

# INDIAN INSTITUTE OF TECHNOLOGY INDORE



## NOTICE INVITING TENDER

**Providing general pest control for Simrol Campus, IIT Indore**

**Notice No.: IIT/Estate/Maint/AMC/Pest C/2016-17**

**INDIAN INSTITUTE OF TECHNOLOGY INDORE**

**Simrol, Indore (M.P.), PIN: 452020, Phone 0731-2438973**



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### **GENERAL INSTRUCTION**

Tenders have been invited on the basis of Standard Form 7/8 and General Conditions of Contract for works in Central Public Works Department (CPWD). However in the context of IIT Indore, the following terms may be read as:

<b>Sl. No.</b>	<b>As per Standard Forms</b>	<b>To be Read as</b>
i)	President of India	Board of Governors, IIT Indore.
ii)	Government of India	IIT Indore
iii)	Central Public Works Department	IIT Indore
iv)	Chief Engineer, CPWD	Director, IIT Indore
v.	Circle Office	IIT Indore



**INDIAN INSTITUTE OF TECHNOLOGY INDORE**

**NOTICE INVITING TENDER**

**Notice No.: IIT/Estate/Maint./AMC/Pest C/2016-17**

1. The Dean of Planning (Estate Section) IIT Indore invites on behalf of the Board of Governors, sealed item rate tenders for the following work from the agencies who have satisfactorily completed during last 5 years:

- (a) 3(three) similar work of 40% of estimated cost, or
- (b) 2(two) similar work of 60% of estimated cost, or
- (c) 1(one) similar work of 80% of estimated cost.

\*Similar work shall mean Pest control work

**Name of Work: Providing general pest control for Simrol Campus, IIT Indore at the following building listed below.**

- 1. SIC Building.
- 2. Workshop Building.
- 3. Director Bungalow.
- 4. Enabling School Building.
- 5. Academic POD, CSE I Ground Floor only.
- 6. Academic POD, CSE II Ground Floor & First Floor only.
- 7. Boys Hostel, Ground Floor only
- 8. Studio Apartment, Ground Floor & First Floor only.
- 9. MRS Building.
- 10. ESS near Workshop Building.

The estimated cost of works is **Rs. 6,75, 000/-** this estimate, however, is given merely as a rough guide.

- 1. The contractor satisfactorily completed similar works of magnitude specified below should attach the copies of the works completed issued to them by the authorities.
  - (i) Three similar works each costing not less than **Rs 2,70,000/-** or completed two similar works each costing not less than **Rs 4,05,000/-**, or completed one similar work costing not less than **Rs 5,40,000/-** in last 7 years ending 31.03.2015.
- 2. Agreement shall be drawn with the successful bidder on prescribed Form No. CPWD-7/8 which is available as a Govt. of India Publication. Bidder shall quote his rates as per various terms and conditions of the said form, which will form part of the agreement.
- 3. The time allowed for carrying out the work will be **12 month** from the date of start.
- 4. The site for the work shall be made available.



5. Earnest money of **Rs 13,500/-** in form of Demand Draft of any scheduled bank/Pay Order of any scheduled bank issued in favor of **Registrar, IIT Indore**, payable at Indore.
6. The contractor shall submit an irrevocable Performance Guarantee of 5% (Five percent) of the tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement. This guarantee shall be in the form of Demand Draft of any scheduled bank/Pay Order of any scheduled bank issued in favour of **Registrar, IIT Indore**, payable at Indore. The Performance Guarantee will be return after successful completion of the work.
7. Tender, which should always be placed in sealed envelope, with the name of work and due date written on the envelopes, will be received by OSD (Estate Office), IIT Indore up to 3:00 PM **27/6/2016** and will be opened by him or his authorized representative in his office on the same day at 3:30 PM.
8. The description of the work is as follows:  
Providing general pest control for Simrol Campus, IIT Indore at the following building listed below.
  1. SIC Building.
  2. Workshop Building.
  3. Director Bungalow.
  4. Enabling School Building.
  5. Academic POD, CSE I Ground Floor only.
  6. Academic POD, CSE II Ground Floor & First Floor only.
  7. Boys Hostel, Ground Floor only
  8. Studio Apartment, Ground Floor & First Floor only.
  9. MRS Building.
  10. ESS near Workshop Building.

The approximate area of total work is 22,500 Sqm.

Copies of other documents pertaining to the works will be open for inspection by the Bidders at the office of the OSD (Estate Office), IIT Indore.

9. Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. Bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & Plants, water, electricity, access facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and



plant, etc. (if any) will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

10. The competent authority on behalf of Board of Governors does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
11. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractor who resort to canvassing will be liable to rejection.
12. The competent authority on behalf of the Board of Governors reserves to himself the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rate quoted.
13. The contractor shall not be permitted to tender for works in the Institute (IIT Indore) in which his near relative is posted in any capacity at IIT Indore. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any employee in the IIT Indore. Any breach of this condition by the contractor would render him liable to be debarred from taking works in this Institute.
14. No Engineer of gazetted rank or other gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of two years after his retirement from Govt. Service without the previous permission of the Govt. of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Govt. of India as aforesaid before submission of the tender or engagement in the contractor's service.
15. The tender for the works shall remain open for acceptance for a period of Ninety Days from the date of opening of the tenders. If any bidder withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the re-tendering process of the work.
16. This Notice Inviting Tender shall form a part of the contract document. The successful Bidder/ Contractor, on acceptance of his tender by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work sign the contract consisting of:-
  - a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
  - b) Standard C.P.W.D Form 8.



17. For Composite Tenders

- 17.1 The bidder must associate with himself, agencies of the appropriate class eligible to tender for the minor components individually.
- 17.2 It will be obligatory on the part of the bidder to sign the tender document for the entire component. (The schedule of quantities. conditions and special conditions etc.).
- 17.3 The cost of tender document and Earnest money will be fixed with respect to the estimated cost put to tender. Security Deposit will work out separately.
18. On acceptance of the tender by the competent authority, the letter of award will be issued by the OSD (Estate Section) of the major component on behalf of the Board of Governors.

**19. Special condition of contract.**

19.1 BRIEF SCOPE OF WORK

To carry out **“Providing general pest control for Simrol Campus, IIT Indore”**

**Simrol Campus**

This campus is situated at Near Simrol Police Station, Simrol, Indore.

19.2 All material required for these services will have to be arranged by the contractor and it should be of the best quality not detrimental to the health of staff or patients. Modern equipments are to be used and the list of the equipments to be used is to be submitted in the tender. Safety in this regard will be the sole responsibility of the contractor.

19.3 THE CONTRACTOR MUST SPECIFY THE CHEMICALS ALONG WITH PERCENTAGE AND QUANTITY, WHICH WILL BE USED. The contractor will only use the chemicals/pesticides which are approved by the Govt.

19.3.1 Chemicals to be used for treatment should have certification by WHO (WHOPES).

19.4 The Department will be under no legal obligation to provide employment to any of the personnel of the contractor and the department recognizes no employer – employee relationship between the department and the personnel deployed by the contractor.

19.5 The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Fund, ESI, Bonus, Gratuity, Contract Labour Act and under Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on department.

19.6 The department shall not be responsible financially or otherwise for any injury to the staff deployed by the contractor in the course of performing the duty for and on the behalf of the contractor.



19.7 The contractor shall not engage any sub-contractor or transfer the contract to any other firm/agency.

19.8 If any information furnished by the contractor is found to be incorrect at any time, the tender/contract/agreement is liable to be terminated without any notice and the security is liable to be forfeited by the department.

19.9 Payment will be made on Quarterly basis on submission of bills duly Verified by the concerned officers and taxes will be deducted as per rules.

19.8 Payment after satisfactory completion of work shall be made through ECS mode only.

19.8.1 Contractor is required to furnish the relevant details of bank account for getting the payment through Electronic Clearance System (ECS) The contractor is required to either provide Photostat copy of cancelled cheque or to take attestation from concerned bank, as a documentary support.

- i) Bank account no. Branch name & complete address of the bank
- ii) 11 digit IFSC (Indian Financial System Code) of the bank.
- iii) 9 digit MICR (Magnetic INK Characters Recognition) Code of the bank
- iv) PAN No. & TIN No. in name of the firm.
- v) Phone no. / Mobile no. / e-mail address



OSD (Estate Office)





## INDIAN INSTITUTE OF TECHNOLOGY INDORE

**Percentage Rate Tender/Item Rate Tender & Contract for Works**

(A) Tender for the work of: **“Providing general pest control for Simrol Campus, IIT Indore”**:

- (i) To be submitted by 15.00 hours **27/6/2016** at IIT Indore, Simrol (MP) India.
- (ii) To be opened in presence of Bidders who may be present at 15.30 hours on **27/6/2016** in the office of The OSD (Estate office).

**TENDER**

I/We have read and examined the notice inviting tender, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the President of India, General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respect of accordance with, such conditions so far as applicable.

We agree to keep the tender open for ninety (90) days from the due date of its and not to make any modification in its terms and conditions.

A sum of **Rs. 13,500/-** has been deposited in cash/receipt treasury challan/deposit at call receipt of a scheduled bank/fixed deposit receipt of scheduled bank/demand draft of a scheduled bank/bank guarantee issued by a scheduled bank as earnest money. If I/We, fail to furnish the prescribed performance guarantee within prescribed period. I/We agree that the said President of India or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/We fail to commence work as specified, I/We agree that President of India or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, up to a maximum of the percentage mentioned and those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2 and 12.3 of the tender form. Further, I/We agree that in case of forfeiture of Earnest

Money & Performance Guarantee as aforesaid. I/We shall be debarred for participation in the re-tendering process of the work.



I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated:

Signature of Contractor

Witness:

Postal Address

Address:

Occupation:



### ACCEPTANCE

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the President of India for a sum of Rs.....(Rupees.....).

The letters referred to below shall form part of this contract agreement:-

- (a)
- (b)
- (c)

For & on behalf of President of India

Signature .....

Dated:

Designation .....



**(TECHNICAL INFORMATION)**

**INDIAN INSTITUTE OF TECHNOLOGY INDORE**

**Subject: Tender for PEST CONTROL**

1. Name of Applicant .....
2. Nationality .....
3. Address .....
- .....
- .....
- .....
4. Telephone number ..... Fax No.....
5. E-mail address .....
6. Constitution (Individual/Sole proprietary Concern/Partnership Firm/Public limited Co.  
/Private Limited Co.....  
If Partnership Firm, names of partners/ If Company, name of Directors  
i. .... ii. ....  
iii. .... iv. ....
7. Registration Number of Firm .....
8. Provident Fund Code No. ....
9. ESIC Registration No. ....
10. VAT/CST Registration No. ....
11. Permanent Account No. (PAN) .....
12. Annual Turnover during the last 3 financial years.  
A. 2012–2013 - .....  
B. 2013–2014 - .....  
C. 2014–2015 - .....
13. Work experience details required as per Table –I  
i. Work done with Government Dept. /Public undertakings/ Autonomous body:-



S.No.	Name of work	Reference	Work order value	Completed amount	Period of work From-To	Client's Name & address with Contac No.
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14. Certificates:-

I/We certify that the information given above is true to the best of my/our knowledge. I/We also understand that if any of the information is found wrong, I am/ we are liable to be debarred.

I/We certify that I/We will not get myself/ourselves registered as contractor(s) in IIT Indore under more than one name.

(a). I certify that I did not retire as an Engineer from any Department of the Government of India during the last ONE year. I also certify that I neither have such a person under my employment nor shall I employ any such person within ONE year of his retirement. (For individuals seeking enlistment).

(b). we certify that none of the partners/Directors retired as an Engineer from any Department of the Government of India during the last ONE year. We also certify that we neither have under our employment any such person nor shall we employ any person within ONE year of his retirement. (For partnership firms and limited companies).

(Strike out whichever is not applicable)

Date: Signature(s) of applicant(s)

(With stamps of firm)

15. Earnest money/ demand draft no. .... dated .....

From Bank Name .....Amounting to Rs..... as earnest money deposit.

16. No. of Documents attached: - .....



**(Documents Required as per Technical Information)**

Copies of Documents attached for Pest Control (put tick✓ mark)

Sr.No.	Document	Yes	No
1.	Proof of Constitution: An affidavit in case of sole proprietorship, Partnership deed in case of Partnership firm, Memorandum of Association and Articles of Association in case of Private/Public limited Companies.		
2.	Power of attorney, if any.		
3.	P.F. Registration certificate		
4.	P.F.Challan of any of the two months in the year 2014		
5.	ESIC Registration Certificate		
6.	ESIC Challan of any of the two months in the year 2014		
7.	PAN Card/ Income tax return		
8.	VAT Registration certificate		
9.	Earnest money		
10.	Performance guarantee		
11.	Copies of work orders and Completion certificates.		
12.	List of Machineries, Equipments and Tools		

Signature(s) of applicant(s)

(With stamps of firm)

