



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI  
Transit campus: Sree Rama Engineering College Campus, Rami Reddy Nagar,  
Karakambadi Road, Mangalam (B.O), Tirupati - 517 507

**MENTORED BY**  
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[www.iiserpune.ac.in](http://www.iiserpune.ac.in)

**CORRIGENDUM / EXTENSION OF LAST DATE FOR SUBMISSION OF TENDER**

In reference to IISER Tirupati, following NOTICE INVITING TENDER

S.No.	File No	Description
01	IISERT-PUR-0236-17	"Pest Control Services at IISER Tirupati Campus, Hostel, Guest House etc."

It is notified that the last date for submission of tender for above stated tenders has been extended up to **07/12/2017, 3.00 P.M.** Tender opening is on **07/12/2017, 3.30 P.M.**

For detailed information please visit IISER Tirupati website  
<https://www.iisertirupati.ac.in>

**Director**

Note: The original tender document is appended below



**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH**  
An Autonomous Institution, Ministry of Human Resource Development, Govt. of India.  
C/o Sree Rama Engineering College, Karakambadi Road, Mangalam (P.O), Tirupati-  
517507.

Tel: +91-0877-2500208

Fax: +91-0877- 2500250.

Website: [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in)

Indian Institute of Science Education and Research (IISER), Tirupati, is an autonomous Institute established under Ministry of HRD, Government of India. IISER is devoted to both teaching and research of the highest caliber in a totally integrated way. IISER, Tirupati would like to invite sealed tender for **Integrated Pest Control**. The details are appended below

Description	Integrated Pest Control
Tender Enquiry No	IISERT/PUR/0236/17
Pre-bid Conference Date & Time	3.30 pm to 4.30 pm on 26/10/2017
Due Date & Time (For submission of tender)	Before 3.00 pm on 14/11/2017
Opening of technical bid	At 3.30 pm on 14/11/2017

Prospective Bidders may download the Tender Documents from IISER's website [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in) and submit their offers to The Director, Indian Institute of Science Education and Research Tirupati ,C/o Sree Rama Engineering College, Karakambadi Road, Mangalam, Tirupati – 517 507, India

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## CHAPTER - 1 ELIGIBILITY CRITERIA

Tender of only those bidders, who would fulfill the eligibility criteria as mentioned below, shall be considered. As such, necessary documents in this regard must also be enclosed with the document:

Sr. No	Particulars	Details
1	The firm must have been registered in the similar line of business.	Submitted /Not Submitted
2	Fresh solvency certificate from schedule or nationalized bank for up to Rupees 2.0 Lakh only.	Submitted /Not Submitted
3	Should possess statutory requirement such as Sales Tax, Service Tax, Shop and Establishment Registration Certificate and PAN Card for their existing business.	Submitted /Not Submitted
4	Should possess ISO 9001-2008 in providing pest control.	Submitted /Not Submitted
5	Should not have been blacklisted/suspended/legal case pending by any organization during the last five years.	Submitted /Not Submitted

## CHAPTER-2 INVITATION FOR BIDS

1. Indian Institute of Science Education and Research (IISER), Tirupati invites sealed tenders under two bid systems for **Integrated Pest Control**.

2. The Bidders are requested to submit tender forms in two Bids i.e

**Part - I: Eligibility Requirement and Technical Bid.**

**Part - II: Commercial Bid.**

3. Contact for information:

Technical & Commercial contact: Assistant Registrar (Admin & Purchase)  
C/o Sree Rama Engineering College, Karakambadi Road, Mangalam, Tirupati -  
517 507, India

Tel: +91-0877-2500 208

Website: [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in)

4. The tender document can be downloaded from the IISER website  
[www.iisertirupati.ac.in](http://www.iisertirupati.ac.in)

5. A Pre-bid conference will be held at IISER, Tirupati, Board Room, Karakambadi Road, Mangalam, Tirupati - 517 507 on 26/10/ 2017 from 3.30 PM to 4.30 PM ( IST). All prospective bidders are requested to kindly submit their queries to the address indicated above or email ID: [purchase@iisertirupati.ac.in](mailto:purchase@iisertirupati.ac.in) so as to reach latest by 25/10/2017. During Pre-bid meeting the answers / clarifications to the queries will be made available and also uploaded on our website. No queries will be entertained after the Pre-bid meeting.

6. **Submission of Bids:**

(i) Place: Admin Section of IISER, Tirupati - 517 507, India.

(ii) Time and Date of Submission: Before 3.00 PM on 14/11/2017

(iii) Time and Date of opening Technical Bid: At 3.30 PM on 14/11/2017

IISER, Tirupati will not be responsible, for submission / delivery of tender document at wrong places other than the Admin Section of IISER, Tirupati - 517 507, India

7. **Two Bid System:**

The two bid system should be followed for this tender. In this system the bidder must submit his offer in **two separate sealed envelopes**. Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as “Envelope No.1 - Technical Bid” and “Envelope No.2 - Commercial Bid” respectively. Both the sealed envelopes should be placed in a third larger envelope. The main envelope



which will contain both the bids should be super-scribed with our tender enquiry IISERT-PUR-0236-17 due on 14.11.2017 and to be submitted to the address given below so as to reach on or before 3.00 PM on 14.11.2017

The Director,  
Indian Institute of Science Education and Research (IISER) Tirupati  
C/o Sree Rama Engineering College,  
Karakambadi Road, Mangalam, Tirupati - 517 507, India  
Tel: +91-0877-2500 208  
Website: [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in)

The envelopes must be super-scribed with the following information:

- Tender Reference Number
- Due Date
- Name of the Vendor

**Envelope No. 1: Shall contain "Technical Bid" and Earnest Money Deposit (EMD)**

The technical offer should not contain any price information.

The Technical Bid must be submitted in an organized and structured manner. No brochures/leaflets etc. should be submitted in loose form. Please indicate page nos. on your quotation eg. If the quotation is containing 25 Pages, please indicate as 1/25, 2/25, 3/25 -----25/25.

The Technical Offer should comprise of the following:

(i) The technical offer should be complete to indicate that services asked for are quoted. Each page of the bid and cutting/corrections shall be duly signed and stamped by the bidder. **Unsigned Tenders will also be rejected.** Failure to comply with this requirement may result in the bid being rejected.

(ii) Demand Draft/Bank Guarantee for Rs.10,000/- (Rs. Ten Thousand Only) towards Earnest Money Deposit. B.G. will be obtained from Nationalised / Schedule Bank only.

(iii) Undertaking that the successful bidder agrees to give a security deposit amounting to Rs.1,00,000/- by way of Demand Draft/ Bank Guarantee in favour of The Director IISER, Tirupati.

(iv) Solvency certificates (not older than twelve months for Rs 2.0 lakhs) issued by Scheduled/ Nationalized bank with which bidder holds the current account.)

(v) A copy of the Unpriced Commercial Bid. (Please see - Price Schedule).

**Envelope 2: "Commercial Bid" shall contain:**

(i) Price schedule complete in all respects with proper seal and signature of authorized person.

**8. Date of opening the Technical Bids.**

Technical Bids will be opened on - 14.11.2017 at 3.30 PM  
Indian Institute of Science Education and Research (IISER) Tirupati  
C/o Sree Rama Engineering College,  
Karakambadi Road, Mangalam, Tirupati - 517 507, India

The Technical bids will be opened in the presence of the bidders on the specified time and date. Bidders/Agents who have responded to the tender only will be allowed to be present.

The technical bids will be evaluated to shortlist the eligible bidders. The commercial bids of only the short listed bidders shall be considered for further processing.

Bidders whose technical offer is found acceptable and meeting the eligibility requirements as specified in this tender will be informed about the date and time of the opening of the commercial bid.

**Note:**

(i) Please do not insert 'Commercial Bid" (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid the tender will be rejected.

(ii) No camera mobiles / mobiles are allowed during tender opening.

**9. Formation of Technical Evaluation Committee**

The Technical Evaluation Committee(s) will be constituted by The Director, IISER Tirupati. He may nominate some external/expert members, in the interest of IISER Tirupati. The Technical Committee will examine all the Technical aspects of the bids received. Further, the Technical Committee may seek additional information from the existing users at IISER Tirupati or from other Institutes and also call for presentations from the bidders if it is required so.

**10. Evaluation Criteria**

(i) On the due date the Technical bids will be opened and referred to the Technical Committee which is duly constituted by the Director, IISER Tirupati.

(ii) The information received and the bids already submitted together will be examined with reference to the tendered information and evaluation is made by the Technical Committee.

(iii) The commercial offers of the vendors whose technical offers are found to be technically deficient or do not meet the qualification criteria as specified in this tender will be returned to them without opening along with their EMD.

(iv) The successful bidders will be informed regarding the date and time of Commercial bid opening

(v) The purpose of obtaining two bids (technical and commercial) is to evaluate all the agencies on technical basis with reference to the tendered requirements and obtaining users views with reference to the earlier services. This will enable the technical committee to arrive at a fair recommendation in the interest of the organization.

(vi) In the event of seeking any clarification from various bidders by IISER, Tirupati, the bidders are required to furnish only technical clarifications that are asked for. No amendment to commercial bid will be entertained at that stage. In case if any Bidder indicates the price during the clarification such bids also will not be considered for further evaluation.

(vii) The award of the work will be subject to satisfactory inspection of the office/go down facilities by committee of IISER, Tirupati.

#### 11. Opening of Commercial Bids

(i) IISER will open commercial bids of only the short listed bidders, in the presence of the bidders or their authorized representatives who choose to attend the commercial bid opening. The Date and Time of opening the Commercial Bid will be intimated only to pre-qualified and technically acceptable Bidders at a later date. The representatives of short listed agencies only will be allowed for commercial bid opening.

(ii) The bidder's representative who is present shall sign an attendance register as a proof of having attended commercial bid opening.

(iii) The bidder's name, bid prices, and such other details considered as appropriate by IISER, will be announced at the time of opening.

The bid can be submitted in person or through post/courier (IISER will not be responsible for delayed / late quotations submitted / sent by Post / Courier etc. resulting in disqualification/ rejection of any bid) so as to reach IISER on or before the due date and time. Fax / E-mail tenders will not be considered unless it is asked for. The bidders' authorized representative can attend the bid opening.



12. No request for extension of due date will be considered under any circumstances.
13. The Director, IISER, Tirupati reserves the right to accept the offer in full or in parts or reject summarily or partly.
14. The Director reserves the right to give preference to Public Sector Undertakings when applicable as per Government Policies/Guidelines

### CHAPTER-3 INSTRUCTIONS TO BIDDERS

#### 1. Eligible Bidders

- 1.1 Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices.
- 1.2 Bidders should QUOTE strictly in accordance with the requirements. The Bidders conditions printed on the reverse of the tender/quote or otherwise sent along with the tender shall not be binding on IISER, Tirupati.
- 1.3 Bidders shall adhere to the procedure and processes laid down in this document and shall follow fair and ethical practices of trade.
- 1.4 The tenders must be clearly written or typed without any cancellations/ corrections or overwriting.
- 1.5 Conditional Offers will not be considered.
- 1.6 The authorized person who signs the tender is required to indicate his e-mail ID, mobile No. and also general e-mail ID for easy and faster communication.

#### 2. Amendment of Bidding Documents

- 2.1. At any time prior to the deadline for submission of bids, IISER, Tirupati may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder may modify the bid document.
- 2.2. All prospective bidders who have downloaded the bidding document may visit IISER Tirupati website for amendments / modifications which will be binding on them.

#### 3. Visit to the Institute

The bidder is required to provide pest control services to this Institute and 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 operational conditions prior to submission of the tender documents.

#### PREPARATION OF BIDS

#### 4. Tender Fee and Earnest Money Deposit (EMD)

- 4.1 The tender documents must be accompanied by tender fees of Rs 1000/- (Rs On thousand only) and Earnest Money Deposit (EMD) of Rs 10,000/- (Rs. Ten Thousand Only) in the form of a Demand Draft drawn on any

Scheduled/Nationalized Bank in favour of the Director, Indian Institute of Science Education and Research Tirupati.

- 4.2 Bids submitted without EMD will stand rejected. EMD will not be accepted in the form of cash / cheque or any other form other than DD/Bank Guarantee. No interest is payable on EMD.
- 4.3 The EMD will be returned to the bidders(s)/Agents 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.
- 4.4 The successful bidder, on award of contract / order, must send the contract / order acceptance in writing, within 7 days of award of contract / order failing which the EMD will be forfeited.
- 4.5 Though EMD has to be submitted by Demand Draft, Banker's Cheque or Bank Guarantee (from a scheduled Bank only), we prefer to have Bank Guarantee for easy return to the bidders once a decision is taken by IISER Tirupati.
- 4.6 The EMD shall be forfeited:
  - 4.6.1 If the bidder withdraws the bid during the period of bid validity specified in the tender.
  - 4.6.2 In case a successful bidder fails to furnish the Security Deposit.
- 4.7 The firms registered with NSIC are exempted from payment of EMD provided such registration is valid as on date.

## 5. Security Deposit

- 5.1 Within ten (10) days of the award of contract, the vendor shall furnish Security Deposit amounting to Rs 1,00,000/- in the form of Demand Draft/Bank Guarantee (from scheduled Bank only) favoring the Director, Indian Institute of Science Education and Research, Tirupati.
- 5.2 Bank Guarantee wherever mentioned in this document may be read as "Bank Guarantee from any Scheduled Bank" only.

## 6. Period of validity of bids

- 6.1. Bids shall be valid for a period of 180 days from the date of opening the Technical bid.

6.2. IISER Tirupati may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request without forfeiting the EMD. A bidder agreeing to the request for extension will not be permitted to modify his bid.

## 7. SUBMISSION OF BIDS

### 7.1 Deadline for submission of Bids

7.1 Bids must be received by IISER Tirupati before the time & date at address specified in the tender. In the event of specified date for the submission of bids being declared as a holiday for IISER Tirupati, the bid-closing deadline will stand extended to the next working day. No communication is required in such cases.

7.3 IISER Tirupati may, extend this deadline for submission of bids, this will suitably be notified on the IISER Tirupati website

## 8. Late Bids

IISER Tirupati will not be responsible:

8.1 For delayed / late quotations submitted / sent by post / courier etc.

8.2 For submission / delivery of quotations at wrong places other than the Admin section of IISER, Tirupati.

8.3 Fax / E-mail / Telegraphic / Telex tenders will not be considered.

8.4 Any bid inadvertently received by IISER Tirupati after the deadline i.e. due date & time for submission of bids, will not be accepted and returned unopened to the bidder.

## 9. Award Criteria

9.1 The award of work is for an aggregate period of 3 years, which will initially be given for a period of one year and reviewed for extension for another year(s) on the basis of service rendered by the agency. The rates quoted should be valid for a period of 3 years.

9.2 IISER Tirupati shall award the contract to the eligible bidder whose bid has been determined as the lowest evaluated commercial bid.

9.3 IISER Tirupati reserves the right to award the contract to more than one bidder or any bidder.

9.4 Successful contractor / bidder will have to execute bond/agreement as may be mutually agreed upon within 15 days from the award of contract failing which it will be treated as the bidder is not interested to work with the institute.

## 10. Termination of Contract

The contract can be terminated at any point of time without assigning any reason in between, if it is found that the services rendered by the agency are not satisfactory.

## 11. General Terms and Conditions of Contract

11.1. The execution of Pest control services by suitable uniformed and trained manpower with equipment and chemicals, wherever required.

11.2. 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.

11.3. 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.

11.4. All the manpower, safety equipment for manpower, consumables and equipment for pest control would be procured by the contractor.

### 11.5. Penalty Clause

Sr. No.	Nature of Errors /Discrepancies	Minimum penalty amount Rs. (Maximum to be decided by the Institute in view of the nature of error (s)).
1	For not attending work as per schedule	Rs. 500/ - per day per default
	Breach or any or the conditions of the contract	Minimum penalty of Rs. 5000/- per default or suitable higher amount as decided by the Institute or termination of contract and forfeiture of performance security as the case may be.

11.5.1. The penalty will be deducted from contractor's pending bills or through forfeiture of performance guarantee.

11.5.2. In case any public complaint is received attributable to Misconduct /misbehavior of contractor's personnel, a penalty of Rs.5000/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the system immediately.

11.5.3. 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:-

1. 20% of cost of order/ agreement per week, upto four week's delay.
2. 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 also shall be black listed for a period of four years from participating in such type of tender and his earnest money/ security deposit may also be forfeited, if so warranted.

11.6. 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.

11.7. The contractor shall engage the men/women whose age shall be between 20-45 years.

11.8. Adequate supervising will be provided to ensure correct performance of the said pest control services 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 areas of responsibility.

11.9. 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.

11.12. The Institute 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.

11.13. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.

11.14. The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the Institute.

11.16. All liabilities arising out of accident or death while on duty shall be borne by the contractor.

11.17. 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's persons to the Institute in whatever shape would be recovered from the contractor.

11.19. That in the event of any loss occasioned to the Institute, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Institute, 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.

11.20. The Institute may direct the contractor, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the Institute.

11.22. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.

11.23 All necessary requirements under Insecticides Act, 1968 for the performance of the contract if required will have to be arranged by the successful Tenderer. The Institute in no way will be responsible for any violation of these acts in case the Tenderer has the required certificate, under the provision of said Acts he may enclose the copy of the same with the Tender

## 12. Corrupt or Fraudulent Practices

IISER Tirupati requires that the bidders who wish to bid for this project have highest standards of ethics.

12.1. IISER Tirupati will reject a bid if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.

12.2. IISER Tirupati may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the

vendor has engaged in corrupt and fraudulent practices during the execution of contract

13. **Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, Director, IISER Tirupati's interpretation of the clauses shall be final and binding on all parties.

14. **Indemnity**

The vendor shall indemnify, protect and save IISER Tirupati against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements.

15. **Jurisdiction**

The disputes, legal matters, court matters, if any, shall be subject to Tirupati Jurisdiction only.

16. **Force Majeure:**

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract.

17. **Obligations of the contractor**

The contractor shall ensure full compliance with tax laws of India with regards to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

18. **Arbitration**

In the event of any question, dispute or difference arising under this contract /agreement or in connection there with except as to matter the decision of which is specifically provided under this contract/agreement, the same shall be referred to an arbitrator be appointed by the Director, IISER Tirupati and the





decision of the Arbitration will be binding on both parties of this contract / agreement. The venue for arbitration shall be IISER Tirupati India.

Assistant Registrar (Admin & Purchase)  
13<sup>th</sup> October 2017

CHAPTER - 4  
**SCOPE OF WORK- PEST CONTROL IISER CAMPUS**

PLACE	NO. OF ROOM	AREA (in Sq. Ft)	BE D BU G	WILD RODENT (RAT)	SPIDER	ANT (Red & Black)	Cockroach & Scrolling Insect	Total flies and flying insect (House flies, fruit flies, flesh flies, blow flies, butterflies, grasshoppers, mosquitoes)	Total reptile control (Snake, Lizard etc)
Hostel Building	140 Rooms (430 beds), 46 rooms in 4 <sup>th</sup> 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 room, Potwash area Staff room (2 Nos), Corridors	1,25,000							
Academic building	Halls (2 Nos) Labs (15 Nos) Faculty & admin offices(16 Nos) Toilets (7 Nos) Library Other rooms (26 rooms) Corridors	1,30,000							
Panel room, store		2,750							

PLACE	NO. OF ROOM	AREA (in Sq. Ft)	BE D B U G	WILD RODENT (RAT)	SPIDER	ANT (Red & Black)	Cockroach & Scrolling Insect	Total flies and flying insect (House flies, fruit flies, flesh flies, blow flies, butterflies, grasshoppers, mosquitoes)	Total reptile control (Snake, Lizard etc)
room and Kitchen, ATM									
Directors house	Bedroom (3 Nos), Living room, Sitting room, Kitchen, Toilet (3 Nos)	4000							
Guest House	Bed room (12 Nos), Kitchen, Toilet (12 Nos), corridor	4500							

- 24/year - 24 times in a year or every fortnight
- 12/year - 12 times in a year or once in a month
- 4/year - 4 times in a year or once in quarter
- 2/year - Two times in a year or twice in a year
- Apart from above schedule as and when complain is raised regarding sighting of pests, agency will depute its officials for attending the complaint.

The pest control treatment should be done as per Govt. approved chemicals and M.S.D.S. (Material Safety Data Sheet) should be provided by Agency before start of work.

**Format of Technical Bid**

Sr.no	Particular	Details	Self-Attested Supporting Document to be enclosed
<b>A.DETAILS OF TENDERER</b>			
1	Name of the Tenderer		
2	Nature of Firm (individual/ HUF/Pvt. Ltd. / Ltd. company etc.)		Copy of necessary document to be enclosed as per the nature of firm. i.e. Partnership Deed/ Memorandum of Association/Certificate of Incorporation etc.
3	Month and Year of Establishment in the similar line of business		Copy of Registration Certificate under shop & Establishment Act or any other relevant document
4	Registered Office Address with pin code (Shop Act License )		
5	Address for Communication with pin code		
6	Telephone No. (Office)		
7	Name of the Authorized Representative with Designation		Authorization letter to be enclosed
8	Cellphone No. of Authorized Representative		
9	Email ID of the firm		
10	Website of the firm, if any		
<b>B. Registration &amp; OTHER STATUTORY DOCUMENT DETAILS</b>			
1	PAN No.		Copy of PAN Card
2	Service Tax Registration no.		Copy of Service Tax Registration No.
3	Sales Tax Registration No. ,if any		Enclose copy of the document
4	VAT Registration No., if any		Enclose copy of the document
5	TIN No. if any		Enclose copy of the document
6	EPF Registration No.		Copy of EPF Registration No.
7	ESI Registration No.		Copy of ESI Registration No.
8	ISO 9001-2008 in providing pest control and management services(Mandatory for the		Copy of certification to be enclosed

	bidder without which tender will not be considered for further process)		
9	Solvency Certificate scheduled/nationalized bank for up to Rs.2.0 Lakh		Enclose the required Document
<b>B.DETAILS OF TENDER SUBMISSION COST AND EARNEST MONEY DEPOSIT(EMD)</b>			
1	Tender submission Cost amount(Rs.1000/-)		
2	DD/Pay Order No. and Date		To enclose
3	Drawn on Bank		
4	EMD Amount (Rs 10,000/-)		
5	DD/Pay Order No. and Date		To enclose
6	Valid Upto		
<b>D. DETAILS OF TURNOVER FROM SIMILAR WORKS CERTIFIED BY CHARTERED ACCOUNTANT</b>			
	Year	Amount	
	2013-14		
	2014-15		
	2015-16		

**Format of Commercial Bid**

Name of the Tenderer\_\_\_\_\_

Description of Work	Amount in Rs. (Including all the taxes and charges, excluding service tax which will be paid extra as applicable)
Integrated Pest Control at IISER Tirupati with manpower, chemical, material and equipment	Rs. _____ per annum (in figure)  Rupees in words _____ per annum

**Notes:-**

1. Payment would be made on monthly basis (per annum / 12) 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



**Annexure-‘C’**

**BID SECURITY FORM**

Whereas \_\_\_\_\_<sup>1</sup> (hereinafter called “the Bidder”) has submitted its bid dated \_\_\_\_\_ (date of submission of bid) for the supply of \_\_\_\_\_ (name and/or description of the goods)(hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE \_\_\_\_\_ (name of bank) of \_\_\_\_\_ (name of the country), having our registered office at \_\_\_\_\_ (address of bank)(hereinafter called “the Bank”), are bound unto \_\_\_\_\_ (name of Purchaser) (hereinafter called “the Purchaser”) in the sum of \_\_\_\_\_ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. THE CONDITIONS of this obligation are:

1. If the Bidder withdraws it’s bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of it’s bid by the Purchaser during the period of bid validity:
  - a) fails or refuses to execute the Contract Form if required ; or
  - b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to one year after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
(Signature of the Bank)

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<sup>1</sup> Name of Bidder

## CHECKLIST

Bidders to indicate whether the following are enclosed by striking out the non-relevant option.

S.No	Particulars	Documents Attached	Documentary Proof at Page No
Envelope A -Technical Documents			
1	The Demand Draft for Rs.1,000/- towards Tender Fee	( Yes / No )	
2	The Demand Draft/BG for Rs.10,000/- towards Earnest Money Deposit	( Yes / No )	
3	All the documentary proof as asked in eligibility criteria - Chapter 1	( Yes / No )	
4	Undertaking that the successful bidder agrees to give a Rs 1,00,000/- security deposit.	( Yes / No )	
5	Solvency certificate for Rs.2.0 lakhs (not older than twelve months) issued by scheduled/nationalized bank with which bidder holds the current account	( Yes / No )	
6	Bid Security Form - As per Annexure C	( Yes / No )	
7	All Annexures ( A, B, C, )	( Yes / No )	
Envelope B -Commercial document			
1	Price Bid as per Annexure	(Yes/No)	





**IMPORTANT NOTICE**

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER TIRUPATI WILL PROCESS THE TENDER AS PER IISER TIRUPATI STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER TIRUPATI WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer