

GOVERNMENT OF INDIA  
PLANNING COMMISSION

Yojana Bhawan, Sansad Marg,  
New Delhi, Dated the 27<sup>th</sup> May, 2014.

**TENDER NOTICE**

**SUBJECT :- INVITATION FOR TENDER IN RESPECT OF CONTRACT FOR PROVIDING PEST CONTROL SERVICES IN THE PLANNING COMMISSION (YOJANA BHAWAN AND THE OFFICE OF THE EAC TO PM, VIGYAN BHAWAN, MAULANA AZAD ROAD, NEW DELHI)-REG.**

The Planning Commission invites sealed quotations-offline (two bids i.e. Technical Bids and Financial Bids) from reputed and experienced firms to provide pest control services in its office located at Yojana Bhawan, Sansad Marg, having 406 rooms and covered area of 109348 sq. feet (approx..) and office of EAC to Prime Minister, E-Hall, Vigyan Bhawan Annexe, New Delhi. Details of the services required and other terms and conditions relating to the award of Contract are given in the Annexure – II.


2. The Planning Commission reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation shall not be entertained.

3. Bidders are required to submit the documents in support of eligibility criteria (given in Annexure-I & II). Each page of tender document is to be signed by the bidder to indicate as having understood and agreed with the Terms & Conditions and other information given in the Annexure-I& II. **Bid validity is 90(Ninety) days from the date of opening the bid.**

4. Bids without requisite documents will be summarily rejected. Complete tender document may be downloaded from the website of the Planning Commission (<http://planningcommission.gov.in>).

5. The bids are to be sent in two parts-one sealed envelope superscribed as 'Technical Bid' giving details in the format as per Annexure- I, II, III-A, III-B and Second envelop superscribed as 'Financial Bid' in the format at Annexure-III-C. The two sealed envelopes as above will be placed in another sealed envelopes superscribed as 'Bid for Pest Control Services'. The bids would be evaluated in two bid system i.e. Technical & Financial and the financial bids of those bidders who have technically qualified would be opened (in presence of the authorized representative of the bidder firms by giving prior intimation to them) and contract will be awarded to the bidder whose financial bid is L-1 (i.e. lowest bidder), i.e., the bidder with the lowest total [Total of (1), (2), (3) & (4)] in the Financial Bid (as per the format enclosed).

...contd./-

  
(अविनाश चन्द्र)  
(AWINASH CHANDRA)  
अवर सचिव/Under Secretary  
योजना आयोग/Planning Commission  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi

6. Quotation in the prescribed format in the **Annexure-III -A, B & C alongwith Annexure-I** are to be put in sealed cover superscripted with, "Providing of Pest Control Services" and dropped in the **Tender Box** kept in the Reception office of Yojana Bhawan during 1000 Hrs. to 1500 Hrs. from 28.05.2014 upto 1400 Hrs. on 18.06.2014. Received tenders will be opened at 1530 Hrs. on 18<sup>th</sup> June, 2014 in room No. 311 Yojana Bhawan, New Delhi in the presence of such bidders, who may wish to be present at the time of tender opening. The check list of this tender document may be seen at Annexure-IV.

7. Information on any issue of corrigendum related to this tender will be issued only on website/s mentioned in Para. 4 above.



(Awinash Chandra)

Under Secretary to the Govt. of India.

Tel. No. 011-23096733


(अविनाश चन्द्र)  
(AWINASH CHANDRA)  
अवर सचिव / Under Secretary  
योजना आयोग / Planning Commission  
भारत सरकार / Govt. of India  
नई दिल्ली / New Delhi

**APPLICATION**

1. Name of the Bidding Company/  
Firm/Agency (Bidder)
2. Status of the firm \_\_\_\_\_  
(Whether Proprietary/Partnership/Company)
3. Name(s) \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ Owner/Partner/Director(s)
4. Full address of Registered Office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Full address of the operative branch of \_\_\_\_\_  
the Bidder (in Delhi/New Delhi/NCR) \_\_\_\_\_  
\_\_\_\_\_
6. Name of Banker with complete address \_\_\_\_\_  
\_\_\_\_\_  
Telephone no. of the Banker \_\_\_\_\_
7. Registration Details (self attested copies to be enclosed):
  - (a) PAN/TIN No. \_\_\_\_\_
  - (b) Valid licence/authorization issued \_\_\_\_\_  
by the competent authority in such  
matter for executing the work of  
pest/rodent control etc.  
\_\_\_\_\_
  - (c) Service Tax Registration No. \_\_\_\_\_
  - (d) Proof of Income Tax Assessment \_\_\_\_\_  
(the name of the document)

(copies of ITR of last three years)

8. Details of Earnest Money Deposit (Rs.5,000/-):
  - (a) Banker's Cheque No./Demand Draft No. \_\_\_\_\_
  - (b) Date \_\_\_\_\_
  - (c) Name of Issuing Bank \_\_\_\_\_

  
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**TERMS & CONDITIONS OF THE CONTRACT**

**1. SCOPE OF WORK:**

The job of Pest control shall include the following:

- (i) **General Pest Control/Anti Termite** which means eradication of Cockroaches, Mosquitoes, Rats, Flies, Lizards, Termite etc. through permitted insecticides as per Government of India and WHO norms. The Pest control should cover all the places like under the tables, chairs, almirahs, on and around the pile of files, on wooden furniture, on false ceiling, on all staircases, on lift lobby, on all toilets drain ducts, on all pantry rooms, Library halls in all stores and any hidden space under the furniture and should leave no space unattended.
- (ii) Rodent controlling should be done as per orders and instructions on the subject.
- (iii) Agencies must ensure that the pest control once done shall remain effective up to next pest control failing which it shall have to be done again without any cost.
- (iv) The pesticides, etc. used for pest/rodent control, should not have adverse impacts on human health.
- (v) Specified treatment for termite and wood borer control required in any of the area specified of Yojana Bhawan will be provided by the firm without any extra charge.
- (vi) The pest/rodent control measures to be taken by the firm on weekly basis preferably on Saturday (initially for two month period) and thereafter this exercise should be done on fortnightly basis and as and when required / instructed to take this exercise

**2. Validity of the contract:** The contract shall be for a period of one year from the date of award of contract. The period of contract may be extended for another two years (total 03 years) on quarterly/half yearly/yearly basis, subject to satisfactory performance of the contractor. No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of contract. Hence, the rates should be quoted with this provision in mind.

**3. Instructions to Bidders:**

- (i) Bids received after specific date and time will not be accepted. The bids not accompanied by Earnest Money Deposit (EMD) will be rejected. The EMD of all the unsuccessful bidders will be refunded after finalization of the contract. No interest will be payable on the EMD.
- (ii) If any bidder withdraws his bid, the EMD will be forfeited. **Validity of the bid is ninety days** from the date of opening the bid.
- (iii) The bidders are advised in their own interest to fill the details in Annexure-III, A, B & C. Any overwriting in Annexure-III, A, B & C is not allowed, if found, the bid will be summarily rejected.

- (iv) Bidders are required to submit documents in support of their eligibility criteria.

#### 4. Eligibility conditions:

- a) The bidder shall have an experience of at least 2 years or more in this field. The bidder should submit a performance certificate from any 2 Ministry/ Department of Govt. of India/ State Govt. or PSUs (Minimum one year experience in one Govt. Deptt./PSU). The bids received without prescribed performance certificate shall be rejected.
- b) The bidder should have a valid license to stock and use of permissible insecticide for commercial pest control operation.
- c) Copy of VAT/Sales Tax/Service Tax Registration Certificates.
- d) The Registered Office or Branch Office of the bidder Company/Firm/Agency should be located in Delhi/NCR Region. The bidder should submit proof of its office address along with telephone number and also copy of the Registration showing the Registration number.
- e) The bidder Company/Firm/Agency should have PAN Card. Self- attested copy of PAN Card should be submitted with the bids.
- f) The Company/Firm/Agency whose services were terminated by the Planning Commission before the expiry of the contract are not eligible to participate in bid for a period of 3 years from the date of termination of the contract.

#### 5. Earnest Money Deposit (EMD) :

The bidder shall furnish an amount of Earnest Money of Rs.5,000 (Rupees Five Thousand only) by way of Demand Draft drawn in favour of "Pay & Accounts Officer, Planning Commission" payable at New Delhi. **EMD should be valid upto a period of 135(One hundred thirty five) days from the date of opening the bid.** Account Payee Demand Draft/ Pay Order/Banker Cheque drawn in favour of any officer other than Pay & Accounts Officer, Planning Commission, New Delhi will not be accepted and the tender would be rejected. The bid security of the unsuccessful bidder will be discharged/returned subsequent to the award of Contract.

#### 6. Submission of Bids:

- (i) The bids indicating monthly rates for Pest Control (exclusive of taxes) must be submitted in a sealed cover with the documents mentioned in Annexure-II duly signed.
- (ii) The quotation along with an envelope containing EMD are to be kept in a big sealed envelope.
- (iii) The envelope containing EMD should not be sealed and kept open.
- (iv) The bids are to be sent in two parts-one sealed envelope superscribed as 'Technical Bid' giving details in the format as per Annexure- I, III-A and Second envelop superscribed as 'Financial Bid' in the format at Annexure-III-B. The two sealed envelopes as above will be placed in another sealed envelopes superscribed as 'Bid for Pest Control Services'. The bids would be evaluated in two bid system i.e. Technical & Financial and the financial bids of those bidders who have technically

qualified would be opened (in presence of the authorized representative of the bidder firms by giving prior intimation to them) and contract will be awarded to the bidder whose financial bid is L-1 (i.e. lowest bidder).

#### 7. Bid Evaluation Criteria:

- (i) The bid shall be opened on the scheduled date & time (1530 Hrs. on 18<sup>th</sup> June, 2014) in Room No. 311 of Yojana Bhawan, Planning Commission, New Delhi-110001, in presence of the representatives of the bidder Company/Firm/Agency, if any, who wish to be present at the time of opening the tender.
- (ii) All terms and conditions stipulated in the tender documents shall be considered for selection of a firm. However, the **L1 (lowest bidder)** firm will be decided on the basis of the lowest total value of all the items for which the rates have been quoted, as explained in para 5 of the Tender Notice.
- (iii) The firm/ company must have valid licence to stock and use of permissible insecticide for commercial pest control operation duly issued by the concerned authority for executing such kind of job. A self-attested copy of the same must be submitted alongwith their bid.
- (iv) Firm / company must fulfill all the conditions mentioned at para 4 under the head Eligibility Conditions. Non fulfilment of these conditions tantamount to rejection of the bid.

#### 8. Eligibility Criteria :

- (i) The Registered Office or Branch Office of the Company/firm/Agency should be located in Delhi/NCR Region. The tendering Company/Firm/Agency should submit proof of its office address along with telephone number with the bid.
- (ii) The Company/Firm/Agency should have its own Bank Account, TIN Number, PAN Card. Duly self-attested copies of document should be submitted with the bid.
- (iii) The Company/Firm/Agency should furnish self-attested copy of valid licence /authorization issued by the competent authority in such matter for executing the work of pest/rodent control etc.
- (iv). The Company/Firm/Agency should furnish self-attested copies of document as proof of minimum three years' experience in Pest Control in offices of Central Government Ministries/Departments. Proof of experience in the form of copy of certificates obtained from the Government offices should be submitted with the bid.
- (v) The bidder should submit duly signed certificate, stating that "they have carefully read the terms and conditions of the Tender and accepted all the provisions of the Tender."
- (vi) The bidder should submit an undertaking that the Company/Firm/Agency has not been blacklisted by any Ministry/Department/Organization of the Central Government/State Government and any Public Sector Undertaking.

- (vii) The Company/Firm/Agency whose services have been terminated by the Planning Commission before the expiry of the contract, are not eligible to participate in the bid for a period of 3 years from the date of termination of the contract. An undertaking to this regard is to be submitted alongwith the bid.
- (viii) Firm has to submit an undertaking that they have physically inspected the premises and understand the volume of work and agree to the terms and conditions laid down in the tender documents.
- (ix) The bidders should submit the documents stated above alongwith their bid, failing which their bid shall be treated as non-responsive.

9. The successful bidder has to furnish a Performance Security Deposit (PSD) of 10% of the Annual Contract Value in the form of a Account Payee Demand Draft /Fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency and hypothecated to the Pay & Accounts Officer, Planning Commission or a Bank Guarantee from a commercial bank covering the period of the contract, within 10 days from the date of receipt of the letter for award of the Contract. The PSD should remain valid for a period of sixty days beyond the date of expiry of the contract for initial period of the contract of one year and completion of all the contractual obligations of the Company/Firm/Agency. In case the contract is extended beyond initial period the PMD will have to be renewed accordingly by the successful bidder.

10. In the event of failure to accept the offer of Contract by the successful bidder and non-submission of the PSD by the successful bidder for any reason/s whatsoever, the EMD submitted by the Company/Firm/Agency at the time of submission of the tender, shall be forfeited.

11. Agencies are advised to visit the place of work for assuring the nature and volume of work realistically before quoting the rates.

12. The pest controlling exercise are to be undertaken on weekly basis (initially for two months) and thereafter on fortnightly basis, preferably on Saturday/Sunday.

13. The quoted rates should include the cost of pesticides and related labour and transportation charges. The chemicals/pesticides used by the agency be purchased from reputed concern and should be ISI Marked and/or WHO approved.

14. The rates should be mentioned in figures as well as in words exclusive of taxes and levies.

15. In case of non-services of pest control during contract period services would be got done from the open market. If any excess amount is paid on such purchase and cartage incurred thereon the same would be recovered from the Security Deposit/ pending bills of the successful bidders.

16. In case of failure to comply with Para- 1to 5 under 'scope of work' and para 12 & 13, an amount of Rs.1000/- will be imposed as a penalty on the successful bidder for the fortnight (concerned period).

17. During the period of contract, it would be your responsibility to keep aforesaid premises free from any type of pests, which may destroy valuable documents, papers, structure, furniture, Handloom and Handicraft items and disturb the smooth and

hygienic conditions of office premises. You will have to provide preventive services as per schedule and also receipt of the complaints as and when made, without any additional charges.

18. **Payment:** Payment to the successful bidder shall be released on Quarterly basis on submission of bill in triplicate alongwith the report for having provided the above mentioned services to all concerned.

19. **Validity of Tender:** The contract period will be of one year from the date of award of contract. The validity of the bids received against the tender will be 120 days Rates.

20. TDS and any other Government levies applicable shall be deducted on bill amount as per Government of India instructions issued from time to time.

21. Planning Commission reserve the right to cancel the Contract any time during the currency of the Contract without assigning any reason, whatsoever, if the services provided by the firm are found to be unsatisfactory.

22. Successful bidder should submit Police Verification Report in respect of the persons representing the firm for allowing them to enter into Yojana Bhawan for doing the work.

23. Details of the vehicle and name of the driver along with proof of identity should be submitted for allowing entry of the vehicle into Yojana Bhawan for bringing the materials for pest control.

24. The firm will maintain regular inter action with Section Officer (Gen.III)/Caretaker, Planning Commission to ensure control of rats/termite/wood borer also within the premises of the Yojana Bhawan and surrounding areas.

25. Canvassing in any form is strictly prohibited and bid of the Firm/Agency who resorts to canvassing will be summarily rejected.

26. Any overwriting in the rates quoted is not allowed. All alterations in the rates should be signed in full in ink otherwise the tender will be summarily rejected.

27. The Competent Authority in the Planning Commission shall have the right not to utilize the services or terminate the contract at any time without giving any prior notice.

28. The Security deposit will be liable to be forfeited if during the period of the contract the services are found to be unsatisfactory. In this regard, the decision of the Competent Authority of Planning Commission shall be final and binding on the contract.

29. This Commission reserves the right to extend the duration of the contract beyond the expiry of the contract period at the same terms and conditions, from time to time for a maximum period of two years on Quarterly/Half yearly/annual basis.

30. Any controversy of dispute arising out of this contract shall be referred to the sole arbitration of the Head of the Department, Planning Commission, New Delhi, or any other officer nominated by him. There shall be no bar to the reference of the dispute to the arbitrator or such an officer appointed by the Head of the Department Planning Commission, New Delhi, who might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter is originally referred to



earlier, is transferred or vacates office or is unable to act for any reason/s, the head of the Department shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. No person other than appointed by the head of the Department shall act as arbitrator. Decision of the Head of the Department or the person nominated by him shall be final & binding on the contractor. The limitation for filing claim for arbitration is 90 days from the expiry of the contract and in case no claim is filed within this period, it shall be presumed that there is no claim. The place of settlement of dispute(s) shall be at Delhi. In the case of settlement of dispute(s) is to be done in the Court of Law, it will be in the jurisdiction of Court of Delhi

31. Subject to above, the provision of the Arbitration Act, 1996 or any other statutory modification on enactment thereof and the rules made there under and for the time being in force, shall apply to arbitration proceeding under this clause.

32. Any notice/direction given to the Service Provider Firm under the Terms & Conditions of this agreement shall be considered to be duly served, if the same has been delivered to, left for or dispatched by registered/ speed post to the service provider firm at his last known address. Also, any notice/reply/bill so posted shall be prima-facie proof of service at the expiration of the time in which it reaches in the ordinary course of post.

33. The Firms/Agencies/Companies interested in providing pest control service in the Planning Commission, Yojana Bhawan, New Delhi, and Office of Economic Advisory Council to Prime Minister at Vigyan Bhavan, Maulana Azad Road, New Delhi may visit/inspect the site on any working day between 3.00 PM to 4.30 PM before the last date of submission of bids. Any such interested party may contact the undersigned for the purpose.

  
(अविनाश चन्द्र)  
(AWINASH CHANDRA)  
अवर सचिव / Under Secretary  
योजना आयोग / Planning Commission  
भारत सरकार / Govt of India  
नई दिल्ली / New Delhi

Bid for Pest Control		
Technical Bid		
1	Name of Agency/ firm/ Company	
2	Nature of the concern : (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization)	
3	Full Address of Reg. Office Telephone No. FAX No. E-Mail Address	
4	Registration No. of the Agency /firm	Attach attested copy of the Registration
5	PAN No	Attach attested copy of the Pan Card
6	Valid licence /authorization issued by the competent authority in such matter for executing the work of pest/rodent control etc.	Attach attested copy of such valid license/authorization.
7	Service Tax Registration No.	Attach attested copy of the Registration
8	Certificate of satisfactory performance from the organization to whom the service was provided.	Attach attested copies of the appreciation letters from the organizations to whom service has been provided.
9	Certificate- Not blacklisted etc.	Attach Certificate

N.B. Those bidders who would not be able to submit the proof of any of the documents required above would be considered as having got disqualified in the Technical Bid. All others would be considered as having qualified in this Technical Bid stage.

Signature of authorized person

Date:  
Place:

Name :  
Seal :

27/5/14  
(अविनाश चन्द्र)  
(AWINASH CHANDRA)  
अवर सचिव / Under Secretary  
योजना आयोग / Planning Commission  
भारत सरकार / Govt of India  
नई दिल्ली / New Delhi

**Technical Bid**

**(DECLARATION)**

1. I, \_\_\_\_\_ Son / Daughter of  
Shri \_\_\_\_\_ Proprietor/Partner/Director/  
Authorized Signatory of \_\_\_\_\_ and competent to sign  
this declaration and execute this tender document;

2 I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:  
Place:

Signature of the authorized signatory  
Full Name:  
Firm's/Company's Seal :

**N.B.: The above declaration, duly signed and sealed by the authorized signatory of the Firm/company should be duly uploaded as a part of the Technical bid.**

27/5/14  
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भारत सरकार / Govt of India  
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Financial Bid Format

Name of Agency/ firm/ Company:

Post address Agency/ firm/ Company:

Tel. No./Fax No.

Description	Frequency	Locations	Rate (s) on Monthly basis (in Rs.)
(1) General Pest control (including termite treatment)	Spray on weekly basis (initially for two months) and thereafter on fortnightly basis.	Yojana Bhawan, Planning Commission	
(2) Rodent Control	Fortnightly Check-up	-do-	
(3) General Pest control (including termite treatment)	Spray on weekly basis (initially for two months) and thereafter on fortnightly basis.	O/o EACto PM in Vigyan Bhawan Annexe.	
(4) Rodent Control	Fortnightly Check-up	-do-	
<b>Total of (1),(2),(3)&amp;(4)</b>			

(NB: The above rates should be inclusive of all charges for transportation, equipment, material cost and manpower etc.)

Signature of authorized person

Date:  
Place:Name :  
Seal :

Note: Bid Evaluation Process has already been elaborated in the Tender Notice itself (Paras 5 and 6) as well as in para 7 of Annexure-II.

  
 (अविनाश चन्द्र)  
 (AWINASH CHANDRA)  
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 भारत सरकार/Govt of India  
 नई दिल्ली/New Delhi

**CHECK LIST**

**DOCUMENTS TO BE SUBMITTED ALONGWITH THE BID**

1. E.M.D. (Pay Order/Demand Draft) to be dropped in EMD box separately. (clause No. 5 at Annexure-II).
2. Proof of Registered Office / Branch Office of Company /Firm /Agency in Delhi/NCR. (clause No. 8(i) at Annexure-II).
3. Proofs of own Bank Account, TIN, PAN, VAT/Sales Tax Registration and the latest copy of the Income Tax Return. (clause No.8 (ii) at Annexure-II).
4. Proof of experience of minimum three years in pest control in the form of copy of certificates from the Ministries/Departments of India. (clause No. 8 (iv) of Annexure-II).
5. Proof of self-attested copy of valid licence/authorization issued by the competent authority in such matter for executing the work of pest / rodent control etc. (clause No. 8 (iii) of Annexure-II).
6. Self attested copy of a certificate indicating that the bidder has carefully read the terms and conditions of the tender and accepted all the provisions of the tender (clause No. 8 (v) at Annexure-II).
7. Self attested copy of non-blacklisting certificate (clause No. 8 (vi) at Annexure-II).
8. Certificate that the services of the firm has not been terminated by Planning Commission before the expiry of the contract during last three years. (Clause No.8 (vii) at Annexure-II).
9. If the bidder is exempted from submission of EMD, copy of relevant orders/documents regarding such exemption to be enclosed with the bid.

27/5/2014  
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