



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

(वस्त्र मंत्रालय, भारत सरकार)

निफ्ट कैम्पस, दूरभाष नगर, आईटीआई परिसर, रायबरेली - 229010

(फोन: 0535-2702426)

निविदा दस्तावेज

निविदा संख्या: 9504(104)/प्रशा०/एनआईएफटी/आर०बी०/कीट नियंत्रण सेवाएं/2018 Date: 18.4.2019

Notice Inviting E-Tender

Requirement: Providing Pest Control services for a period of one year which may be extended on yearly basis for further period of two years subject to satisfactory performance of the firm.

Time schedule for tender process :

| | |
|---|--|
| Commencing date of tender | 18.04.2019 |
| Last date for receipt of duly filled in tender online | 13.05.2019 up to 15:00 hrs |
| Date of opening of tender online (Technical bid) | 13.05.2019 at 15:30 hrs |
| Earnest Money Required | Rs. 10000/- in the form of DD in favour of NIFT, payable at Raebareli. |

For applying online, the Firm should get itself registered at <https://niftenders.eproc.in> by paying

- Annual Registration Charges of Rs. 2000 + applicable taxes.
- Bid Processing Fee charges 200 + applicable taxes.

(Joint Director)
NIFT- Raebareli



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9504(104)/प्रशा०/एनआईएफटी/आर०बी०/कीट नियंत्रण सेवाएं/2018

18.04.2019

(E-Tender Document)

(Part-A)

Introduction:

National Institute of Fashion Technology (NIFT), Ministry of Textiles, Govt. of India is a premier educational institution set up under an act of Parliament and functioning under the aegis of the Ministry of Textiles, Govt. of India.

Requirement:

Providing Pest Control services for a period of one year which may be extended on yearly basis for further period of two years subject to satisfactory performance of the firm.

1. The interested bidders should apply online and submit their tender along with scanned copy of all the relevant certificates and documents etc. in support of technical and price bids duly signed- through online on the <https://nifttenders.eproc.in> till **15.00 Hrs. on 13.05.2019** E-tender document is also available for viewing on the "tenders" link of the NIFT website i.e. <https://nifttenders.eproc.in> and <https://nift.ac.in/raebareli>.
2. The Tenderers are requested to read the instructions and terms & conditions of the e-Tender; carefully before quoting the rates in quotations / Tender Schedule and comply with the same there after amendments made if any.
3. Application to this tender will be accepted only through the online mode <https://nifttenders.eproc.in>. No other mode of tender shall be considered.
4. For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
 - **Annual Registration Charges of Rs. 2000 + applicable taxes.**
 - **Bid Processing Fee charges 200+ applicable taxes.**

Basic Requirements

The basic requirements for registration and applying for tender online are as under:

- Operating System should be windows 7 or above.
- Java version : Java 8 update 25.
- Use Internet Explorer 11 version.
- All java add-ons must be enabled in the system.
- Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.

For online procedure tenderer may contact on following Helpdesk officers:

Email: niftsupport@c1india.com, sandeep.bhandari@c1india.com

Phone: 0124-4302033/36/37

5. In case, the tender document is not received through online in prescribed format and/or found incomplete in any respect, the tender offer will be summarily rejected.
6. Only the Technical Bids will be opened on the date of opening of tender. Price bids of only those bidders will be considered for opening whose offer is complete and technically acceptable in all respects.
7. The name and address of the tenderer shall be clearly written in the space provided in e-tender. The tender should be filled in and submitted in strict accordance with the instructions laid down here in; otherwise the tender is liable to be ignored/disqualified.
8. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
9. All firms which are not specifically registered for required stores as per Tender specifications either with DGS&D, Kendriya Bhandar or with NSIC, are required to submit **Earnest Money Deposit (EMD)** for an amount of Rs. 10,000/- (Rupees Ten Thousand only) in the shape of Demand Draft favouring NIFT, Raebareli. **The original DD of EMD amount must reach in an envelope superscripted as "Tender No./Date:..... & EMD for providing pest control services" to the following address on or before 13.05.2019 at 15:00 hrs.**
10. Offers received without earnest money or with earnest money less than the amount specified above shall be summarily rejected and online tender will not be opened whose EMD not received before due date and time of opening of tender

Joint Director, National Institute of Fashion Technology, Doorbhash Nagar, Raebareli-UP-229010

Time schedule for tender process:

| | |
|--|----------------------------|
| Date of tender notification | 18.04.2019 |
| Last date for sale of tender document | 13.05.2019 up to 14:00 hrs |
| Last date for receipt of duly filled in tenders (Online) | 13.05.2019 at 15:00 hrs |

| | |
|---|---|
| Date and time of the opening of Technical bid of tenders | 13.05.2019 at 15:30 hrs |
| Date and time of the opening of Financial bid of tenders | To be informed to technically qualified bidders |

(Part-B)

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.
2. The Annual turnover must not be less than Rs. 5 lakhs for the last two financial years (i.e. FY 2017-18, 2016-17) and submit ITR of last two years (i.e. FY 2017-18, 2016-17).
3. The lowest tenderer will be awarded the contract. The analysis of rate (L-1) will be made on overall basis.
4. The contractor should have valid license from licensing officer of the area.

GENERAL TERMS AND CONDITIONS FOR TENDER

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
2. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer.
3. No paper shall be detached from the tender.
4. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer.
5. The tender should be filled and submitted strictly in accordance with the instructions laid down herein, otherwise, the tender is liable to be disqualified.
6. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
7. 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 contractor shall comply with all statutory requirements including Labour Legislation and Acts, such as Contract Labour Regulation Act, Workman's Compensation Act, Minimum Wages Act, Payment 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 the Institute is held liable for the lapse on the part of the contractor.
8. NIFT reserves the right to award the contract to deserving parties either in full or in parts. The decision of NIFT is final and unquestionable.

9. NIFT reserves the right to terminate the contract without assigning any reason whatsoever.

10. **INSTRUCTION TO THE TENDERERS**

- I. Quotation must be submitted giving complete details in the enclosed tender papers.
- II. The rates quoted should remain valid for complete contract period and during extended period.
- III. Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.
- IV. 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.
- V. Bids, which do not comply with the above conditions, are liable to be rejected.
- VI. The Centre 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.
- VII. The workmen employed by the contractor shall be directly supervised and controlled by contractor and shall have no relation whatsoever with NIFT 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 NIFT for service or regularization of service by virtue of being employed at NIFT against any temporary or permanent post at NIFT.
- VIII. The contractor has to deploy adequate number of staff who has to work as per requirement and convenience of NIFT.
- IX. 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 NIFT.

11. **EARNEST MONEY DEPOSIT**

11.1 A Demand Draft of **Rs. 10,000/-** (Rupees Ten Thousand only) is required to be deposited as earnest money deposit (EMD) in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Payable at Raebareli .

11.2 In case of successful tenderer, 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.

11.3 In case of successful tenderer, EMD amount will be forfeited by NIFT 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.
 - iv) If any time during the performance of the contract, the Contractor encounters conditions impeding timely performance of service, he should promptly notify NIFT authorities in writing the fact of the delay, the cause of delay and its likely duration of restoration. NIFT authority will evaluate the situation and at its discretion, extend contractor's time for performance.
 - v) Bids not accompanied with EMD amount in the prescribed manner will be rejected.
- 12. Prices quoted for services should be inclusive of all statutory levies and duties for free delivery / service at NIFT premises. The bill raised to NIFT after rendering the services shall be subject to the tax deduction at source.
 - 13. Bids should be valid for a period of at least 6 months from the closing date of the tender.
 - 14. Tenderers are requested to study the terms and conditions of the tender carefully and then submit tenders accordingly.
 - 15. The contractors should strictly adhere to the statutory regulations viz., Minimum Wages Act, Shop and Commercial Establishment Act, PF Act, ESI Scheme and any other regulation covering labour contract.
 - 16. After acceptance of the contract if any/all the terms and conditions of the contract is / are violated, then NIFT reserves the right to terminate the contract. In such cases, the security deposit amount will be forfeited by NIFT.
 - 17. Please note that any falsification / suppression of information could lead to the disqualification from the tender.
 - 18. Please note, tender bid should be submitted in accordance with the terms and conditions mentioned herein. Non compliance to the above would entail automatic disqualification and rejection of the offers.
 - 19. Exact details of **taxes** e.g. GST and other levies must be clearly indicated.
 - 20. Clarifications with respect to the tender may be sought well before the last date for submission of tender bids and it may be noted that NIFT is not responsible for delay whatsoever.
 - 21. Canvassing in any form entails the tenderers disqualification.
 - 22. Any tenderer found influencing or intimidating other tenderers, tender process is liable for disqualification.

23. NIFT 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.
24. Tenderers are advised to understand the **magnitude of the job** involved from the Administration department before submitting their bids. They may even visit NIFT premises for this purpose (relevant for this tender). No clarification will be entertained after receiving bids.

25. **SECURITY DEPOSIT**

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/FDR/BG drawn in favour of NIFT, payable at Rae Bareilly & 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.

26. **SCOPE OF WORK**

26.1 NIFT requires pest control services to be carried out at its premises including NIFT campus (old academic block and new academic block), Boys & Girls Hostels including new hostel block, Faculty & Staff Quarters and NIFT Guest House.

26.2 The scope of the contract includes carrying out general insect / pest control services at NIFT campus for insects, cockroach extermination, mosquitoes, removing of beehives, eradication of bats, fumigation fly control services etc.

26.3 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 may be checked by NIFT committee at any point of time.

26.4 Disinfection /Insect control/Flies control / mosquitoes control services are to be carried out once every fortnight (Twice a month) and fumigation/fogging service (once every month) 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.

27. **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 NIFT after giving one month notice. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. NIFT'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 NIFT.

28. 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 control services twice a month and Fumigation services once a month for NIFT campus (including old and new academic block), Boys & Girls Hostels including new hostel block, Faculty & Staff Quarters and NIFT Guest House.

| Sl. No. | Particulars | Minimum number of services required per month |
|---------|---|--|
| 1 | Disinfections /Insect control/Flies control / mosquitoes control Services | 2 |
| 2 | Fogging | 1 |
| 3. | Termite treatment | As per requirement. 3378.96 sq.mt. (Consisting of 152 no. of rooms). |
| 4. | Snake/reptiles control treatment | Once in a year in open area (18,616.48 sq. mt. (As per requirement) |

NIFT reserves the right to increase/decrease the number services as per the requirement.

29. GUIDELINES FOR SUBMISSION OF BIDS.

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

(a) Technical Bid

(b) Financial Bid

(a) 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 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'**.

(b) 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 (i.e. GST etc) and must be quoted in clear terms unambiguously.
- Contract rates to be 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 NIFT 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 NIFT.

30. PAYMENT

Payment will be made once in a month after ascertaining the satisfactory performance of contractual responsibility carried out in the previous calendar month.

No advance will be paid and no running bills will be entertained. Taxes applicable will be deducted at source.

31. 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 day and 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 NIFT. The decision of NIFT 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.

32. 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.

UNDERTAKING

Date:18.4.2019

This is to certify that M/s..... have not been debarred from any department of the central/state government or PSU or any other organization.

Name of the Authorized Signatory:

Contact No.:

E-mail:

Name of the Company/Firm:

Seal of the Company/Firm:

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:

| Sl. 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 and uploaded by the bidders in token of acceptance of terms and conditions of tender. | | |
| 2. | Earnest Money deposit of Rs. 10,000/- (Ten Thousand only) | DD No. Date: | |
| 3. | Copy of Firm Registration | Registration no: | |
| 4. | Copy of the PAN no. of the Firm | PAN No..... | |
| 5. | Copy of the GST no. of the Firm | GST No..... | |
| 6. | Valid license from licensing officer of the area. | License no./Details | |
| 7. | Experience of at least three years in providing Pest control services (Experience certificate/work orders along with details at Annexure-I) | | |
| 8. | The Annual turnover must not be less than Rs. 5 lakhs for the last two financial years (i.e. FY 2017-18, 2016-17) and submit ITR of last two years (i.e. FY 2017-18, 2016-17). (Please attach statement duly certified by CA in support of annual turnover). | | |

Note: All the documents must be self attested.

Date:

Place:

Financial Bid

1. The rates should be quoted for work mentioned below:

- Disinfections/Insect control/ mosquitoes control / flies control Services: **2 services per month**
- Fumigation/fogging Services required for open area (18,616.48 sq. mt.) : **1 service per month**

| SN | Name of the area/ block | Area in sq.mtr/plinth area | Cost per service in Rs. (In figures) | Total no. of services in a year | Total Cost in Rs. |
|------------------------------|-----------------------------------|---|--------------------------------------|---------------------------------|-------------------|
| 1. | Admin block | 1679.00(Consisting of 25 nos. of rooms and 08 number of toilet /washroom) | | 24 | |
| 2. | Hostels Boys & Girls | 3378.96 (Consisting of 152 Number of rooms) | | 24 | |
| 3. | A type quarter (Staff) | 3046.32 (Consisting of 72 Nos. of flats) | | 24 | |
| 4. | Guest house | 322.80 (Consisting of 06 no. of suits) | | 24 | |
| 5. | New Hostel block | 4900 (118 no. of rooms and 12 no. of common area) | | 24 | |
| 6. | New Academic block | 11100 | | 24 | |
| 7. | Faculty/office rs residence | 3050 (21 no. of flats) | | 24 | |
| 8. | Fumigation/fo gging Services | Open area (18,616.48 sq. mt.) | | 12 | |
| 9. | Termite treatment | As per requirement 3378.96 sq.mt. (Consisting of 152 no. of rooms) | | 1 | |
| 10. | Snake/reptile s control treatment | Once in a year in open area (18,616.48 sq. mt. (As per requirement) | | 1 | |
| Total (in Rs.) | | | | | |
| GST | | | | | |
| Total Amount (in Rs.) | | | | | |

Note:

- The bidders must be required to quote the rates for all items (sr. no. 1 to 10) and order will be issued on the basis of overall total lowest quoted value by the bidders. However, the services mentioned at Sr. No. 09 & 10 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-1) will be made on overall basis.
- Total area of NIFT Rae Bareli campus is **46367.16 sq. mt. (11.46 Acres)** and **Plinth area** of building is **27750.68 sq. mt.**
- The rate should be quoted as per details of work like Disinfections /Insect control/Flies control / mosquitoes control services twice a month and Fumigation services once a month for NIFT campus (including old and new academic block), Boys & Girls Hostels including new hostel block, Faculty & Staff Quarters and NIFT Guest House.
- 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 orders/ 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 requirement.

CERTIFICATE

I/We hereby certify that I/we 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 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 and 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 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Seal of the Company/Firm: