

**DR. AMBEDKAR INSTITUTE HOTEL MANAGEMENT,
SECTOR 42-D, CHANDIGARH
PH.NO.0172-2604833**

TERMS AND CONDITIONS

Tender Form for providing Pest Control Services (2024-2025)

Name & Address (mailing)

Phone No.

Place of work with Address

(Commercial)

**To be uploaded by 14-02-2024 upto 4:00 P.M.
To be opened on 15-02-2024 at 11 A.M.**

Wherever the term “prescribed date & time” for submission of original EMD in the office referred to, it implies 14-02-2024 upto 4:00 P.M. only.

SCOPE OF WORK

1. The Contractor will be required to engage well-qualified staff for pest control services in and around the Institute buildings including parking area, boys hostel, girls hostel, EDC Building etc. as mentioned below:-

- | | |
|--------------------------------------|---|
| i) General Disinfestations: | For Control of Cockroaches, Silver Fish, Red Ants, Black Ants etc. |
| ii) Mosquitoes (Vector) | To control breeding of mosquitoes and flies in and around the Institute building |
| iii) Rodent Control | For control of Rodents (Rats), indoor & outdoor, Lizards control indoor etc. |
| IV) Fogging in Institute Area | To control breeding of mosquitoes and flies in and around the Institute building, Hostel Building & EDC Building. |

Once a week in the Institute Buildings, Mid day meal area and Boys and Girls Hostel. In Case of emergent –need, the firm will be called at a short notice also.

Approx. Covered Area will be as under:-

(a) Institute Main Building	: 50980 Sq. Ft.
(b) Hostel Block (Boys and Girls)	: 10235 Sq. Ft.
(c) E D C Building	: 26436 Sq. Ft.
(d) Additional Block	: 33885 Sq. Ft.

TERMS & CONDITIONS

1. Tender(s) should be uploaded upto the date as indicated in the notice.

The tender will be in two parts i.e. Technical Bid (Part 'A') and Financial Bid (Part 'B'). The Technical Bid should contain the technical details like address and Telephone No. of shop from where the supplies are proposed to be made, details of EMD (DD/Pay Order No., date, amount etc.), storage arrangements, clients list and any other relevant information. The Financial Bid will contain only the Financial Bid in the enclosed proforma.

The Technical Bid will be opened on 15-02-2024 at 11.00 A.M. After assessing the technical details, Institute will short list the parties fulfilling the technical criteria laid down for the purpose. The Financial Bid of only these technically short listed parties will be opened on suitable date after intimating such short listed parties. The decision of short listing of technical bid by Purchase Committee of the Institute will be final and binding on all.

2. The staff deputed by the Contractor for undertaking above mentioned pest control services should wear protective clothes and other safety gadgets etc.
3. The staff engaged by the Contractor for undertaking Pest Control Services should be healthy and physically fit. They should also have the basic knowledge/usage of pesticides/chemicals.
4. (a) The Contractor should quote the consolidate rate including labour charges, chemicals and pesticides etc., separately for the job mentioned in the scope of work.

(b) The contractor shall be required to indicate the chemicals to be used by them for providing Pest Control Services. However

these chemicals must be of national repute, acceptability most effective to curb / eradicate the menace of insects / pests such as mosquitoes, flies, cockroaches, lizards / rats/ rodent & cats and also approved and registered by Central Insecticide Board (CIB). Further, the chemicals should be ISI marked, safe for humans, food articles (raw, semi cooked or cooked) as well as non-toxic and environment friendly.

5. The Contractor will be responsible for the safety of his staff and for any miss-happening in the Institute on account of Pesticides to be used by him and thus he is required to apply all safety measures.
6. The tender must be accompanied by earnest money of Rs.15,000/- (Rupees Fifteen thousand only) in the shape of Bank Draft / Pay Order of any Scheduled Bank drawn **in favour of “PRINCIPAL, DR. AMBEDKAR INSTITUTE OF HOTEL MANAGEMENT”, payable at CHANDIGARH.**
7. The amount of earnest money shall not be accepted through cheque. The amount of earnest money, if any, lying with the Institute or any other pending amount will not be adjusted against the present tender. The earnest money of the successful tenderer(s) shall be converted into performance security and shall be refunded without interest after the faithful execution/completion of the contract.
8. In case the contractor discontinues the contract in between, or unsatisfactory services/violation of any terms and conditions his security will be forfeited.
9. The employees employed for providing Pest Control Services in this Institute will be the employees of the Contractor for all intents and purposes.
10. The Principal of the Institute or his nominee shall be at liberty to check any time the services to be provided by the Contractor.

11. The employees deputed by the Contractor for Pest Control Services will be provided Identity Cards by the Contractor which will be required to be displayed at the time of duty.
12. In case of pilferage, theft/breakages, the Contractor will be responsible. The Principal/Secretary will be at liberty to deduct the amount of such loss from the Contractor after holding an enquiry. The decision of the Principal/Secretary of the Institute to this effect shall be final and binding upon the parties.
13. The contractors shall not assign the Contract to any other concern/individual.
14. The validity of Tender shall be for 90 days from the date of receipt and the finally approved tender will initially for one year i.e. upto 15th March 2025 from the date of award of contract with a provision to extend by further period of two years on year to year basis (total contract period of three years) depending upon the satisfactory performance of the agency and adherence to the statutory liabilities. The assessment of performance shall be the sole discretion of the Principal/Secretary and no representation/request for extension of contract for next year shall be entertained.
15. In the event of dispute, the same shall be referred for arbitration to the Principal, Dr. Ambedkar IHM, Sector 42, Chandigarh or any person appointed by him/ her. The award of the arbitrator shall be final binding on both the parties.

(Principal/Secretary)

DR. AMBEDKAR INSTITUTE OF HOTEL MANAGEMENT,
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TECHNICAL BID (PART – A)

TECHNICAL DETAILS OF THE TENDERER

The firms dealing in Pest Control Services shall upload the following documents:-

- A. Copy of Earnest Money, Demand Draft Deposited

- B.
 - a. Complete details about firm.

 - b) Registration No. of the Firm with documentary proof

 - (c) Copies of performance certificate issued by two present and past Clients.

 - (d) Valid Pest Control License issued by the Competent Authority

 - (e) PAN / TAN Number copies to be uploaded

 - (f) GST No copy to uploaded

- C. Agency having been blacklisted by the any State or Central Government Department or PSU in the past shall not be eligible to participate in the tendering process (enclose a signed and stamped statement on the letter head of the firm with regard to the blacklisting history of the firm).

PROCEDURE FOR e-tendering

1. The Bids shall be received electronically only through the website **etenders.chd.nic.in**.
2. Bid Document can be downloaded from the website of Chandigarh Administration **http://etenders.chd.nic.in/nicgep**.
3. The Bidders shall have to submit their Bids (Technical Bid & Financial Bid) online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on **http://etenders.chd.nic.in/nicgep**. On registration they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificate (DSC).
4. The Bids shall be uploaded in Electronic Format on the website **http://etenders.chd.nic.in/nicgep**. Scanned copies of Tender Fee, Earnest Money Deposit, Document and Eligibility Documents shall also be uploaded alongwith Technical Bid within prescribed time limit.
5. Tender Fee and EMD in original as uploaded by the Bidder shall be placed in the manner as described in the Bid Documents and shall be submitted in person by **the prescribed date and time in Dr. Ambedkar Institute of Hotel Management, Sector-42-D, Chandigarh**. The Agency who fails to submit the EMD as mentioned above, in physical form on or before the **prescribed date and time** will be declared as ineligible and the Bid submitted by them shall be declared as invalid.
6. The Agency has to produce the original documents as and when asked for by the Institute. The failure of the Agency to furnish the said original documents will entail summarily rejection of its tender.
7. Instructions to Bidders regarding e-tendering process:
 - (a) Tenders without digital signatures will not be accepted by the Electronic Tendering system. **No Tender will be accepted in physical form and in case it has been submitted in the physical form it shall be rejected summarily.**
 - (b) Bids will be opened online as per time schedule mentioned above.
 - (c) Before submission of online Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid.
 - (d) It will be mandatory for all the Bidders to upload all the documents **mentioned under 'Tender Details' template.**
 - (e) Institute will not be responsible for any delay in online submission of the Bids due to any reason whatsoever.
 - (f) The details of Tender Fee & EMD specified in the Tender documents should be the same as submitted online (scanned copies) otherwise tender will be rejected summarily.
8. For any technical issue relate to Electronic Tendering Portal, Bidders may contract IT Cell, The Department of Information Technology (DIT), Additional Deluxe Building, 5th Floor, Sector-9, Chandigarh, or email at **etender@chd.nic.in**, Phone No.0172-2740641, 0172-2740005.