conditions

1. Last date & time of receipt of tender : 28.03.2019 at 15.00 Hrs
2. Date & time of opening of bids : 28.03.2019 at 16.00 Hrs
3. Date & time of pre-bid meeting : 23.03.2019 at 11.00 Hrs
4. Place of Submission & Opening of Bids : Registrar office, IIIT Sri City, Chittoor
5. Eligibility Conditions:
 - a. The firm should have an office near Sri City / Tada / Sullurpet
 - b. The agency / firm should have experience of at least 3 years in the relevant field and enclose proof of having worked with reputed organizations / Institutions / department of Govt. of India / PSU / Statutory bodies
 - c. The Agency / firm should be registered under GST (copy to be attached)
 - d. Details of current and previous clients along with details of contact persons, telephone numbers are to be submitted by the agency / firm
 - e. The firm should have valid license issued by the central / state government for stock and use of permissible insecticide for commercial pest control operation
 - f. The firm should have an annual turnover of Rs. 5 Lakh during the last three financial years
6. Scope of Work:
 - a. IIIT Sri City, Chittoor is functioning at 630, Gnan Marg, Sri City, Satyavedu Mandal, Chittoor District, Andhra Pradesh having its Academic Block, Boys Hostels, Mess and Dining areas within its campus. It also has two Hostel blocks meant for Girls and PG Students in Creekside Residence complex, approximately about 1.5 Kms from the campus.
 - b. The responsibility of the agency/firm is to provide pest control services to the above mentioned premises including general pest control anti rodent / anti termite which means eradication of cockroaches, mosquitoes, flies, lizards and rats etc., through permitted insecticides as per government norms
 - c. The pest control should cover all the places like spray under the tables, chairs, almirahs on and around the pile of files, on wooden furniture, on false ceilings, on all staircases, on lift lobby, on all toilets, drain ducts, on all pantry rooms, in all stores, any hidden space or as directed by IIIT Sri City, Chittoor
 - d. Rodent controlling should be carried out as per order and instructions on the subject
 - e. The pest control exercise should be undertaken on all working days at Hostels, mess and dining areas. For academic block, the pest control measures should be undertaken twice a week or any other day / frequency as required by IIIT Sri City, Chittoor. The agency must ensure that pest control once done shall remain effective up to next exercise, failing which it shall have to be done again without any additional cost



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7. Earnest Money Deposit (EMD): The bidder shall furnish an amount of Rs. 5,000/- (Rupees Five Thousand Only) by way of Demand Draft in favor of "IIIT Sri City, Chittoor". The EMD of the unsuccessful bidder will be returned subsequent to the award of the contract to the successful bidder. The EMD of the successful bidder will be returned on submission of performance guarantee
8. Performance Guarantee: The agency selected for the work shall deposit a performance guarantee equivalent to 10% of the total value of the work in the form of the Bank Guarantee issued by a nationalized bank. The performance guarantee shall be valid at least for a period of three months beyond the contract period. The performance guarantee will be released by IIIT Sri City, Chittoor after the contract period is over and without interest, subject to the conditions that no losses are incurred to IIIT Sri City, Chittoor due to firm / agency or their employees and no statutory dues on account of service to IIIT Sri City, Chittoor pending against the firm / agency.
9. Validity of the contract: The contract will be awarded for a period of one year initially. However, on the basis of performance of the agency, it can be renewed for further period, solely at the discretion of IIIT Sri City, Chittoor on mutually agreeable terms. The contract either in full or in part shall not be sublet or assigned under any circumstances.
10. The contract may be terminated at one month's notice by IIIT Sri City, Chittoor if any of the stipulated conditions agreed upon by the selected agency is not met to the satisfaction of IIIT Sri City, Chittoor or even without assigning any reason thereof by IIIT Sri City, Chittoor. In case of termination / withdrawal of service within the contract period by the agency, three months prior notice must be given by the agency.
11. Payment Schedule: Payment to the agency will be made on monthly basis. The agency / firm has to submit bills along with worksheet / log book duly signed by the authorized staff of IIIT Sri City, Chittoor
12. Responsibility of the Agency / Firm:
 - a. Tenders should be filled with neat, legible and correct entries both in figure as well as in words. Alteration, erasers and indistinct figures should be avoided. Any correction in the quoted words by the tenderers shall be made in ink only and shall be signed by the tenderer / authorized person
 - b. The submission of tender by a tenderer implies that he had read this notice and the Terms and Conditions of the contract and has made himself / herself aware of the scope and specifications of the work to be done and of the local conditions of the work place
 - c. The agency/ firm shall take necessary safety measures and it will be solely responsible for the safety of personnel engaged for carrying out pest control exercise. IIIT Sri City, Chittoor will not be responsible for any loss / injury to the personnel or any third person caused during performance of the duty by the personnel engaged by the firm. Compensation / expenditure on treatment on such loss of life/injury will be the sole responsibility of the agency.



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13. Submission of Tender:

- a. The technical bid as per the format prescribed in Annexure B and Financial Bid in the format as prescribed in the Annexure C must be submitted in separate covers. The cover containing financial bid must be sealed
 - b. Both the covers of financial bid and technical bid along with EMD are to be put in a single big envelope superscribed with "Tender for Pest Control Service" and must be handed over in person at the Registrar office, IIIT Sri City campus by 15.00 Hours on 28.03.2019
 - c. A pre-bid meeting will be held on 23.03.2019 at 11.00 Hours in office of Registrar, IIIT Sri City, Chittoor. The interested bidders may attend the pre-bid meeting and obtain clarifications on the scope of work and/or any other terms and conditions of the contract
 - d. Financial bids of only those bidders whose technical bids are acceptable / qualified will be opened.
 - e. Late / delayed submitted tenders due to any reason, whatsoever will not be accepted / considered, at all under any circumstances
14. IIIT Sri City, Chittoor does not bind itself to accept the lower-bid or to give any reasons for its decisions. IIIT Sri City, Chittoor reserves the right to reject any or all of the tenders received without assigning any reason thereof
15. In case of any dispute, IIIT Sri City, Chittoor shall have the right to appoint an Arbitrator whose decision shall be final & binding on both the parties
16. IIIT Sri City, Chittoor reserves the right to cancel/withdraw the present tender at any stage without assigning any reason thereof
17. Penalty: In the event of not attending or carrying out the work as per the work order / communication by IIIT Sri City, Chittoor or if any complaints are raised on the work done, a penalty of 25% of the monthly contract value shall be imposed.
18. Financial Capability: The firm should have an annual turnover of Rs. 5 Lakh during the last three financial years. Balance Sheet or Profit / Loss account or Income Tax Return or Certificate from Chartered Accountant on this regard is to be submitted.

Read and understood the
terms & conditions above:

(Signature of the authorized signatory)
With complete address and seal



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Annexure B

DETAILS OF THE FIRMS SUBMITTING TENDER

TECHNICAL BID

Last date & time of submission: 28.03.2019 upto 15.00 Hours

Name of work: Tender for providing Pest Control Service

S. No	Particulars	Information / document submitted by the bidder
1.	Name of the Agency	
2.	Office / Company Address and Tel. No.	
3.	Name(s) of the Proprietor / Contact Person with Telephone / Fax / Mob No	
4.	Annual Turn Over (Copy of Balance Sheet or Profit and Loss account or Income Tax Return or Certificate from Chartered Accountant is to be attached)	
5.	PAN No. (documentary proof to be attached)	
6.	GST No. (documentary proof to be attached)	
7.	Past Experience of Pest Control Work in Govt. Depts / PSUs / Autonomous Bodies / Reputed Private Firms (documentary proofs to be attached)	
8.	Copy of valid license to stock and use of permissible insecticide for commercial pest control operation	
9.	List of customers along with the details of contact person, address, Tel No. FAX	
10.	Particulars of Demand Draft annexed as Earnest Money	Amount: DD No: Issuing Bank: Date of Issue:

(Signature of the authorized signatory)
With complete address and seal

Tel. No:

Mobile No:

Place:

Date:



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ANNEXURE C

FINANCIAL BID

Last date & time of submission: 28.03.2019 upto 15.00 Hours

Name of work: Tender for providing Pest Control Service

S. No	Location	Monthly Rate for Pest Control (Inclusive of Rodent Control)	
		Rs. In Figures	Rs. In Words
1.	Academic Block 630, Gnan Marg, Sri City		
2.	All Hostels		
3.	Mess and Dining Areas		
	Total		

Note: Taxes should be quoted separately.

I have physically inspected the premises and understand the volume of work and I agree to the terms and conditions prescribed in the tender notice.

Signature of the authorized signatory

Name :

Seal :

Date :

Place :