



भारतीय विज्ञानशिक्षा एवं अनुसंधानसंस्थान तिरुपति
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An Autonomous Institute under Ministry of Education, Govt. of India)
Transit Campus: Opp. Sree Rama Engineering College Campus, Karakambadi Road,
Mangalam B.O., Tirupati – 517 507, Andhra Pradesh, India.

TENDER DOCUMENT

FOR

INTEGRATED PEST CONTROL SERVICES



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TENDER NOTICE

Tender No. IISERT/Engg/2022-23/04

TENDER FOR Integrated Pest Control Services

Indian Institute of Science Education and Research Tirupati is a premier Autonomous Institute of National Importance under Ministry of Education, Government of India.

The Director, IISER Tirupati invites online bids (**e-Tender in two bid system**) for **Integrated Pest Control Services at IISER Tirupati Transit and Permanent Campuses**.

Description	Tender Fee (Rs.)	Tender EMD (Rs.)
Integrated Pest Control Services at IISER Tirupati Transit and Permanent Campuses	Rs. 500/-	Rs 29,920/-

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website www.iisertirupati.ac.in and bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of tender. No manual bids will be accepted.

Technical Bid and **Financial Bid in excel sheet** should be submitted in the E-procurement portal. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

Important Dates of Tender:

SNo.	Particulars	Date	Time
1	Date of Online Publication / Download of Tender	23.03.2023	18:00 Hrs.
2	Pre-Bid Meeting	28.03.2023	11:00 Hrs.
3	Bid Submission Start Date	30.03.2023	11:30 Hrs.
4	Bid Submission Close Date	05.04.2023	15:00 Hrs.
5	Opening of Technical Bids	06.04.2023	15:30 Hrs.

Pre Bid Meeting:

IISER Tirupati will be conducting a Pre-bid meeting through online mode on 28.03.2023 from 11:00 AM to 13:00 PM (IST). All prospective bidders are requested to kindly send their queries through email at engineering@iisertirupati.ac.in so as to reach latest by 27.03.2023 by 11:00AM. Clarifications to all the queries received before the due date will be given during the Pre-Bid Meeting and only the queries which remain unclarified (or) the queries which have an impact on the change in tender terms and conditions will be mentioned in the minutes of the pre-bid meeting and the same will be uploaded on our website and CPPP portal.



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No queries will be entertained after the Pre-bid meeting. In the event of all queries received being clarified during the pre-bid & if there are no changes in the tender terms and conditions then NIL report will be uploaded in the website and CPPP portal. The Google Meet id will be personally sent via email to the vendors interested in attending the Pre-Bid conference upon their request. Vendors interested must send a request for access to Pre-Bid conference at engineering@iisertirupati.ac.in Bidder attending Pre-Bid conference via Google Meet must ensure of active and uninterrupted high-speed internet connection with a working microphone and camera from their end. In case of frequent disconnection (or) bad connection, IISER Tirupati will not be responsible for the same and no further correspondence will be entertained post the date of Pre-Bid meeting.

Amendment to Bidding Documents:

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have downloaded the Tender Document should surf Institute website from time to time to know about the changes / modifications in the Tender Document. The changes / modifications would also be hosted on the website of the Institute and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

The Director, IISER Tirupati reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the Director, IISER Tirupati in this regard shall be final and binding on all.



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INSTRUCTIONS FOR ONLINE BID SUBMISSION

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website www.iisertirupati.ac.in. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their account.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /TCS /nCode /e-Mudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

SEARCHING FOR TENDER DOCUMENTS:

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.



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2. Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.

PREPARATION OF BIDS:

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/ XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

1. Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
4. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
5. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.



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6. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
7. **Financial Bid to be submitted in excel sheet. Financial bid at Page No. 18b is for reference only, Charges to be quoted only in the excel sheet on e-procurement portal and submit accordingly.**

ASSISTANCE TO BIDDERS

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593.**

TENDER FEE:

- a) **Tender Fee of Rs. 500/- (Five Hundred only)** in the form of Demand Draft from Nationalized/scheduled bank in favor of The Director, IISER Tirupati. The firm registered with NSIC/MSME as manufacturer for the supply of the same category of item for which the party is submitting quotation will be exempted from submission of FEE.
- b) **EMD of Rs. 29,920/- (Rs. Twenty-Nine Thousand Nine Hundred Twenty only)** in the form of a Bank Guarantee or Demand Draft of a scheduled bank in the name of Director, IISER, Tirupati valid for 60 days after the completion of work. EMD and tender fee amount can be deposited in IISER TIRUPATI Bank account through net banking, details as mentioned below

BANK A/C DETAILS FOR CREDITING TENDER FEE:

Name: INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH Tirupati

Bank: State Bank of India, Korlagunta Branch

Account No: 35029946671

IFSC Code: SBIN0001901

Exemption from submission of EMD (Only for Indigenous Purchases in INR Only):

Bidders registered with any of the following agencies/ bodies as per Public procurement policy for Micro & Small Enterprises (MSE) order 2012 are exempted categories from payment of EMD provided that the registration certificate issued by any one of these below mentioned agencies must be valid as on close date of tender. Micro small or medium enterprises who have applied for registration or renewal of registration with any of these agencies/bodies but have not obtained the valid certificate as on close date of the tender are not eligible for exemption.

- 1) Khadi and Village Industries Commission (KVIC)
- 2) National Small Industries Corporation (NSIC)
- 3) Any other body specified by the Ministry of MSME/GOI. To avail exemption, it is mandatory to upload the valid certificate.
- 4) The firm registered with /NSIC/MSME as manufacturer for the supply of the same category of item for which the party is submitting quotation will be exempted from submission of EMD. Intended parties will have to give proof of registration along with their quotation. EMD of the unsuccessful bidders shall be refunded without any interest at the earliest after the finalization of the purchase of the concerned item.



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- The EMD will be returned to the BIDDERS(s) whose offer is not accepted by IISER, Tirupati within one month from the date of the placing of the final order(s) on the selected BIDDER(s). In case of the BIDDER(s) whose offer is accepted the EMD will be returned on submission of Bank Guarantee as Security Deposit (SD). However, if the return of EMD is delayed for any reason, no interest/penalty shall be payable to the BIDDERS.
- The successful BIDDER, on the award contract/ordered, must send the contract/order acceptance in writing, within 15 days of award of contract/order failing which the EMD will be forfeited.
- The EMD shall be forfeited: In case a successful BIDDER fails to furnish the Security Deposit.

Technical Eligibility Criteria

To become eligible for participating in the bid process the bidders shall satisfy the following Work Experience Criteria

The Bidders should have satisfactorily completed similar works executed in IISERs/ IITs/ State or Central Universities/ Govt Organizations/ Autonomous bodies/PSUs only, during the last five years ending previous day of last date of submission of tenders as below. For this purpose, cost of work shall mean gross value of the completed work including cost of material supplied by Government/ Client but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer or equivalent.

Three similar completed works each costing not less than **Rs. 5.98 lakhs**

OR

Two similar completed works each costing not less than **Rs. 8.97 lakhs**

OR

One similar completed works each costing not less than **Rs.11.96 lakhs**

Similar works shall mean Providing integrated pest control services in organizations like IISERs/ IITs/State or central Universities/ Govt Organizations /Autonomous bodies/PSUs only.

Note: For the purpose of similar works, works executed in India only shall be considered.

Bidder should have had average financial turnover (Gross) of at least **Rs 14.96 Lakhs** on similar works during the immediate last three consecutive years' balance sheets duly audited by Chartered Accountant

Bidder should not have incurred any loss (profit after tax should be positive) during the immediate last three consecutive financial years ending 31st March, 2022, duly certified and audited by the Chartered Accountant.

Bidder should submit an Undertaking that his firm has not been declared insolvent, and has not been blacklisted by any organization during the preceding 3 years'.

Bidder should have Solvency of **Rs 5.98 Lakhs** certified by a Scheduled Bank and obtained not earlier than 12 months before the date of submission of bid.



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SCOPE OF WORK- PEST CONTROL IISER CAMPUS

Scope of Work:

- The execution of Pest control services by suitable uniformed and trained manpower with equipment and chemicals, wherever required.
- The pest control services are to be carried out as per highest norms/standards and in such manners that all premises always look free from undesirable pests, rodents and reptiles. The contractor should preferably deploy such persons who have prior work experience in managing similar works in large areas.
- It will be the sole responsibility of the contractor that the men engaged are trained and the Institute will not be liable for any mishap, directly or indirectly.
- All the manpower, safety equipment for manpower, consumables and equipment for pest control would be procured by the contractor.
- The pest control treatment should be done as per Govt. approved chemicals and M.S.D.S. (Material Safety Data Sheet) should be got approved from department before start of work.



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Frequency of pest control - Data sheet

PLACE	NO. OF ROOM	AREA (in Sq. mtr)	BED BUG	RODENT (Rat, mice, etc.)	SPIDER	ANT (Red & Black)	Cockroach & Scrolling Insects	Total flies and flying insect (House flies, fruit flies, flesh flies, blow flies , mosquitoes, honey bees)	Total reptile control Snake, Lizard etc)
Hostel Building - Transit campus	140 Rooms (430 beds), 46 rooms in 4th floor and toilets(tentative), Toilet and Bathroom (16 Nos), Day care room, Wellness clinic, Executive dining, Dining Hall, Kitchen, Store room, Study room, Server and panel room, TV room, GYM, Cardio room, Recreation	9,430	Twice per year	Twice per month	Monthly	Monthly	Twice per month	Monthly	Monthly



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	room, Pot wash area, Staff room (2 Nos), Corridors								
Academic building - Transit campus	Halls (2 Nos), Labs (15 Nos), Faculty & admin offices (16 Nos), Toilets (7 Nos), Library, Other rooms (26 rooms), Corridors	9,530	-	Twice per month	Monthly	Monthly	Twice per month	Monthly	Monthly
Panel room, store room and Kitchen, ATM - Transit campus		515	-	Twice per month	Monthly	Monthly	Twice per month	Monthly	Monthly
Directors house	Bedroom (3 Nos), Living room, Sitting room, Kitchen, Toilet (3 Nos)	225	Twice per year	Twice per month	Monthly	Monthly	Twice per month	Monthly	Monthly



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Hostel Building - Permanent campus	290 rooms (580 beds), Class rooms, kitchen, Dining hall, clinic, offices, toilets	20,240	Twice per year	Twice per month	Monthly	Monthly	Twice per month	Monthly	Monthly
Hostel Building- Permanent campus (SDDO-C-Block)	164 rooms (328 beds), Tutorial rooms, pantry, laundry room, Guest rooms, toilets, offices	6,282	Twice per year	Twice per month	Monthly	Monthly	Twice per month	Monthly	Monthly
UG Block	Biology, Physics, & Chemistry labs, Instrumentation room, Class rooms, Toilets	3,300	-	Twice per month	Monthly	Monthly	Twice per month	Monthly	Monthly
Plant Science Lab	Offices, Labs & Toilet	440	-	Twice per month	Monthly	Monthly	Twice per month	Monthly	Monthly
Panel room		60	-	Twice per month	Monthly	Monthly	Twice per month	Monthly	Monthly



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Plant growth lab	Labs	205	-	Twice per month	Monthly	Monthly	Twice per month	Monthly	Monthly
Kitchen staff rooms		50	Twice per year	Twice per month	Monthly	Monthly	Twice per month	Monthly	Monthly

- Apart from above schedule as and when complaint is raised regarding sighting of pests, agency will depute its officials for attending the complaint at no additional cost.



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TECHNICAL BID

TENDER FOR INTEGRATED PEST CONTROL SERVICES

PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE

OF THE TENDERING AGENCY / FIRM / COMPANY

Ref.: Tender published in the CPPP portal in connection with providing **Integrated Pest Control Services in IISER Tirupati both transit and permanent campus** on contract basis in the shape of manpower for various types of services/duties as per **Annexure-1**.

Sr.	Particulars	Details
1	Name of the agency / firm / company	
2	Address of the Office of the agency / firm / company Land Line No Mobile No Email	
3	Legal status – Individual/ proprietary/ partnership firm/ limited company/ corporation, etc.) (Submit Copy of the appropriate registration certificate)	Submitted / Not Submitted
4	Name, designation, and details of contact person. Land Line No Mobile No Email	
5	Month and Year of commencement of Pest Control services business.	



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6	Statutory details of agency / firm / company (Relevant Photocopies to be submitted): 1] In case of company, registration number issued by Registrar of Companies. 2] Permanent Account Number (PAN). 3] Goods and Service Tax – Registration number. [These documents are mandatory for the bids to be considered]	
7	Agency / firm / company should have an annual turnover of at least Rs. 14,95,443/- in the Pest Control Services business alone for each of the last 3 financial years. Turnover Certificate specifically having mention of “Turnover from Pest Control Services business alone” duly certified by the Chartered Accountant to be submitted. Please do not submit copies of balance sheet / IT returns.	Financial Year - 2022-2023: Rs. _____ Financial Year - 2021-2022: Rs. _____ Financial Year - 2020-2021: Rs. _____ Submitted / Not Submitted
8	Agency / firm / company should have at least 3 years of continuous experience in providing pest control services in Central / State Government Organizations / Government funded Autonomous Bodies / Government funded Academic Institutions / Central/state Government funded Research Laboratories / Central/state Government funded Research Institutes Submit details of present and past clients in the format provided (Annexure-4. Please use separate sheet if required). Please attach client certificates on their letterhead [Draft - Refer Annexure 4] which should have details about the pest control services provided. Certificate/s having inadequate details shall not be considered and the bid shall be liable for rejection. Also submit Work Orders / Agreements / Purchase Orders.	Yes / No Submitted / Not Submitted



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	which must clearly give full details about contract period, category of services provided. (ILLEGIBLE, IRRELEVANT & INCOMPLETE CERTIFICATES/DOCUMENTS WILL NOT BE ACCEPTED) [These documents are mandatory for the bids to be considered]	
9	Agency / firm / company Should possess ISO 9001- 2008 in providing pest control.	
10.	In case the tender is signed by the person other than the sole proprietor / owner, authorization given by the Executive Body authorizing the officer / partner for signing the tender documents for this tender to be submitted on letter head.	Submitted / Not Submitted / Not Applicable
11.	Submit details regarding financial resources, fixed and movable assets on letter head.	Submitted / Not Submitted
12.	Submit affidavit in the prescribed format (Annexure-2) on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate / Notary Public.	Submitted / Not Submitted
13	Submit acceptance (Annexure-3) certificate on a letter head in the prescribed format.	Submitted / Not Submitted
14.	Sign all pages of the tender document that are signed by the tenderer.	Yes / No
15.	Submit all pages of the draft agreement that are signed by the tenderer (Annexure-7).	Yes / No



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16.	Submit Bid Securing Declaration form placed under (Annexure-5)	Submitted / Not Submitted
17.	Submit No Relationship Certificate placed under (Annexure-6) on a letter head in the prescribed format.	Submitted / Not Submitted
18.	Any other information relevant to the tender	

Place: _____

Date: _____

Signature of Tenderer

Name, Address with
rubber stamp



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Financial Bid

PRICE SCHEDULE

**ANNUAL CHARGES TO BE QUOTED ONLY IN THE EXCEL SHEET & PDF FORMAT ON
EPROCUREMENT PORTAL AND SUBMIT ACCORDINGLY**

Name of the Tenderer _____

Description of Work	Amount in Rs. (Including all the charges)	GST %	Amount of GST	Gross Total
A	B	C	D=BXC	E=B+D
Integrated Pest Control at IISER Tirupati all the buildings with required manpower, chemical, material and equipment	Rs. _____ per annum (in figure)			

Notes: -

1. Payment would be made on Quarterly basis (4 / per annum) based on the work done and certification by Institute officials.
2. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender.
3. IISER Tirupati reserves the right to accept/reject any Tender in part or full, without assigning any reason whatsoever.

Signature and Seal of the Tenderer



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1. TERMS AND CONDITIONS OF TENDER:

- The Tender document comprises two parts; (I) Technical bid and (II) Price bid
- At the first stage, the Technical Bids shall be opened on due date and technical evaluation shall be carried out based on the Technical Bid Proforma, documents submitted, tendered terms, conditions, eligibility etc. Tenderer who submits Financial Bid with Technical Bid together shall be disqualified. Tender with incomplete documentation will not be accepted.
- Bidders technically disqualified shall be intimated via email.

2. Commercial Bid Evaluation:

- a. Based on results of the Technical evaluation IISER, Tirupati evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation.
 - b. IISER Tirupati shall correct arithmetical errors on the following basis:
 - i. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
3. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 4. If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) above.
 5. After arriving at final pricing of individual offers of all the short-listed firms, the lowest firm will be awarded with Contract/Purchase Order.
 6. If there are any discrepancies in price schedule and tender document please refer to the BOQ in the Central Public Procurement Portal, the BOQ item/words/conditions mentioned in BOQ prevails.
 7. The bidder is advised to visit and acquaint himself with the area and operational system. The cost of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the institute and is aware of the area and operational conditions prior to submission of the tender documents

8. TERMS AND CONDITIONS:

- The tender is not transferable under any circumstances.
- Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.



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- Tender in any form other than the prescribed form issued by IISER Tirupati shall not be considered and will be summarily rejected.
9. **PERIOD OF CONTRACT:** - The Contract shall be initially for a period of one year, subject to satisfactory performance of services and compliance of all terms and conditions of the agreement. The contract is extendable beyond one year based on satisfactory performance and need for services.
10. The Competent Authority may allot the contract in full or a part of such contract to the next firms out of the panel available with it at any time in the event of non-compliance or breach of any terms and conditions of this contract by the working contractor or otherwise if it is deemed fit to do so in the public interest in order to ensure effective supply/supervision of these services by more than one contractor even after the award of contract.
11. Agency must fulfill all the requirements given in the Technical Bid and terms and conditions of this tender.
12. **Photocopies & supporting documents submitted should be legible and self-attested except the financial documents, which must be attested by the Chartered Accountants along with self-attestation.** Only the documents as asked in the Tender must be submitted. It is to be strictly observed that no irrelevant (or) superfluous documents are submitted with the Tender.
13. **Copy of work order/agreement and/or self-certified certificates WILL NOT BE ACCEPTED as certificate of experience. If any document other than certificate of experience is produced, such document WILL NOT BE ACCEPTED AS RELEVANT. Tenders not accompanied by certificate of experience issued by the client WILL AUTOMATICALLY STAND DISQUALIFIED.**
14. **CERTIFICATE OF EXPERIENCE:** The tenderer must produce certificate of experience from the clients. The certificate should clearly mention the following details:

S No.	Description
01	Name of the client and full address
02	Telephone and FAX number of the client
03	Details of work performed
04	Period of work (starting and ending)

Note 1: The certificate of experience should be exclusively for providing of integrated pest control services.

15. The successful tenderer shall be required to execute an Agreement Deed on the format approved and supplied by this Institute on stamp paper of appropriate value (Draft appended to this tender).



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- 16. SECURITY DEPOSIT:** Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 5% of the work order value in the form of Demand Draft/Bank Guarantee (from scheduled Bank only) favoring the Director, Indian Institute of Science Education and Research, Tirupati.
- The vendor will forfeit the 5% security deposit if vendor fails to execute the order as per the Work Order.
 - This Security Deposit will be refunded to the vendor only on successful completion of the contract. Bank Guarantee wherever mentioned in this document may be read as “Bank Guarantee from any Scheduled Bank” only. The 5% Security Deposit which is mentioned above may be extended as Performance Bank Guarantee for a period of contract.
- 17.** The Director, IISER Tirupati shall have absolute right and authority for the suspension/revocation of said bank guarantee in case of breach of any clause of the Agreement by giving prior notice.
- 18.** A penalty @ 1% of the monthly value of contract shall be imposed for non-commencement of work within the stipulated period after the issue of award letter for every week or part thereof for the delay in the commencement of the contract.
- 19.** The decision of the Director, IISER Tirupati with regard to the determining of quality of work/services done by the contractor or his employees shall be final and acceptable to the contractor. The Director, IISER Tirupati reserves the right to get the work/services so rejected done/replaced at his own level at the risk and cost of the contractor after giving him a notice in writing and the expenditure incurred on this count shall be recovered from the contractor from its outstanding dues or by revocation of any or all parts of the bank guarantee, as may think proper.
- 20.** During the contract, the contractor shall deploy required number of personnel to provide the said services and communicate their names, parentage, and residential address, date of birth, etc. within 07 days from the date of their deployment or communicate any change about it from time to time.
- 21.** The Director, IISER Tirupati or any other officer(s) so authorized by him shall be at liberty to carry out any surprise check on the working of the person so deployed by the Contractor in order to ensure that they are doing his duties satisfactorily.
- 22.** Any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the Contractor at his own expenses, etc., and the Contractor shall report the compliance thereof to the Director, IISER Tirupati. The Contractor shall be solely liable for violation of any provisions of the said Act or any other Act.
- 23.** The Contractor shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees so deployed for the preservation of peace and protection of persons and property of the Institute.



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24. In case of any complain/defect pointed out by the Institute authorities, the Contractor shall immediately replace the person so deployed.

25. **RESOLUTION OF DISPUTES:** In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, IISER TIRUPATI or any other officer nominated by the Director, IISER TIRUPATI for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.

26. **TERMINATION OF THE CONTRACT: -**

The contract may be terminated in any of the following contingencies: -

1. On giving one month's notice by the Institute.

OR

2. On the expiry of the contract period, without any notice.

OR

3. On giving one month's notice by the Institute at any time during the tenancy of contract; in case the services rendered by the Contractor are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for the services.

OR

4. On Contractor being declared insolvent by the competent Court of Law without any notice.

OR

5. Non-compliance of terms and conditions of the Tender Document & Agreement will lead to termination of contract.

OR

6. On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person for sub-letting the whole or a part of the contract to any third person, without any notice.

“Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall continue discharging his duties as before till the expiry of notice period”.

In case of termination of contract on the grounds mentioned at Sr. 3 & 5, above OR in case of Contractor decides to conclude the contract before the expiry of twelve months from the date of commencement of contract, Contractor shall forfeit the bank guarantee held with the Institute.

27. All the pages of the Tender Document must be duly signed and stamped by the agency, thereby agreeing to all Terms & Conditions mentioned in the Tender Document & the Agreement as appended, failing which shall lead to DISQUALIFICATION from further tender process.



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ANNEXURE – 1

(To be furnished on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate/Notary Public)
(To be submitted along with technical bid)

AFFIDAVIT

I/We (Name)_____ Contractor/Partner/Sole Proprietor (strike out
which is not applicable of (Firm) _____ do hereby solemnly affirm and declare that the
individual/firm/companies are not black listed by any Government Department or an autonomous
body.

DATE:

DEPONENT

ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and
belief. No part of it is false and nothing has been kept concealed there from.

DATE

DEPONENT



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ANNEXURE – 2

ACCEPTANCE CERTIFICATE

(To be submitted along with technical bid)

I..... (Designation)..... of

(Name of the Firm/Agency/ Company)

Have read and understood and hereby unconditionally accept the terms and conditions of the tender and agreement in its entirety for the Integrated Pest Control Services.

Signature of Authorized Signatory

Company Seal / Stamp

Date:

Place:



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ANNEXURE – 3

DETAILS OF PRESENT AND PAST CLIENT

(If required use separate sheet without changing the format)

Please attach client certificates on their letterhead a period of the contract awarded,

Name & Address of Client (s) (Do not use abbreviations)	Period (From – To) (DD/MM/YY)	Remarks (if any)

Signature: _____

Name: _____

Seal of the Agency/firm/Company



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ANNEXURE - 4

DRAFT FORMAT OF CLIENT CERTIFICATE

[To be submitted on client's letter head. Certificate may be in any format but should have following minimum details]

Date:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that (Name of Agency) _____ is / was engaged by us for pest control services contract with effect from _____ to _____.

Details of the pest control services provided by the Agency are as under:

SNo.	Period (DD/MM/YY)	
	From	To

During the period of contract, services provided by the Agency has been: Poor / Satisfactory / Good / Very Good /

Outstanding (Strike out whichever is not applicable)

Signature of Authorized Signatory

Name: _____

Designation: _____

Company Seal / Stamp



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ANNEXURE – 5

Bid Securing Declaration Form

Date: _____

Tender No. _____

To (insert complete name and address of the purchaser)

I/We, the undersigned, declare that:

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

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- 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, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.)



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ANNEXURE - 6

NO RELATIONSHIP CERTIFICATE

(On Company Letterhead)

1. I/We hereby certify that I/We* am/are* related/not related (*) to any officer of IISER Tirupati. (If related provide the details of the employee)
2. I/We* am/are* aware that, if the facts subsequently proved to be false, my/our* contract will be rescinded with forfeiture security deposit and I/We* shall be liable to make goods the loss or damage resulting from such cancellation.
3. I//We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Authorized Signatory Name:

Place:

Designation:

Contact No.:



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ANNEXURE – 7

DRAFT AGREEMENT FOR PEST CONTROL SERVICES AT IISER, TIRUPATI

This agreement has been signed on this ___ day of ___, 2023 at Tirupati. Between **INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH (IISER) TIRUPATI** having its transit campus at C/o Sree Rama Engineering College, Karakambadi Road, Mangalam, Tirupati-517507, herein referred to as the “INSTITUTE”. PARTY OF THE FIRST PART And M/s _____, having its registered office at _____ (hereinafter referred to as **CONTRACTOR**) being **THE PARTY OF THE SECOND PART**.

WHEREAS the party of the FIRST PART runs its Institute Wherein Education & Research activities are done.

AND WHEREAS the party of the Second Part is desirous for providing the PEST CONTROL SERVICES in the campus / premises of IISER Tirupati.

NOW THEREFORE THIS DEED WITNESSES AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS UNDER

1. The duration of this Agreement shall be 12 months deemed to be commencing from _____ and automatically ending on the _____ without the necessity of serving notice of termination.
2. The contract shall be for 12 months, which may be further extended, subject to the services being found satisfactory by IISER.
3. The Contractor shall provide a Bank Guarantee/Demand draft 3% of the work order value within 15 days from the date of signing this agreement valid for the contract period plus two months in case of violation of any of the terms and conditions of the contract or in case of any default. It shall be renewed from time to time as per the further renewals / amendment of the contract (if any).
4. Payment will be made to CONTRACTOR on monthly basis (per annum rates/12) based on the work done upon certification by IISER officials.
5. The CONTRACTOR will execute Pest control services by suitable, uniformed and trained manpower equipped with chemicals and necessary machinery, wherever required.
6. The CONTRACTOR will carry out Pest Control services as per highest norms/standards and in a manner that the Premise stays free from undesirable pests, rodents and reptiles. The CONTRACTOR should preferably deploy persons who have prior work experience in managing similar works in large areas.



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7. It will be the sole responsibility of the CONTRACTOR that the men engaged are trained and the IISER will not be liable for any mishap, directly or indirectly.
8. All the manpower, safety equipment for manpower, consumables and equipment for pest control would be procured by the CONTRACTOR.
9. **Penalty Clause**
 - i) INSTITUTE will impose minimum penalty amount of Rs 500/- per day per default. For Breach of any of the conditions of the contract, Minimum penalty of Rs. 5000/- per default or suitable higher amount will be decided by the Institute or termination of contract and forfeiture of performance security as the case may be.
 - ii) The penalty will be deducted from contractor's pending bills or through forfeiture of performance guarantee.
 - iii) In case any public complaint is received attributable to Misconduct /misbehavior of CONTRACTOR personnel, a penalty of Rs.5000/- for each such incident shall be levied and the same shall be deducted from CONTRACTOR bill. Further the concerned CONTRACTOR personnel shall be released from the INSTITUTE immediately.
 - iv) In case the CONTRACTOR fails to commence/ execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, Institute reserves the right to impose the penalty as detailed below: -
 - a) 20% of cost of order/ agreement per week, up to four week's delay.
 - b) After four weeks' delay, the Institute may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any, will be recovered from the defaulter contractor and shall be black listed for a period of four years from participating in such type of tenders his security deposit may also be forfeited, if so warranted.
10. Every employee so engaged by the contractor shall wear uniform and a badge wearing his/ her name, while on duty. The said uniform and badge shall be provided by the contractor at his own cost.
11. The CONTRACTOR shall engage the men/women of age between 21-45 years.
12. Adequate supervising will be provided to ensure performance of the said pest control services is in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Contractor deployed, the supervisory staff will move in their respective areas of responsibility.
13. The CONTRACTOR shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the personnel engaged by him.
14. IISER shall have the right to ask for the removal of any person of the CONTRACTOR, who is not found to be competent and orderly in the discharge of his duty. Similarly, CONTRACTOR



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reserves the right to change the staff with prior intimation to the Institute.

15. The **CONTRACTOR** shall not engage any sub-contractor or transfer the contract to any other person in any manner.
16. The antecedents of staff deployed must be verified by the **CONTRACTOR** from local police authority and an undertaking in this regard to be submitted to IISER.
17. All liabilities arising out of accident or death while on duty shall be borne by the **CONTRACTOR**.
18. The **CONTRACTOR** shall be responsible to maintain all property and equipment of the Institute entrusted to it. Any damage or loss caused due to willful act or negligence by **CONTRACTOR** persons to IISER in whatever shape would be recovered from the contractor.
19. That in the event of any loss occasioned to IISER, as a result of any lapse on the part of the **CONTRACTOR** which will be established after an enquiry conducted by IISER, the said loss can be claimed from the **CONTRACTOR** up to the value of the loss. The decision of the Head of the Institute or his authorized representative will be final and binding on the contractor.
20. Any liability arising out of any litigation (including those in consumer courts) due to any act of **CONTRACTOR** personnel shall be directly borne by the **CONTRACTOR** including all expenses/fines.
21. All necessary requirements under Insecticides Act, 1968 for the performance of the contract if required will have to be arranged by the **CONTRACTOR**. IISER in no way will be responsible for any violation of these acts.
22. Termination
IISER can terminate the contract by giving one-month notice in case the services are not found satisfactory or otherwise. In such a case, IISER will pay on actual work basis for the duration of services used in question. Similarly, the **CONTRACTOR** may also terminate the agreement by giving one-month notice. However, on specific request of IISER, the **CONTRACTOR** will continue to provide the service for two more months but not exceeding three months in total.
23. Settlement of Accounts
Upon the termination of this agreement for any cause whatsoever, all accounts due and owing as between the parties shall become due and be paid within Thirty (30) days from the date of termination of this agreement.
24. TDS and any other Government levies detectable / applicable on bills as per Government instructions/notifications issued from time to time shall be deducted from **CONTRACTOR** bills.



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25. Arbitration

In the event of any question, dispute or difference arising under this agreement or in connection there with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to an arbitrator to be appointed by the Director, IISER and the decision of the Arbitration will be binding on both parties of this agreement.

26. In respect of all disputed differences whatsoever arises between IISER and the Agent or relating to the construction meaning and operation of effect of this contract or the breach thereof, the same shall be settled in the court of Law of Honorable Justice at Tirupati.

27. It is agreed and declared by and between the parties that hitherto it concerns the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Tirupati alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Tirupati.

28. Terms and conditions, requirements, obligations as enumerated in the Tender document shall also be part of this agreement unless otherwise specifically stated here.

(Authorized Signatory)

Indian Institute of Science
Education and Research, Tirupati
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Name_____

Address_____

(Authorized Signatory)

PARTY OF THE SECOND PART CONTRACTOR

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Address_____
