

TENDER DOCUMENT
FOR
PROVIDING PEST CONTROL SERVICES TO

INDIAN MARITIME UNIVERSITY,
MUMBAI PORT CAMPUS, HAY BUNDER ROAD, SEWRI, MUMBAI - 400033

Tender No. : IMU MPC/PEST CONTROL/2017/0003

DATE OF ISSUE OF TENDER DOCUMENTS : 29.11.2017

LAST DATE AND TIME OF SUBMISSION OF TENDER DOCUMENTS : 18/12/2017 @3.00 PM

DATE & TIME OF OPENING OF TECHNICAL BID : 18/12/2017 @3.00 PM

EARNEST MONEY DEPOSITE : Rs. 10,000/- in the form of DD in favor of INDIAN MARITIME UNIVERSITY - MUMBAI PORT CAMPUS

Note: This tender document contains 11 pages (including technical & Price Bid) and bidders are requested to read & sign on all the pages. The technical bid should be sealed by the bidder in separate cover duly super scribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed as “ **Tender for providing Pest Control Service** “ for Indian Maritime University, Mumbai Port Campus. (Tender to be dropped in the Tender Box available at IMU, MPC)

The Deputy Registrar (i/c),
Indian Maritime University,
Mumbai Port Campus,
Hay Bunder, Mumbai- 400 033.
Email : -dradmin.mumbaiport@imu.ac.in
Web site: www.imumumbai.com, www.imu.ac.in

INDIAN MARITIME UNIVERSITY - MUMBAI PORT CAMPUS

Eligibility and Criteria for Selection

A firm or agency satisfying all the following conditions.

1. Having experience of at least three years in providing Pest control services
Having turnover of 3 lakhs or above for last year . Certified copies of the final accounts/ supporting documents indicating annual turnover of the last year must be attached.
2. The lowest tender will be awarded the contract. The analysis of rate(L-I) will be made on overall basis.
3. The contractor should have valid licence from licensing officer of the area.

GENERAL TERMS AND CONDITIONS FOR TENDER

1. Prescribed tender form can be obtained from Deputy Registrar (i/c), IMU-MPC between office hours in any working day. The tender form can be downloaded from the IMU website www.imu.edu.in . The tender document along with the earnest money deposit of **Rs.10,000/-** by Demand Draft in favour of **Indian Maritime university-Mumbai Port Campus** may reach on or before **1100 hrs. on 18th December,2017** & can also be deposited in the tender box kept at **4th floor LBS Administration Building**. Tender should be in sealed envelope superscripted “ Tender for Pest Control Services “ addressed to the Director ,IMU-Mumbai Port Campus, Hay Bunder Road, Mumbai tenders(Technical Bid) will be opened on the **1530 hrs. on 18th December 2017** in the presence of the tenderers /representative who may wish to be present either by themselves or through their authorized representatives. The Bids shall be evaluated on two stage evaluation process. After evaluating the technical bids the eligible bidders shall be shortlisted for second stage i.e. Financial Bid evaluation. The Price bids of only qualified tenderers after technical evaluation shall be opened in presence of attending tenders or their authorized representative. The date of opening of price bids of technically qualified bidders will be intimated through phone / e-mails.
2. The tender shall be submitted in two separate sealed envelopes, one for the technical bid (as per Annexure ‘A’ enclosed) and for the financial bid (As per the annexure ‘B’ enclosed) which should be clearly super scribed on the envelopes. Both envelopes (i.e. Technical bid and financial Bid) should be submitted in another sealed envelope super scribed with “tender for providing pest control services”.
3. In the case of contract involving labour , the contractors must be registered with the concerned authorities under the contract labour, (Regulation and Abolition) Act, 1970 and the contractor shall comply with all statutory requirements including labour Legislation and Acts, such as Contract Labour legislation Act, Workman’s Compensation Act, Minimum Wages Act, Payments of Wages Act, Provident Fund Act, ESI Act etc. For any lapse or breach on the part of the contractor in respect of non compliance of any labour legislation in force during the validity of the contract. The contractor would be solely & fully responsible to adhere to meet all statutory requirements and would indemnify the Institute in case in the institute is held liable for the lapse on the part of the contractor.
4. Indian Maritime University, Mumbai Port Campus, reserves the right to award the contract to deserving parties either in full or in parts . The decision of IMU, MPC is final and unquestionable.

5. Indian Maritime University, Mumbai Port Campus, reserves the right to terminate the contract without assigning any reason whatsoever.

6. INSTRUCTION TO THE TENDERERS

- 6.1 Quotation must be submitted giving complete details in the enclosed tender papers.
- 6.2 The rates quoted should remain valid for complete contract period and during extended period.
- 6.3 Bids containing erasures or alterations will not be considered unless countersigned by the authorized signatory.
- 6.4 The total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.
- 6.5 Bids which do not comply with the above conditions, are liable to be rejected.
- 6.6 Indian Maritime University, Mumbai Port Campus, shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.
- 6.7 The workmen employed by the contractor shall be directly supervised and controlled by contractor and shall have no relation whatsoever with IMU, MPC and shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against IMU, MPC for service and regularization of service by virtue of being employed at IMU, MPC against any temporary or permanent post at IMU, MPC.
- 6.8 The contractor has to deploy adequate number of staff who has to work as per requirement and convenience of IMU, MPC.
- 6.9 Care must be taken so that no furniture, fixture, fittings are damaged while carrying out the work by the contractor. Any damage done to the same will have to be repaired /replaced by the contractor and on termination of the contract the contractor will hand over all the supplied equipment/articles in good condition back to IMU, MPC

7. EARNEST MONEY DEPOSIT(EMD)

- 7.1 Tenderers should submit an EMD equivalent to **Rs. 10,000/-**. EMD amount should be submitted by way of a Demand draft favouring **Indian Maritime University Mumbai Port Campus** payable at **Mumbai**. This amount will be returned interest free to the unsuccessful tenderers within one month from the closing date of the tender or within one month after the award of the contract whichever is later.
- 7.2 In case of successful tenderers. The EMD deposited by unsuccessful bidder shall only be refunded after placing order on successful Bids. In case of successful Bidders, Earnest Money deposit may be adjusted towards performance Security payable.
- 7.3 In case of successful tenderers, EMD amount will be forfeited by IMU, MPC in the following cases:
 - i) If, after acceptance of the contract, the tenderer fails to carry out the service/supply in accordance with the terms and conditions of the contract.
 - ii) If the tenderer withdraws the tender during the validity period.
 - iii) Completion of services should be done in accordance with the terms and conditions of the contract. Any unexcused delay will not only warrant forfeiture of EMD amount and /or closure /termination of the contract for default.

- 7.4 If any time during the performance of the Contract encounters conditions impeding timely performance of service, he should promptly notify IMU,MPC authorities in writing the fact of the delay, the cause of delay and its likely duration of restoration. IMU,MPC authority will evaluate the situation and at its discretion , extend contractor's time for performance.
- 7.5 Bids not accompanied with EMD amount in the prescribed manner will be rejected.
8. Prices quoted for services should be inclusive of all statutory levies and duties for free delivery/service at IMU,MPC premises . The bill raised to IMU,MPC after rendering the services shall be subject to the tax deduction at source.
 9. Bids should be valid for a period of at least 6 months from the closing date of the tender.
 10. Tenderers are requested to study the terms and conditions of the tender carefully and then submit tender accordingly.
 11. The contractors should of the adhere to the statutory regulations viz., Minimum Wages Act, Shop and Commercial Establishment Act, ESI Scheme and any other regulation covering labour contract.
 12. After acceptance of the contract if any/all the terms and conditions of the contract is / are violated, then IMU,MPC reserves the right to terminate the contract . In such cases, the security deposit amount will forfeited by IMU,MPC.
 13. Please note that any falsification/suppression of information could lead to the disqualification from the tender.
 14. Please note, tender bid should be submitted in accordance with our terms and conditions mentioned herein. Non compliance to the above would entail automatic disqualification and rejection of the offers.
 15. Exact details GST and other levies must be clearly indicated.
 16. Clarifications with respects to the tender may be sought well before the last date for submission of tender bids and it may be noted that IMU,MPC is not responsible for delay whatsoever.
 17. Canvassing in any from entails the tenderers disqualification.
 18. Any tender found influencing or intimidating other tenderers, tender process is liable for disqualification.
 19. IMU,MPC has the right to accept/reject the clauses/items: notice which has not been given by the agency at the time of submitting the quotation and which are put forward is subsequent correspondence.
 20. Tenderers are advised to understand the magnitude of the job involved from the Administration department before submitting their bids. They may even visit IMU,MPC premises for this purpose (relevant for this tender). No clarification will be entertained after receiving bids.

21. SECURITY DIPOSIT

The agency to whom order will be placed have to submit the Performance security (i.e. 10% of the value of contract for 12 months in the form of Demand Draft/BG drawn in favour of **Indian**

Maritime University, Mumbai Port Campus payable at Mumbai & should be valid for a period of 60 days beyond the date of completion of all contractual obligations of the agency.

The EMD deposited by successful bidder shall only be refunded after the firm furnishes performance guarantee. In case of successful Tenderer, earnest Money deposit if paid may be adjusted towards Performance Security payable.

22. SCOPE OF WORK

IMU,MPC requires pest control services to be carried out at its premises including IMU,MPC

- 22.1 The scope of the contract includes carrying out general insect/pest control services at our campus for insects including house flies, cockroach extermination, rodent/mosquitoes, removing of beehives, eradication of bats, fumigation fly control services etc.
- 22.2 The agency should bring the required pesticides or chemicals, spray them through a spray gun or place them if they are dry cubes or carry out such chemical treatment through insecticide sprays. Only company made chemicals / Insecticides as per Government of India and WHO norms are to be used and quality and quantity of chemical will be checked by IMU,MPC committee.
- 22.3 If any restricted chemicals used for services then attached certificate from concern authority for using.
- 22.4 Disinfection/Insect control/Flies control/mosquitoes control services are to be carried out once in every week and rodent management services by fortnightly and Cockroaches, Red & Black Ants, Spider & Silverfish services once in month & Snakes repellent service (as per requirements) by adequately trained and efficient manpower and the employees of the contractor should possess sound health and be free from any disease especially contagious and frequently recurring disease.

23. DURATION OF CONTRACT

The contract shall be valid for one year from the date of enforcement which may be extended for another period of two years thus making the total period of three years subject to satisfactory performance and compliance on yearly basis of all the provisions mentioned in the tender document. The contract once awarded can be terminated by IMU,MPC after giving one month notice. Nevertheless, IMU,MPC may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the contract . IMU,MPC's decision that a breach has occurred will be final and shall be accepted without demur by the contractor.

In case the agency wants to terminate the tender/contract/agreement, it shall have to give three calendar months notice in advance to this effect to the IMU,MPC.

24. CONTRACT RATES TO BE QUOTED ONLY IN ANNEXURE 'B' ENCLOSED.

The rate should be quoted as per details of work like Disinfections/Insect control/Flies control/mosquitoes, Rodent and Cockroaches control services for IMU,MPC, Office building, residential Building New Hostel building -----

S.No.	Services	Pest Covered	Chemical with ratio used
1	Flies Management Service	Flies	
2	Rodent Management Service	Rodents, Mice	
3	Cockroaches Management Service	Cockroaches, Red ants, Black ants, Spider, Silverfish	
4	Mosquito Management Service	Mosquito, Beehives	
5	Snake Repellent Service	Snakes	
6	Termite treatments	Termite	

IMU,MPC reserves the right to increase/decrease the number services as per the requirement.

25. **GUIDELINES FOR SUBMISSION OF BIDS.**

Sealed bids should be submitted in two parts as given below.

- (a) Technical Bid (b) Financial Bid

Technical Bid

(To be enclosed in envelope superscripted 'Technical Bid')

The bidder should submit the details of the firm or the Agency as per Annexure 'A' The format is enclosed herewith . The bidder is required to necessarily provide full description of services they intend to provide and other allied terms and conditions other than commercially/financial aspects.

The EMD must be enclosed only with the Technical Bids, as only the Technical bids will be opened first.

The agency/company should attach the documentary proof/details of their experience regarding competency of undertaking to carry out the services indicated in the tender along with the Annexure'A'

Financial Bid

(To be enclosed in envelope superscripted 'Financial Bid')

The prices may be quoted as per the prescribed format given as Annexure 'B' of the tender document

These prices should be inclusive of all charges and must be quoted in clear terms unambiguously. All type of services should be clear mentioned with their price breakup of chemical used.

Contract rate quoted as per Annexure 'B' for the activities described therein . The financial bids will be opened subsequently only for those parties who are found technically suitable.

The contract or any order resulting from the tender will be governed by IMU,MPC Terms and conditions of tender and the tenderer quoting against this tender will be deemed to have read and understood the same, in the same meaning as that of IMU,MPC

26. PENALTY

While all contractual obligations will be strictly enforced, deduction will be made for poor service like.

- a) Person sent by the agency for servicing not bringing the required chemicals or required quantity.
- b) The service personnel refusing to do duty assigned in respect of Disinfections/Insect control/mosquito's control/flies control services and fumigation services.
- c) Service personnel not turning up for service on the appointed time.
- d) Deduction will be made for poor service like not carrying out monthly services, deficiency in the quality of chemicals used, and misbehavior of the staff deployed for supply and services.
- e) The penalty will be levied on the basis of work assessment by IMU,MPC. The decision of V will be final and binding in this regard. The penalty will be 2%-5% of work claimed subject to maximum penalty of 10% of the monthly bill.

The tenderer should not be black listed by any department of the central or state government or PSU or any other organization. The supplier must give an undertaking in this regard.

TECHNICAL BID

1. Name of the Agency-----
2. Name of the authorized person (who signs on the tender document)-----

3. Address of the Agency-----

4. Phone No.------(Mob.)-----Fax-----
5. E-Mail-----

Eligibility Criteria for Selection:

S. NO.	REQUIRED DOCUMENTS	PROOF : ATTACHED/NOT ATTACHED	SR.NO.OF PROOF
1	Copy of terms and conditions and every page of the tender document duly signed with seal of the firm, in token of acceptance of terms and conditions of tender.		
2	Earnest Money deposit of Rs.	DD No. Date :	
3	Copy of GST/CST/LST/TIN/firm registration	Registration No.	
4	Copy of the PAN no. of the firm	PAN No.	
5	Experience of at least two years in providing Pest Control Services (Experience certificate /work orders along with details at ANNEXURE-I)		
7	The Annual turnover must be not less than Rs.3 Lakhs for the last year. (Certified copies of the final accounts/ supporting documents indicating annual turnover of the last year to be attached)		

Note : All the documents must be self attested .
Seal of the Company/firm:

FINANCIAL Bid

I. The rate should be quoted for work mentioned below:

S.No.	Name of the area/block	services	Pest Covered	Frequency	Monthly cost in Rs.
1	Total campus arear, 02 in Nos. office bldgs., residential blds., principals bungalow, Mess, old hostel, new hostel, pas classroom and swimming pool.	Flies Management Service	Flies	Weekly	
2		Rodent Management Service.	Rodent, Mice	Fortnightly	
3		Cockroaches Management Service.	Cockroaches, red ants, Black ants, Spider, Silverfish	Monthly	
4		Mosquito Management Service.	Mosquito, Beehives	Weekly	
5		Snake Repellent Service	Snakes	As & when required with weekly service	
6		Termite Treatments	Termite	As per the requirements	
Total Monthly Amount (in Rs.)					
Total Annually Amount (in Rs.)					

Note :

- The bidders are required to quote the rates per sq.mt= for the services mentioned at sr. No.6. the rates for this services will be evaluated on the basis of per sq. mt. these services will be availed as per situational requirement and the payment will be made accordingly as per actual work done (in sq.mt.).
- The amount must be inclusive of all taxes/charges/liabilities.
- The analysis of rate (L-i) Will be made on overall basis.
- The structure details are as follows,
 - a) LBS College building (G+6) – 4940.77 sqm.
 - b) Hostel (I) (G+3) – 3732.08 Sqm.
 - c) Hostel (II) MERI (G+3) – 1408.44 Sqm.
 - d) Life boat bldg. (G+1) – 316.01 Sqm.
 - e) MERI college building (G+7) – 4632.26 Sqm.
 - f) Principal's bungalow (G+1) – 200.38 Sqm.
 - g) Hostel for 250 students (G+9) – 13196.09 Sqm.
 - h) 12 Number type IV staff quarters (G+6) – 1506.13 Sqm.
- The rate should be quoted as per details of work like Disinfections/Insect control/Flies Control/mosquitoes, Rodent & Cockroaches control services.
- Payment to the agency will be made as per actual work/service done for various services based on requirement of the institute for which prior order/instructions approval has to be obtained by the agency. The payment for those areas which are not asked for the treatment by the institute will not be paid .The services may be increased or decreased on the basis of the requirement.

CERTIFICATE

I hereby certify that I have studied all the terms and conditions of the tender document, understood the same and hereby accept the same and signing this document as an authorized signatory in the capacity of the Proprietor/Partner/Director

Date :-----

Signature & seal of the firm :-----

Place :-----

Name & Designation : -----

Phone No.-----

E-mail:-----

ANNEXURE'I'

Statement of the clients during last three years

S.No.	Name of the address of the firm	Name & Designation and Contact Phone No. of the official in charge	Name of the services provided	Monthly contract amount(Rs.)	Sr. no. of proof attached
1.					
2.					
3.					
4.					
5.					
6.					

Note : Preference will be given to parties who has similar experience in PSU Bodies / Government organization / Autonomous Bodies.

Seal of the Company/firm: