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भारत सरकार  
उत्तर क्षेत्रीय विद्युत समिति  
18-ए, श.जीत सिंह मार्ग, कटवारिया सराय,  
नई दिल्ली- 110016  
Government of India  
Northern Regional Power Committee  
18-A, S. Jeet Singh Marg, Katwaria Sarai,  
New Delhi-110016

## **Limited Tender Enquiry**

No. : NRPC/SER/309/2016/

Dated: 29.07.2016

**Subject: Limited tender for Pest control Services at NRPC office Complex, NRPC Building, Katwaria Sarai, New Delhi.**

Northern Regional Power Committee Secretariat invites sealed tender from reputed, experienced and financially sound Companies/Firms/Agencies for Pest Control Services at NRPC Building, Katwaria Sarai, New Delhi.

1. The tender document can be downloaded from the website of NRPC, New Delhi, [www.nrpc.gov.in](http://www.nrpc.gov.in).
2. The sealed tenders duly filled must be submitted to Superintending Engineer (S), 18-A,SJS Marg, Katwaria Sarai, New Delhi-110016 and it should be dropped in the Tender Box, only, placed at Reception Office, NRPC, Ground Floor, Katwaria Sarai, New Delhi. The tender will be received up to 3.00 PM on 19.08.2016. No tender will be accepted after closing date and time. In case of postal delay this office will not be responsible.
3. The Bids will be opened at 4.00 PM on same day, the bidders may be present if they desire.
4. The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it.
5. The bids which are not complete in all respects and are having cutting and /or overwriting are liable to be rejected.

(B.S. Bairwa)  
Executive Engineer (Services)

TENDER NO.:NRPC/SER/309/2016/1

उत्तर क्षेत्रीय विद्युत समिति में  
कीट नियंत्रण कार्य  
हेतु निविदा

**TENDER  
FOR  
“PROVIDING PEST CONTROL SERVICES IN NRPC”**

उत्तर क्षेत्रीय विद्युत समिति /Northern Regional Power Committee  
कटवारिया सराय/Katwaria Sarai,  
नई दिल्ली-110016/New Delhi-110016  
वेबसाइट/ Web Site: [www.nrpc.gov.in](http://www.nrpc.gov.in)

जुलाई 2016/July 2016

**TENDER FOR PEST CONTROL SERVICES AT NRPC, NEW DELHI**  
(TENDER NO.:NRPC/SER/309/2016/1)

**1. SCOPE OF WORK**

- 1.1 Pest Control Treatment of NRPC office Building having approximate area 45790 Sq. ft.
- 1.2 The agency shall be responsible for control of pest which will include all type of insecticide including termites, white ants, mosquitoes, flies, cockroaches, seasonal insects, beetles, rodents, weeds, rats, etc. at all floors of NRPC Office Building.
- 1.3 Pest Control treatment for mosquitoes control shall be done on weekly basis.
- 1.4 Rodent and other pest control treatment shall be done on monthly basis.
- 1.5 In addition, the firm shall provide pest control treatment whenever circumstances warrant on call basis at no extra cost.
- 1.6 Appropriate quality and quantity of chemical/ pesticides shall be sprayed in the entire area for complete extradition of all kind of flying and crawling insects, beetles- pests such as mosquitoes, carpets moths, silver fish, cockroaches, lizards, bugs, etc.

**2. QUALIFYING REQUIREMENTS**

- 2.1 Bidder shall be a registered company under the Indian Companies Act, 1956/ proprietary / partnership / Joint Venture firm. Documentary evidence regarding status of the firm shall be submitted.
- 2.2 The bidder shall have experience of at least 3 years of carrying out similar work (means pest control services). Bidder shall submit documentary evidence i.e Letter of Award & Completion Certificate in this regard for at least 2 similar works completed in last 3 years, in any Govt./ Public sector undertaking (PSU) organisation.
- 2.3 The bidder shall submit a certificate for satisfactory performance in similar work, from any Government Department or Public sector undertaking.
- 2.4 The bidder shall have valid license for pesticide works from Competent Authority. Documentary evidence for the same shall be submitted.
- 2.5 The bidder shall have at least two ongoing similar works in Govt./PSU organisation. The copy of letter of award in this respect shall be submitted.

- 2.6 Bidder shall have a valid PAN and Service Tax Number. The bidders shall submit the copies of the same.
- 2.7 The Bidder has not been blacklisted by any of the Government Organization(s)/Public Sector Undertaking(s) (PSUs). Undertaking to this effect shall be submitted along with the technical bid.
- 2.8 Bidder must comply with all the criteria as mentioned at clause 2.1 to 2.7. Non-compliance of any of the criteria shall result in rejection of the bid. Any hiding/mis-representation of facts shall result in rejection of the bid and forfeiture of Bid Security.

### **3. Preparation & Submission of Bid Document**

- 3.1 This tender shall follow a two-stage Bidding process. The Bid shall be submitted in two parts namely Technical Bid and Financial Bid.
- 3.2 The Technical Bid shall be complete in all respects and contain all information asked for in this document.
  - 3.2.1. Demand Draft/Bankers Cheque for Bid Security in compliance to clause 5.1 or a copy of the documentary proof for waiver of the Bid Security in compliance to clause 5.2.
  - 3.2.2. Signed copy of all the documents mentioned at clause 2 of this tender document.
  - 3.2.3. A copy of this tender document signed by the authorised signatory of the bidder on each page.
  - 3.2.4. Bidder information as per **Annexure-I**.
  - 3.2.5. Power of Attorney as per clause 10.2.
- 3.3 The Financial Bid shall be submitted as per **Annexure- II**. The rates quoted shall be firm and inclusive of cost of material, transportation, labour charge, all taxes & duties etc.
- 3.4 The Technical Bids & Financial Bids complete in all respect, shall be in separate sealed Envelopes. Both the sealed Envelopes shall be kept in Third Sealed Envelope subscribing "Bid for Pest Control Services at NRPC". The Bid Security in original shall be submitted in the technical bid envelope.
- 3.5 The sealed bids duly filled shall be submitted to Executive Engineer (S), 18-A,SJS Marg, Katwaria Sarai, New Delhi-110016 and it should be dropped in the Tender Box, only, placed at Reception Office, NRPC, Ground Floor, Katwaria Sarai, New Delhi.
- 3.6 The bidder may inspect the building to assess the quantum of work, on

any working day before the last date of submission of bid between 3:00 PM to 4:00 PM with prior permission of Executive Engineer (Services).

#### **4. BID VALIDITY PERIOD**

4.1 The Bid shall remain valid for a period of at least 80 days from the last date of submission of bid.

#### **5. BID SECURITY**

5.1 The Bidder shall deposit Bid Security of ₹5,000/- (Rupees Five Thousand) in the form of Demand Draft/Bankers Cheque in the favor of "D.D.O., NRPC" payable at New Delhi from any Nationalised/Scheduled bank.

5.2 In case the Bidder claims for waiver of Bid Security, he shall provide documentary proof of being registered with the Central Purchase Organisation, National Small Industries Corporation (NSIC) or the concerned Ministry or Department, as per Rule 157 of GFR 2005, of Government of India, as amended from time to time. The registration must remain valid till the Bid Validity period.

5.3 The original Bid Security/ Documentary Proof for waiver of the Bid Security shall be submitted to the Client along with the technical bid failing which the bid shall summarily be rejected.

5.4 No interest shall be payable on the Bid Security amount.

#### **6. PERIOD OF CONTRACT**

6.1 The contract will be valid for a period of TWO years from the date of award of the contract. However, NRPC reserves the right to extend the contract on same Terms & Conditions provided the services of contractor are found satisfactory.

6.2 During the entire period of the contract, no request for any increase in the rates on any account will be entertained and the performance will be reviewed from time to time to ensure that it is to the entire satisfaction of the client.

#### **7. TERMS OF PAYMENT**

7.1 Payment shall be made pro-rata on quarterly basis at the end of each quarter.

7.2 The Contractor shall submit pre-receipted bills in triplicate after completion of each quarter for quarterly charges.

7.3 The record of execution of the work as per clause 10.9 shall be submitted along with the bills.

7.4 TDS shall be deducted as per applicable Rules from each bill.

## **8. PENALTY**

8.1 Penalty for deficiency/non-performance in services would be following for each instance:

8.1.1. Weekly treatment for mosquitoes – Rs.1000/-

8.1.2. Monthly treatment for Rodent and other pests – Rs. 2000/-

8.2 The penalty amount shall be recovered from contractor from the amount payable to the contractor or from security deposit.

## **9. AWARD OF CONTRACT**

### **9.1 LOWEST SUCESSFUL BIDDER**

9.1.1. On completion of evaluation process of Financial Bid, the Bidder whose Evaluated Amount is found to be the lowest would be declared as the Lowest (L-1) bidder.

### **9.2 LETTER OF AWARD (LoA)**

9.2.1. The L-1 bidder will be considered for issuing of Letter of Award(LoA).

9.2.2. The acceptance of the LoA shall be submitted within 7 (Seven) working days from issue of LoA, failing which the Client reserves the right to cancel the LoA.

### **9.3 PERFORMANCE SECURITY**

9.3.1. A Performance Security in form of bank guarantee/Fixed Deposit Receipt from any Nationalized / Scheduled Bank of a value equal to 10% of the total Awarded Value as indicated in the Letter of Award shall be deposited by the bidder within 15 (Fifteen)working days from issue of Letter of Award.

9.3.2. The Performance Security shall be valid for a period of 27 (Twenty Seven) months from the date of issue of Letter of Award (LoA).

9.3.3. Validity of Performance Security shall be extended to cover the extended term of contract, if any.

### **9.4 SIGNING OF CONTRACT**

9.4.1. The successful bidder shall be required to enter into a contract with Client within 15 (Fifteen) working days from issue of the

**10. GENERAL TERMS CONDITIONS**

- 10.1 The bidders have been permitted to tender on the explicit understanding that they shall not be entitled to resettle unilaterally from their offer or modify the terms and conditions once the same have been received in this office. If the tender is to be withdrawn/amended or any further conditions are imposed by the bidder, the bid security deposited by the bidder shall be forfeited and his name removed from the approved list of Firm without prejudice to any other right or remedies, the Government may be entitled for such breach on the part of the bidder.
- 10.2 The person signing the tender document on behalf of the Firm or on behalf of the partners, shall attach with the tender a proper Power of Attorney, duly executed by all the partners, stating that he has the authority to bind such other persons or the firms, as the case may be, in all the matters pertaining to the contract, including the arbitration clause.
- 10.3 The contractor shall ensure that no damage is caused to the equipment/Govt. building in the performance of his services/ any loss suffered therein, will be made good by the contractor.
- 10.4 The client reserves the right to reject any or all the bids without assigning any reasons.
- 10.5 If the firm abandons the work during the currency of this service contract, the client reserve the right to withhold the security Deposit and or the payments of the pending bills.
- 10.6 If the firm fails to render any or all the services as per contract, the client reserve the right to get the services executed at the risk and cost of the firm.
- 10.7 The firm will be responsible for any loss, damage or liability due to lapse on the part of its employees.
- 10.8 In case of any mishap sustained by employee(s) of Contractor of whatsoever nature (minor/major) , the Client shall not be responsible. The responsibility of any kind including, granting compensation, if any, on this count shall be that of the Contractor.
- 10.9 The pesticides/chemical /any other material used by the Contractor shall be of branded ISI marked products of a reputed company. The Client reserve the right to check the material used by the Contractor . If the material used by Contractor is found to be sub-standard/hazardous, it shall be replaced by standard material, to the satisfaction of the

client's authorized official.

- 10.10 The client will have the right to inspect the quality of work and material to be used for rendering the service.
- 10.11 The pest control treatment shall be done in the presence & to the satisfaction of the official authorized for this purpose. The contractor shall keep record of the weekly/monthly work executed at the client site. The contractor shall get the record signed after each treatment by the client's authorized official. This record shall be enclosed with the quarterly bill failing which, no payment will be made.
- 10.12 In case, the firm fails to render satisfactory services, the client reserves the right to take necessary action including termination of the contract.
- 10.13 The Chemical/Pesticides used shall be Government registered/approved and of reputed manufacture. It should be approved by the Pest Control Association for its effectiveness and safety to human beings in closed and Air-conditioned environment. If the quality of the material used by the contractor is found to be of inferior quality or harmful to human beings then the client reserve the right to take action against the contractor as per law including termination of contract.
- 10.14 The officers of client reserve the right to visit the premises of the bidder to assess his capability to handle such jobs without giving any prior intimation.

## **11. ARBITRATION**

- 11.1 In case of the dispute relating to this contract which may arise during or after the execution of the contract, the arbitrator shall be appointed by the Member Secretary, NRPC whose decision shall be final and binding. The proceeding of the arbitration shall be carried in New Delhi Only.



**BIDDER INFORMATION**

1. Name of the Bidder		
2. Full Address & Contact Details of the Bidder		
3. Name of the Authorized Signatory for this Bid		
4. Bidder's proposal number and date		
5. Name & address of the person to whom all references shall be made regarding this tender:		
(a) Telephone		
(b) Fax No.		
(c) E-mail		
(d) Mobile		
<b>Bidder</b>		
Signature of the Authorized Signatory		
Name:		
Designation:		
Date:		
Company Seal:		
<b>WITNESSES</b>		
	<b>Witness 1</b>	<b>Witness 2</b>
Signature:		
Name:		
Address:		
Date:		

**Financial Bid**

BOQ for the AMC of Pest Control Services at NRPC office Complex, NRPC Building, Katwaria Sarai, New Delhi

S. No	Item	Unit Rate per Year (in Rs.)	Amount Per Year in Figures (in Rs.)	Amount Per Year in Words (in Rs.)
1.	Pest Control Services at NRPC office Complex, NRPC Building, Katwaria Sarai, New Delhi as per scope of the work in Clause 1 of the tender document			

Note:

- i. The rates shall be quoted per year basis and it shall be in Indian Rupee only.
- ii. In case of any discrepancy in the **Amount in Figures** and **Amount in Words**, the **Amount in Words** shall be considered for evaluation.
- iii. The evaluation shall be based on the **“Quoted Amount in Words”**.
- iv. The quoted rates shall be all inclusive and remain firm.
- v. The Evaluated Amount for the Bid shall be the amount worked out after considering discrepancies, if any.