



# भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

धनबाद, झारखण्ड, भारत, पिन-826004

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का एक संस्थान)

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

DHANBAD, JHARKHAND, INDIA, PIN-826004

(An Institute of National Importance under Ministry of H.R.D., Govt. of India)

STORES & PURCHASE SECTION

Phone:(0326) 2235678 || Email : purchase@iitism.ac.in || Website : www.iitism.ac.in

No. CA-INS-156-18-19

Date: 15.10.2018

## **NOTICE INVITING TENDER**

**Subject: Procurement of Pest and Mosquito Control Treatment at IIT (ISM), Dhanbad.**

Indian Institute of Technology (Indian School of Mines), Dhanbad invites quotations for the following to be supplied and delivered in CA Department.

### **1. SCOPE OF WORK TO BE EXECUTED BY THE AGENCY**

- The Agency shall be fully responsible for Pest & Mosquito Control Services in the IIT(ISM) Campus as laid down in the tender and the agency shall work under direction of the Campus Administration Section of IIT(ISM), Dhanbad.
- In case of any theft or loss of IIT(ISM), Dhanbad property for the areas covered under the contract, the responsibility will be fixed on the agency and 100% of the cost as liquidated damages will be reimbursed by the agency to the Institute.

### **2. DETAILS OF THE AREA COVERED UNDER THIS SCOPE OF WORK ARE AS UNDER:-**

#### **A. HOSTELS:**

- Opal Hostel, Extension Building
- Diamond Hostel
- Emerald Hostel
- Topaz Hostel
- Sapphire Hostel
- Amber Hostel
- International EDC
- Jasper Hostel
- Ruby Hostel ( Ruby 1, Ruby 2, Ruby Annex I)
- International Hostel, (xi) Rosaline-I and (xii) Rosaline-II

#### **B. INSTITUTIONAL BUILDINGS:**

- New Academic Complex
- Administrative Building
- Heritage Building (Main school building –Applied Geology, Mining Engg. Dept..)
- Science Block – Applied Chemistry, Applied Physics, Applied Mathematics.
- ME & MME Building, FME Building with Mineral lab.
- ESE



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- vii. Management Study Centre
- viii. CLMM Building
- ix. Workshop, Campus Maintenance Unit .
- x. Generator House 1, 2 & 3.
- xi. HSS Block (Old Building)
- xii. Lecture Hall Complex 1 & 2
- xiii. Central Library (Old & New)
- xiv. Geophysics Annexe Building
- xv. Geology Annexe Building
- xvi. New Petroleum Building and Annex Building
- xvii. Sports and Physical Education Centre, Student Activity Centre
- xviii. Seismological Observatory Lab.
- xix. Staff Recreation Club.
- xx. Scolomin Club.
- xxi. Senior Academic Hostel
- xxii. Executive Development Centre
- xxiii. Health Centre.
- xxiv. New Sports Arena.
- xxv. Squash Court
- xxvi. ISM Canteen Complex, Heritage Canteen
- xxvii. GJLT & Penmen Auditorium
- xxviii. Children Activity Centre
- xxix. CIIE

## C. RESIDENTIAL AREAS:

- Zone I** – All residential areas of Teachers colony and its surroundings, Shanti Bhawan.
- Zone II** – All residential areas of Staff colony and its surroundings.
- Zone III** – All residential areas of UGC colony, (Type V) Teachers Enclave, MES colony, Type C (8 Nos.) quarters and its surroundings, Bungalow No. – 121 & 122
- Zone IV** – All residential areas of Govindpur Road side quarters, RG Bungalow, Scolomin House, Bungalow No. 117 to 120, Type IV-150 Qtrs, parks, grounds etc.  
Type VI/1&2, B/1, Bungalow (LMO Residence)



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### 3. DETAILS OF JOBS TO BE CARRIED OUT FOR HOSTELS AND INSTITUTIONAL BUILDINGS ARE AS UNDER:

#### DETAILS OF JOBS TO BE CARRIED OUT ARE AS UNDER:

- Mosquito/Flies Control treatment will be done to get rid of day-to-day nuisance of mosquitoes/flies.
- Insect control complaints should be attended on all days. Necessary, qualified, manpower for the purpose should be available on site for immediate attention.
- The above mentioned work are to be carried out on all days and also on requirement basis as directed by department,

#### 4. Schedule of work for Pest and Mosquito control work:-

(a)	Anti Larva treatment	Four times in a month with Bi-Larva
(b)	Anti Mosquito treatment	Once in a month with Solfac Ew050
(c)	Pest control treatment	Once in a month with Premise
(d)	Fogging operation	Twice in a month with Kingfog 1.25 ULV, Diesel and Petrol.
(e)	Rodent Control	As and when required with Racumin- sure
(f)	Removal of Beehive	As and when required with Nuvan-Diclorvos-76%EC
(g)	Prevention of snake and other reptiles	As and when required Phenol/Carbolic Acid.
(h)	Bed bug control	As and when required-Propoxure 20% EC

For Pest and Mosquito Control treatment:-

- Adult Mosquito Control (Inside area of the IIT(ISM, Dhanbad) treatment will be done by means of spraying to get rid of all adult insects within the premises. This treatment will be done by means of fogging to get rid of Adult insects hidden in A.C. ducts, behind the furniture and all other hidden places.
- Larva Control treatment (along the boundary wall, drains, manholes, septic tanks, ditches of stagnant water etc) will be done by spraying of Larvicides to stop breeding on any places of stagnant water.
- Insect Control/Disinfestations treatment will be done by means of spraying in living rooms, Toilets, rooms, corridors to get rid of ticks, cockroaches, ants, beetles etc.
- Honey bee insects control shall be done by spraying on the roofs where Bee hives are existing.



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v. Insect control treatment should be extensively carried out in the site on every weekend.

## 5. MATERIAL & EQUIPMENT to be used by the Contractor

The indicative list of Tools and Chemicals to be deployed by the agency are as under:

### For Pest and Mosquito Control :-

- Brass Metal Pump 9 lit capacity – 04 Nos. - All in order in every day.
- Fogging Machines 01 Nos. - All in order in every day.
- 30'to 40' high pressure spraying 01 Nos. - All in order in every day.
- Pump/Gator for spraying the chemical on insects which are laying under roof of the buildings.

**If machine is not functioned on particular day due to technical problem, penalty will be imposed.**

**Chemicals :- Rate should be quoted for each chemical per litre separately.**

Sl. No.	Description of work	Frequency	Name of Chemical	Qty. (per month)	Rate per liter/kg
1.	Anti Larva work	Once in a week	Bi-larv	03 Kg	
2.	Adult mosquito treatment	Once in a month	Solfac EW 050	35 ltrs	
3.	Pest and white ants control	Once in a month	Premise	02 ltrs	
4.	Fogging work	Twice in a month	(i) King fog (ii) Diesel (iii) Petrol	03 ltrs 80 ltrs 15 ltrs	
5.	Rodent control		Racumin-sure	01 Kg	
6.	For removal of beehive	As and when required	Nuvan	10 ltrs	
7.	Prevention of snake and other reptiles	As and when required	Phenol/ carbolic acid	02 ltr	
8.	Bed bug control	As and when required	Propoxure 20% EC	07 ltr	

**(The contractor will have to deposit the chemicals listed above at the start of every month to the store of Campus Administration Section. All the chemicals brought by the contractor should be in sealed condition and should be verified by Estate Officer. The contractor has to submit original invoice with the monthly bill to claim the payment).**



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## 6. LABOUR AND MANPOWER

Minimum four semiskilled workforce with cell phone and with proper uniform having firm's Batch. The wages should be quoted as per the Govt. of India rules and breakup should be mentioned i.e. Basic, DA, EPF, ESIC, Bonus etc.

### Tender Schedule

Particulars	Date & Time
Bid Security or Earnest Money Deposit	Rs. 1,00,000.00 (Rupees One Lakh only)
Last date and time for submission of tenders	14/11/2018 at 3:00 P.M.
Date and time of opening of tenders	14/11/2018 at 4.00 P.M.

- You are requested to quote your lowest rates for the supply of above items in the attached format for Financial Bid (Annexure – II)
- Clarification(s) sought after the prescribed date shall not be entertained.
- You may send your representative in the office of the undersigned at the scheduled date and time of opening of tender.
- Tender should be submitted in sealed cover only superscribed with Enquiry No. and due date at the following address only:

*The Deputy Registrar (P&S)*  
*Indian Institute of Technology (Indian School of Mines),*  
*Dhanbad – 826 004, Jharkhand*

## 1. ELIGIBILITY AND SELECTION CRITERIA

- A registered company, firm or agency having experience of at least 03 years in providing Pest & Mosquito Control Services, having minimum annual turnover of **Rs. FIVE LAKH** during the preceding three financial years ending 31<sup>st</sup> March 2018 and experience of undertaking at least two independent completed projects in Pest & Mosquito Control services.
- The Contractor registered under the provisions of Contract Labour (Regulations and Abolition) Act shall only be eligible to get this contract, provided there is no legal or any other bar against the Contractor in this respect. The contractor shall be solely liable for violation of any of the provisions of the said Act and other related Act. Contractor should have PAN/TAN number, GST registration.
- The Tenderer should have well established office in India
- The Tenderer should have 03 year's experience in providing Pest & Mosquito Control Services in Govt. Organisation, Semi-Govt., Corporate Sector.
- The Tenderer should not have been blacklisted by any Govt., Semi-Govt., Deptt. or any other organization.



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- vi. The Tenderer must submit duly filled Tender form specified in **Annexure I** of this document.
- vii. Attested copy of Certificate of registration, MOU/ partnership deed in case of partnership firm, article of association etc shall be attached.
- viii. The Tender form shall be accompanied by the documents mentioned in checklist specified in of this document.
- ix. The Tenderer without the qualifications as mentioned at Sl. No. i to vii above and Tender without all the documents mentioned at Sl. No. viii above, shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
- x. Tender without EMD will be rejected.
- xi. Every page of Tender document should be signed by the Tenderer confirming acceptance of terms and conditions of the tender.
- xii. In case any person signs the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the Company/firm empowering him/her to sign the documents on behalf of company or firm shall also be enclosed in the tender document.

## 2. SUBMISSION AND OPENING OF TENDERS

- i. Tenders should be submitted on specified format supplied by Indian Institute of Technology (Indian School of Mines), Dhanbad or downloaded from Institute website along with Account Payee Demand draft, of any nationalized scheduled bank amounting to **Rs. One Lakh** with validity of not less than 3 months beyond the validity period of tender, drawn in favour of Registrar, Indian Institute of Technology (Indian School of Mines), Dhanbad towards E.M.D.
- ii. **The E.M.D. of unsuccessful Tenders will be returned after finalization of the tender/contract.**  
No interest shall be paid on the E.M.D. In case of successful tender, amount paid as E.M.D. will be adjusted towards performance security deposit and this amount will not carry any interest.
- iii. Both the Technical Bid & Financial Bid should be placed in separate sealed envelopes and both sealed in bigger envelope super-scribing "**Tender for Pest & Mosquito Control Services**". EMD should be with Technical Bid.
- iv. Tenders should be dropped in the box kept in Purchase Section at the Administrative Block, IIT(ISM), Dhanbad between **9:00 A.M. to 06: 00 P.M. on all working days up to 14/11/2018.**
- v. Technical Bid will be opened on 14/ 11/2018 at **04:00 P.M.** in the premises of the Institute in presence of Tenderers if any and for opening of financial bid date, time, venue will be conveyed to technically qualified tenderers by post / telephonically.



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- vi. The Registrar, Indian Institute of Technology (Indian School of Mines), Dhanbad will have full authority to reject any /all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
- vii. Before submitting the tender, the Tenderer must ensure that they strictly fulfil all the eligibility conditions to avoid rejection of their tender.
- viii. The Tenderer submitting the Tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of tender.
- ix. **Before submitting the tender, the Tenderer should inspect the site/location (Hostels, Academic buildings, Residential areas etc) to fully acquaint himself with the condition in regard to accessibility of site/location, nature of the work, working condition etc required for satisfactory execution of contract. No claim, whatsoever, will be entertained for any alleged ignorance thereof under any circumstances after the award of the contract.**
- x. The tenderer shall have to participate and quote rates applicable for entire campus. Tender participation part areas will not be permitted.
- xi. All disputes/ Court cases in this regard will be dealt with within the Dhanbad jurisdiction.

## PERFORMANCE EVALUATION:

- i. The performance evaluation of Pest & Mosquito Control Services shall be carried out by the IIT(ISM), Dhanbad regularly (daily, weekly, fortnightly or monthly basis depending upon the discretion of the department). The agency shall submit daily action plans/reports to the Sanitary Inspector/ Estate Officer of the Institute (for each building including open areas). Continuity of the Contract will depend upon the satisfactory feedback.
- ii. IIT (ISM), Dhanbad shall rate the quality/performance of agency/tenderer and the tenderer/agency is obliged to perform to the entire satisfaction of the IIT(ISM), Dhanbad.
- iii. The IIT (ISM), Dhanbad reserves the right to satisfy itself about the quality of Pest & Mosquito control services provided by the tenderer. In the event the agency does not achieve the level of satisfactory performance, the tenderer/ agency is liable to be penalized by deduction in his payment minimum 5% and above depend upon the level and duration of the continued dissatisfaction. The decision of the IIT (ISM), Dhanbad authority shall be final in this regard.



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## 10. TENDER FORM, EARNEST MONEY AND SECURITY DEPOSIT

- i. Tenderer will submit the tender form for Pest & Mosquito Control Services in the IIT(ISM), Dhanbad along with Earnest Money Deposit amounting to **Rs. One Lakh** to be paid in the form of Bank Draft of any nationalized scheduled bank in favour of Registrar, Indian Institute of Technology (Indian School of Mines), Dhanbad. In no case, cheque and/or cash will be accepted. The tender will not be accepted if it is not accompanied by Earnest Money Deposit as earlier explained.
- ii. The Security Deposit will be forfeited in case of breach of contract and non-compliance of the terms and conditions of contract.
- iii. The Contract agreement is to be signed by the contractor, which will be taken as the date of commencement of the work. The earnest money shall be forfeited if the Contractor fails to execute the agreement within the specified period as per the letter of award.
- iv. **The tenderer should submit the duly filled and signed Tender Form along with the following documents. In case the tenderer is found to have not fulfilled any/all of the following requirements, the entire bid is liable to be rejected without assigning any reason thereof.** All the documents pertaining to the Firm/Company submitted by the tenderer should bear the same Name and Address as recorded in the Tender Form. In case of any variation, it should be specifically clarified as to whether the changes have been duly notified to the respective Authority and proof of acceptance by such Authority must be attached with the respective document submitted by the tenderer.
  - a. Earnest money deposit of **Rs. One Lakh**.
  - b. GST Certificate from the concerned Taxation Authority.
  - c. Income Tax Return from the concerned Taxation Authority.
  - d. Original terms and conditions of tender (each page to be signed by the tenderer).
  - e. Valid Registration No. of the Firm (under Shops & Establishment Act) or Registration No. of the company (under Companies Act, 1956), as applicable (attach attested copy of certificate).
  - f. Valid PAN card of the Company/Firm (attach attested copy of PAN card).
  - g. Valid Provident Fund Account No. of the Firm (attach attested copy of registration).
  - h. Valid ESIC No. of the Company/firm (attach attested copy of registration certificate).



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- Valid Pest Control License No. Contractor's acceptance letter to associate with the tender to provide service on site (attach attested copy of License).
- The tenderer should have a minimum annual turnover during the preceding three financial years ending 31<sup>st</sup> March of 2016, 2017 and 2018 of Rs. FIVE LAKH in similar Services.

Year	Name of the client	Period of service	Amount of Contract	Total Payment received during the financial year
April 2015-March 2016				
April 2016-March 2017				
April 2017-March 2018				

Note: - The columns are indicative only and in case more number of clients are serviced during Financial Year the same can be accordingly added appropriately. This information will be verified before award of tender.

- Tenderer should give the documentary proof of minimum three years experience (for the last three financial years) in providing Pest & Mosquito Control Services. This should be given in should be submitted on Letterhead of Tenderer:

Sl. No.	Year	Name and Address of the client where the Experience in Providing Pest & Mosquito Control Services claimed (One year or more)
1.	2015 – 16	
2.	2016 – 17	
3.	2017 – 18	

m. In the column meant for experience in Providing Pest & Mosquito Control Services, the tenderer should give the details of clients serviced during mentioned period. Also attach the attested copies of performance certificate issued by the clients of the tenderer. The minimum qualifying rating for performance certificate is prescribed as Satisfactory. The tenderers who do not attach the minimum of satisfactory performance certificate for the above said period may not be considered and their tender is liable to be rejected. The sample performance certificate to be attached by the tenderer is given below and it should be issued by the client of the Tenderer (on client's letterhead).



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## Performance Certificate

It is certified that M/s \_\_\_\_\_ had provided Pest & Mosquito Control Services to our firm for the premises located at \_\_\_\_\_ having a built up area measuring \_\_\_\_\_ Sq.mt. for the period from \_\_\_\_\_ (date-to-date). The annual financial component of the work contract for the above said work is Rs. \_\_\_\_\_ (in words) \_\_\_\_\_. The performance of the firm was satisfactory / good / very good.

Signature of the client (of the tenderer) With Seal  
of the client/firm of the tenderer

**NOTE-** The tender committee may also accept performance certificate in other similar Proforma and its decision shall be final.

**All the above documents should have the stamp of the Firm or Company; every document/paper mentioned above should be signed by tenderer on every page. (Including the performance certificate issued by tenderer's clients.)**

## 11. FINANCIAL BID:

- The tenderer should quote the rate and amount tendered on per month rate basis in Rupees for the whole job of Pest & Mosquito Control Services in IIT(ISM), Dhanbad as defined in this tender document in figures and as well as in words *separately*. The rate and amount of the tender should be inclusive of all applicable charges and taxes etc and in accordance with the provisions of Minimum Wages Act, Contract Labour Act, and other statutory provisions like Provident Fund Act, ESI, Bonus, Administrative charges etc. but exclusive of GST i.e. extra as applicable from-time-to-time.
- No overwriting in the Financial Bid will be allowed and such type of tender is liable to be rejected.
- The rates quoted should be in consolidated per month and shall be valid for the period of tender/contract/agreement including the extended period and the labour charges can vary as per Govt. of India notification. In case of half yearly increase in minimum wages/VDA by the Govt. of India the contractor will submit copy of gazette notification to Institute and the same will be revised as the case may be.
- The Tenderer should quote the amount tendered/financial bid. It should be given in the letterhead of the company/Firm/Tenderer.
- The financial bid should have the stamp of the Firm or Company and signed by the tenderer on every page.



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**(An Institute of National Importance under Ministry of H.R.D., Govt. of India)**

**STORES & PURCHASE SECTION**

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- vi. **The separately sealed Financial Bid (Annexure II) shall be enclosed in the same envelope along with other documents mentioned above, however, financial bid of only those tenderers will be opened who fulfill all the requirements mentioned in this tender.**

## 12. PERIOD OF TENDERED WORK

The tender will be awarded for a period of **two years** from the day the selected agency starts providing Pest & Mosquito Control Services in Indian Institute of Technology (Indian School of Mines), Dhanbad Campus.

## 13. PAYMENT OF BILLS

- i. Bill payment will be made on monthly basis by IIT(ISM), Dhanbad within thirty days from the date of submission of the bill in respect of undisputed bills. The Agency while preparing the bill for payment will have to certify that the wages (as per Minimum Wages Act and other Statutory Liabilities) of the employees deployed on site, for the month for which the bill pertains have been disbursed. PAN No., TIN No. & GST No. should be quoted on the body of the bill. Proof of Payment made for EPF, ESI, GST etc. for the staff deployed in the IIT(ISM), Dhanbad is endorsed with the bill. The payment sheet of labourer should be enclosed with the bill and bank statement.
- ii. Wherever any over payment comes to the notice of IIT(ISM), Dhanbad the same shall be deducted by IIT(ISM), Dhanbad from any sum due or which at any time thereafter may become due to the agency under this tender/agreement/contract, and failing that, under any other tender/contract/agreement with IIT(ISM), Dhanbad or from the Performance security deposit of the tenderer.
- iii. IIT(ISM), Dhanbad reserves the right to carry out post payment audit and/or technical examination of the final bill including all supporting vouchers, abstract etc. IIT(ISM), Dhanbad further reserves the right to enforce recovery of any overpayment whenever detected.
- iv. If as a result of such audit and technical examination, any overpayment is discovered in respect of any work done by the agency or alleged to have been done by the agency under the tender/agreement/contract, it shall be recovered by the IIT(ISM), Dhanbad from the agency by any or all the methods prescribed above or through a Court of law as the situation warrants.
- v. If any underpayment is discovered, the amount shall be duly paid to the agency by the IIT(ISM), Dhanbad as and when pointed out and found justified.



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## **14. NOTICE BY INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD.**

Subject to as otherwise provided in this Tender, all notices to be given on behalf of the IIT(ISM), Dhanbad and all other actions to be taken on its behalf may be given or taken by the Registrar, or any authorized official by the IIT(ISM), Dhanbad.

## **15. NO LIABILITY OF IIT (ISM), DHANBAD.**

- i. IIT(ISM), Dhanbad shall not provide any residential accommodation to the Pest & Mosquito Control Services personnel employed by the agency. No cooking or lodging shall be allowed in the IIT (ISM) Dhanbad building for the staff engaged by the contracting agency.
- ii. IIT (ISM), Dhanbad will be under no obligation to provide employment to any of the employees of the agency during or after expiry of tender/agreement/contract period and the IIT (ISM), Dhanbad recognizes no Employer-employee relationship between Institute and Pest & Mosquito Control Services employees deployed by the contracting agency.
- iii. IIT(ISM), Dhanbad shall not be responsible financially or otherwise for any injury/ death on duty to the personnel in the course of performing the Pest & Mosquito Control Services as per this tender. This liability shall solely be of the tenderer.

## **16. TERMINATION OF TENDER**

- i. If the agency at any time makes default in executing the job with due diligence and care and continues to do so, and / or the agency commits default in complying with any of the terms and conditions of tender and does not rectify it or take effective steps to rectify it, or fails to complete the work as per the terms and conditions and does not complete them within the period specified in the notice given to him in writing, the IIT(ISM), Dhanbad may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the contracting agency, shall cancel the contract/agreement after one month notice and security deposit will also liable to be forfeited by the Institute. IIT(ISM), Dhanbad on such cancellation, shall have powers to carry out/execute the work through other agencies by any means at the risk and cost of the contracting agency.
- ii. IIT (ISM), Dhanbad reserves the right to terminate the contract, without assigning any reason, by giving to the tenderer one month notice of its intention to do so and on the expiry of the said period of notice, the contract/agreement shall come to an end.
- iii. If any information furnished by tenderer is found to be incorrect or false at any time, the tender/contract/agreement is liable to be terminated, after one month's notice and the security deposit will also liable to be forfeited by the IIT (ISM), Dhanbad.



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- iv. In case the agency wants to terminate the tender/contract/agreement, it shall have to give three months notice in advance to this effect to the IIT (ISM), Dhanbad.
- v. During the notice period for termination of the contract, the Contractor shall keep on discharging his duties till the expiry of notice period.
- vi. On termination of the contract on any ground whatsoever, it shall be the duty of the Contractor to remove all the persons deployed by him and he should ensure that no person creates any disruption/hindrance/problem of any nature for the Indian Institute of Technology (Indian School of Mines), Dhanbad.

## 17. ARBITRATION

In the event of any dispute arising out of this tender/contract/agreement or in connection with the interpretation of any clause in the terms and conditions of the tender/agreement/contract or otherwise, the matter shall be referred to the arbitrator appointed by the IIT (ISM) Dhanbad.

Courts at Dhanbad shall have jurisdiction in connection with any dispute/litigation arising between the parties concerned to the given Contract/Agreement.

## 18. OTHER CONDITIONS OF THE TENDER

- i. The Tender form should be clearly filled in ink legibly or typed and no column should be blank.
- ii. Change in the name of the tenderer during the tender process shall not be allowed under any circumstances.
- iii. Every paper of the tender should be signed by the Tenderer with seal of Agency/Firm/Company.
- iv. No change in constitution / share holding of the successful tenderer will be allowed under any circumstances without the prior approval of the IIT (ISM), Dhanbad authority in writing.
- v. The IIT (ISM), Dhanbad will deduct Income Tax at Source as applicable from time to time.
- vi. **The Agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.**
- vii. The Contracting Agency shall indemnify the IIT(ISM), Dhanbad against all other damages/ changes and expenses for which the IIT (ISM), Dhanbad is held liable or pays on account of the negligence of the Agency or his servants or any person under its control, whether in



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respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.

- viii. In case of any person signing the tender/contract/agreement on behalf of limited Company or Firm, letter of authority/ resolution passed by the company/firm empowering him to sign the tender/agreement/contract on behalf of the company or firm shall be enclosed with the tender.
- ix. If any damage / theft is caused to the assets / property / office equipment by Mosquito control personnel and/or supervisor of the agency or otherwise then the contracting agency shall bear the cost of repair or replacement or damages as the case may be.
- x. Any person who is in Government Service or an employee of the IIT (ISM), Dhanbad should not be made a partner to the tender by the agency directly or indirectly in any manner whatsoever.
- xi. The contracting agency shall not transfer the tender to any other person in any manner. The agency shall not be permitted to sub-contract the work to any other person/firm/agency.
- xii. Any other appropriate provisions as advised by the IIT (ISM), Dhanbad shall be incorporated in the agreement to be executed by the contracting agency and the same shall be binding on both the parties to the ensuing contract/agreement.
- xiii. That the successful tenderer shall, take immediate steps to get a license under Contract Labour (R&A) Act, 1970.
- xiv. The agency shall provide a non-judicial stamp paper of Rs.100/- for preparing a contract/agreement. The successful tenderer shall enter into a contract/agreement with the IIT(ISM), Dhanbad as per the terms and conditions of the tender within one month from the issue of letter of acceptance or whenever called upon to do so by the IIT (ISM), Dhanbad whichever is earlier.
- xv. The Contractor shall attend to complaints relating to Pest & Mosquito Control Services received from the employees and students of the IIT (ISM), Dhanbad and shall devise a system whereby such complaints when brought to the notice of the Contractor will be attended promptly by him or his employees concerned.
- xvi. For performing Pest & Mosquito Control Services duties the contractor shall deploy well-trained persons. The contractor shall ensure that the persons are efficient, honest, punctual and disciplined and remain vigilant in performance of their duty. The



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Contractor shall engage medically and physically fit persons preferable between the ages of 18 to 58 years.

- xvii. The contracting agency before execution of the work shall specify the actual number of workers to be engaged for Pest & Mosquito control job. Each staff engaged by the contracting agency shall wear the prescribed uniform meant for, Pest & Mosquito Control Services according to season (i.e. summer uniform in summer and winter uniform in winter season) and a badge bearing his name and designation, while on duty. The said uniform and badge shall be provided and maintained by the contracting agency at its own cost.
- xviii. All employees of the contractor shall be issued with identity cards bearing their photographs. Cost of Identity cards and photographs for identity cards shall be borne by the Contractor. The Contractor shall have the identity format approved from the competent authority.
- xix. IIT (ISM), Dhanbad shall be at liberty to direct and to require the contracting agency to remove from the work, any person employed by the Agency who in the opinion of IIT (ISM), Dahnbad misconducts himself or is incompetent or negligent in the proper performance of his/her duties or infirm and invalid/or indulges in unlawful activities or the like and such person shall not be again employed on the work without written permission of the IIT (ISM), Dhanbad.
- xx. The Contractor shall be responsible for the conduct and behaviour of his employees. If any employee of the Contractor is found misbehaving, the Contractor shall take necessary and appropriate action.
- xxi. All the Terms and Conditions contained in these tender documents will be a part and parcel of the agreement/contract to be executed by the contracting agency with the IIT (ISM), Dhanbad.
- xxii. Once the competent authority accepts the tender, the contracting agency shall be responsible to provide the Pest & Mosquito Control Services within 10 days from the date of issue of letter of acceptance.
- xxiii. Canvassing in connection with the tender is strictly prohibited which may disqualify the tender. Tender must be unconditional.
- xxiv. **Tender not conforming to the requirements as per the terms and conditions will be rejected and no correspondence shall be entertained in this regard whatsoever.**
- xxv. All the intending tenderers are advised to keep a photocopy of the Tender documents with them for their future reference. All the intending tenderers are further advised to visit the Indian School of Mines Campus with prior appointment from Registrar/ Estate



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Officer to understand the nature and volume of work before participating in the Tender and then quote the rate/amount per month for the work, because no subsequent request of the tenderer for additional payment/claim on any account will be entertained by the IIT (ISM), Dhanbad under any circumstances.

- xxvi. For any clarification regarding the scope of work and /or any terms and conditions of tender, the intending tenderer can seek clarification from Estate Officer on any working day in person.
- xxvii. Attendance report of all the staff deployed at IIT (ISM), Dhanbad Campus shall be given to Campus Administration Section, every day.
- xxviii. No manpower other than those on duty shall be allowed to stay in the premises during the specified working hours. The Agency shall be responsible for the watch and ward not only of his/her stores but also of the fittings and fixtures in the common areas in the building.
- xxix. All requirements under various statutory laws including relevant Labour Act must be complied with by the Agency. Any default will be the liability of the Agency and the Agency shall be liable to reimburse any amount paid by the IIT (ISM), Dhanbad by way of default, interest and penalty. The Agency shall undertake to furnish all the details as and when asked for by the IIT (ISM), Dhanbad. The Agency will also maintain the relevant records of all payments made by the Agency and will produce to the satisfaction of the IIT (ISM), Dhanbad immediately whenever asked for.
- xxx. The Agency shall be responsible for the good conduct/behaviour and integrity of its personnel and will also be responsible for any act of omission or commission on their part.
- xxxi. Weekly performance of the Service Provider will be observed by the Campus Administration Section officials entrusted with supervision of particular units.
- xxxii. Bill shall be submitted at the end of each month (in triplicate) along with certificates for satisfactory performance from the user sections/officers in support of having performed the job in this office premises. This certificate will be verified by Sanitary Inspector and counter signed by Sr. SEO/SEO of IIT (ISM), Dhanbad.
- xxxiii. 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 for Pest & Mosquito Control works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the Department and the Labour department.



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xxxiv. The tenderer must ensure that the wages to be paid to the workers engaged against the contract should not be less than the minimum wages as per the minimum wages Act amended from time to time.

xxxv. The contractor is liable to pay annual bonus to the eligible workers as per the provisions contained in relevant labour law.

## 19. REJECTION OF TENDER

- The entire columns and rows in the Tender format (including Tender form and Financial Bid) should be filled up. Tender incomplete by any manner is liable to be rejected without assigning any reason.
- The Registrar, Indian Institute of Technology (Indian School of Mines), Dhanbad reserves the right to reject any or all tender(s) without assigning any reason thereof.

\*\*\*\*

## Check List for documents to be submitted along with Bid.

- Duly completed tender form with every page of the tender document signed by the tenderer or authorized person on behalf of tenderer's firm with company seal.
- Earnest money deposit Demand Draft of Rs. 1,00,000/- (Rupees One Lakh Only) in favour of Registrar, Indian Institute of Technology (Indian School of Mines), Dhanbad.
- Terms and Conditions of the Tender duly signed on each page.
- Registration No. of the Firm (under Shops & Establishment Act) or registration No. of the company (under Companies Act, 1956), as applicable (attach attested copy of certificate).
- Proof of Contractor Registration under the provision of Contract Labour (Regulation & Abolition Act.) 1970.
- GST Registration Form.
- Income Tax Return (Last three Financial Year).
- PAN Card of Firm/Company (attach attested copy of PAN Card).
- Provident Fund Account No. of Firm/Company (attach attested copy of certificate).
- ESI No. of Firm/Company (attach attested copy of certificate).
- Insect/Pest control license No. (attach attested copy of certificate).
- The details of the turnover for the year 2015-16, 2016-17 and 2017-18 should be provided as per format under Heading 10 iv (k) at page No. 10 on letterhead of the tenderer.
- Certificate of Chartered Accountant verifying the details of turnover for the financial year 2015-16, 2016-17 and 2017-18.
- Details of work executed by the tenderer in its letterhead (as at Heading 10 iv (l)) on page No. 10.
- Copies of Work Orders issued by Tenderer's clients.
- Attested copies Performance certificate issued by the clients to the tenderer, (which should have minimum rating of 'satisfactory') for last three financial years as per the format Sl. No. 10 iv (m) on page No. 10 and 11.



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**17. Financial Bid in the letterhead of the Firm /Company (Annexure II).**

**Note:** - Technical Bid and Financial Bid should be submitted in two separate envelopes and should be sealed and superscribed respectively as 'Technical Bid for Pest & Mosquito Control Services' and 'Financial Bid for Pest & Mosquito Control Services' at IIT(ISM), Dhanbad Campus. Both the sealed bids should be submitted in one single sealed envelope.

Signature of the Tenderer  
**With Seal of the Firm/ Company**



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## Annexure - I

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD**

### **TENDER FORM FOR PROVIDING PEST & MOSQUITO CONTROL SERVICES IN ISM CAMPUS**

#### TECHNICAL BID

**A) Please also Fill the Page Nos. where the documents mentioned are attached:**

Affix duly  
attested PP  
size  
photograph  
of the  
tenderer

Sl. No.	Item Description	Particulars to be filled in by the tenderer	Enclosure No.
i)	Name of the Firm (In block letters)		
ii)	Status of the agency whether Public Ltd./ Pvt. Ltd. / Partnership Firm/ Partnership/Proprietorship		
iii)	Registration No. and Year of Establishment of firm/ company		
iv)	Name and designation of the tenderer		
v)	Father/Husband Name of the Tenderer and Designation		
vi)	Full Residential address of the tenderer with proof		
vii)	Tenderer's Registered office address		
viii)	Tenderer's address for correspondence		



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## B. Checklist: Please also Fill the Page Nos. where the documents mentioned are Attached:

Sl No.	Particulars	Compliance	Enclosure No.	Remarks
i.	Duly completed tender form			
ii.	Earnest money deposit (Demand Draft of Rs. 1,00,000/- (Rs. One Lakh) in favour of Registrar Indian Institute of Technology (Indian School of Mines), Dhanbad.	DD No. _____ Date _____ Drawn on _____		
iii.	Terms and Conditions of the Tender duly signed on each page			
iv.	Cost of the tender document, if the same was downloaded from website, in case Tender Document is purchased by cash, enclose the cash receipt	DD No/ Receipt No. Date Drawn on _____		
v.	Registration No. of the Firm/ Company (attested copy enclosed)			
vi.	Proof of contractor registration under Contract Labour Act.			
vii.	GST Registration/Return			
viii.	Income Tax Returns (Last three years)			
ix.	PAN card of Firm/Company attested copy placed			
x.	Provident Fund Account No. of Firm/Company attested copy placed			
xi.	ESI No. of Firm/Company attested copy placed			
xii.	Insect Control License No.			
xiii.	Details of Turnover of the Firm/Company to be submitted on the letterhead of the Tenderer. Also attach the Income Tax			



# भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

धनबाद, झारखण्ड, भारत, पिन-826004

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का एक संस्थान)

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

DHANBAD, JHARKHAND, INDIA, PIN-826004

(An Institute of National Importance under Ministry of H.R.D., Govt. of India)

STORES & PURCHASE SECTION

Phone:(0326) 2235678 || Email : purchase@iitism.ac.in || Website : www.iitism.ac.in

No. CA-INS-156-18-19

Date: 15.10.2018

	Return to prove the turnover claimed for the preceding three financial years			
xiv.	Details of work executed by the tenderer on its letterhead			
xv.	Copies of Work Order issued by Tenderer's clients attested copy placed			
xvi.	Attested copies of performance certificate issued by the clients of the tenderer, for three years 2015-16, 2016-17 and 2017-18			
xvii.	Self declaration regarding any fine/deduction from the running contract for not performing satisfactory work during the last three financial periods			
xviii.	Financial Bid as prescribed in the Annexure II			
xix.	Details of experience in Pest & Mosquito control Services (to be submitted on the letterhead of the Tenderer)			
xx.	Self declaration on blacklisting from any company/ organisation.			

**I / We the undersigned being the tenderer as mentioned above, hereby apply to the IIT (ISM) Dhanbad for providing Pest & Mosquito Control Services in the IIT (ISM) Dhanbad Campus as described above in accordance with the terms and conditions of the tender. I / We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the tender and the Notice Inviting Tender are also signed and being submitted with the tender form.**



**भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद**

**धनबाद, झारखण्ड, भारत, पिन-826004**

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**(Signature of the Tenderer  
with Seal of the Firm/ Company)**

**Place: \_\_\_\_\_ Date: \_\_\_\_**

**Note:**

- Any Correction in the application form should be fully signed by the tenderer.
- All pages of the tender application form should be fully signed by the tenderer.
- Strike-out items whichever is not applicable.



# भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

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## ANNEXURE -II

### FINANCIAL BID FOR PEST & MOSQUITO CONTROL SERVICES IN THE IIT (ISM), DHANBAD CAMPUS

(To be sealed in separate envelope)

I/We ( ) on behalf of M/s

hereby undertake to carry out in entire Campus Pest  
& Mosquito Control Services as specified in this tender for :

Sl. No.	Campus	Amount (Rs.) per day	Amount (Rs.) per month	Contractor Service Charges	Total charges per month
A	Charges of chemical for providing Pest and Mosquito Control Services.				
	a)The wages of four semiskilled workers (As per Govt. of India Rules)				
	<b>TOTAL AMOUNT</b>				

The above rate/amount will be valid for the period of tender/contract/agreement from the date of actual start of work and shall also be valid for the mutually agreed extended period (if any), as per the terms and conditions of the tender. The rate quoted above are inclusive of all applicable charges, taxes and in accordance with all the statutory liability/provision/rules/regulations like Minimum Wages Act, Contract Labour (R&A) Act 1970, etc. and provide for Provident Fund, ESI, Bonus, Gratuity, Administration charges, etc.

Signature of the Tenderer  
With Seal of the Firm