



Guru Gobind Singh Indraprastha University
[A State University under Govt. of NCT of Delhi]
Sector -16C, Dwarka, New Delhi – 110078
www.ipu.ac.in



NOTICE INVITING TENDER
TENDER No. GGSIPU/GA/PEST CONTROL/2023-24/01

On behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, online bid are invited under two bid system (Technical & Financial Bid) through e-procurement portal of GNCTD “www.govtprocurement.delhi.gov.in from registered and authorized “**agency to provide pest control and fumigation Services at both the campuses of the GGSIP University (Dwarka campus & Surajmal Vihar campus)**” as per details given in tender document. The tender document can be downloaded from Delhi Govt. e-procurement website i.e. www.govtprocurement.delhi.gov.in and also be viewed on University website i.e. www.ipu.ac.in.

1.	Name of work	Engagement of Agency to provide Pest Control and Fumigation Services at Both the Campuses of the University (Dwarka Campus & Surajmal Vihar Campus) of the Guru Gobind Singh Indraprastha University
2.	Estimate Cost of Works	Rs.25 Lakh (approximately for 02 years)
3.	EMD	EMD of Rs.50,000/- (Fifty Thousand Only) in favour of Registrar, Guru Gobind Singh Indraprastha University payable at New Delhi (online OR offline) is mandatory to be submitted.
4.	Time period	Initially for a period of two (02) year and further extendable for maximum of another one (01) year on the same Terms & Condition with the approval of Competent Authority subject to the satisfactory performance and mutual consent.
5.	Schedule for Pre-Bid Meeting	A pre-bid meeting shall be held on 21/08/2023 at 11:30 A.M. in the GA Branch, GGSIP University, Dwarka, New Delhi with the interested and prospective bidders to resolve their queries and issue clarification, if any, w.r.t. the tender document.
6.	Last Date & time of Submission of Bid Online	On 28/08/2023 up to 03:00 PM and Technical bid shall be opened on the same day at 03:30 PM.
7.	The bids shall be submitted in two stages viz. (i) <i>Technical bid</i> (ii) <i>Financial bid</i> . The Technical & Financial bid should be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in (No documents need to be submitted in hard copy other than EMD, if in offline mode).	
8.	Financial bid of the technically qualified bidders shall be opened after evaluation of Technical bid at the date and time notified thereafter on e-tender website i.e. www.govtprocurement.delhi.gov.in	

(REGISTRAR)



**GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY**

TENDER DOCUMENT

FOR

“Engagement of Agency to provide Pest Control and Fumigation Services at Both the Campuses of the University (Dwarka Campus & Surajmal Vihar Campus)”

AT

Guru Gobind Singh Indraprastha University
[A State University under Govt. of NCT of Delhi]
Sector 16 C, Dwarka, New Delhi 110 078

Dy. Registrar (General Administration)
Room No. 36, Ground Floor, Administrative Block,
GGSIU, Sector 16C, Dwarka, New Delhi 110078
Contact Nos.011-25302137, 38, 39, 45
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INFORMATION & INSTRUCTIONS TO BIDDERS

1.0 General

The rates are being invited for **providing pest control and Fumigation services** at both the campuses of the University (Dwarka Campus & Surajmal Vihar Campus) under which the contractor shall provide pest control and Fumigation services periodically to its best endeavours, as specified in the Bid Document, Terms and Conditions and Agreement initially for a period of two years.

Guru Gobind Singh Indraprastha University (GGSIPU) is a State University under Government of NCT of Delhi. GGSIPU is inviting the rates for Engagement of Agency to provide pest control and fumigation services at its both the campuses (i.e. Dwarka Campus & Surajmal Vihar Campus), spread over approx. 86 acres (66 + 20) which includes hostels, residential blocks, school blocks, academic/administrative blocks, Seminar Halls, Community Centre etc. in a scheduled manner.

2.0 Scope of work:-

Pest Control and Fumigation Services at University include General Pest Control, Rodent Control, reptiles, crawlers, Bee Hives, Anti Larva Operations, Batting Control and Termite Control.

(A) General Pest Control:

It means eradication of Cockroaches, Mosquitoes, Flies, Lizards, White Ants, bugs and Vector etc. through the use of permitted / approved insecticides as per Government of India and WHO norms. The Pest control should cover all the places like space under the tables, chairs, almirahs, on and around the pile of files, wooden furniture, fall ceiling, staircases, lift lobby, all toilets drain ducts, pantry rooms, in stores and any hidden space under the furniture and no space should be left unattended.

(B) Rodent Control:

Rat & Rodent inside the building: The building is surrounded by the trees and plants and has open land area and, therefore, rat and rodent control is the main purpose of the Bid. Rat/ Rodent should be controlled by:

- a. Catching Rats or reptiles ,
- b. Placing a glue mat or
- c. Placing ultra sound devices as may be required in multiple numbers on all floors or
- d. Doing permitted spray or putting herbal / chemical tablets etc. to keep rats and rodents away from University building or force rats / rodents to move outside from buildings.
- e. It should be ensured that such chemicals should not be put so that rats/ rodents/reptiles would die inside the building or above the false ceiling.

(C) Termite Control:

The Pest control for termites should be done on all the required areas, on fortnight basis. However, the proper termite treatment will be applied, on requirement basis, ensuring to fix the termite problem thoroughly at that particular space and to be effective upto the period of next one year failing which it shall have to be done again without any cost.

(D) Batting Control:

Weekly visit is recommended to control the bats and keep a constant visit on population and control should be carried out by using related chemicals etc.

(E) Anti Larva operations at stagnant water, pools, ponds, nallahs, terrace, open area which are identified as source of mosquitoes breeding in the inner area of University and outside the boundary wall.

(F) Bees Hives (Chatta) removal by removing it from its position and shall be followed in that area to prevent re-formation of bee hives.

All prospective bidders are advised to visit both the campuses of the University to access the scope of work physically before submission of their bids, so as to quote the competitive rates.

The agency will be required to deploy requisite experienced manpower for both the campuses separately to execute the above said work throughout the year excluding Sundays as prescribed in the bid document and agreement.

3.0 Who can apply:-

3.1 The agency/firm should be registered with State Government / Central Government. A duly attested copy of such certificates has to be provided alongwith technical bid.

3.2 **Joint Ventures shall not be accepted.**

4. Duration of Contract

The contract will be valid initially for a period of 2 years w.e.f. _____ to _____ which is further extendable for another one year only with the approval of Competent Authority, depending upon the requirement and administrative convenience of the University subject to the satisfactory performance of the Agency alongwith consent of the Agency to render the services at the same rates and terms & conditions during the period of extension too.

5. Estimated Bid Value

Rupees Twenty Five Lacs for a period of two years.

6. Validity of Rates in Financial Bid

The Rates quoted by the bidder in financial bid will be inclusive of GST & other applicable taxes and shall be valid initially for a period of two years. The GGSIPU reserves the right to curtail or to extend the validity of the contract on the same rates and terms & conditions for maximum of another one year only with the approval of Competent Authority.

7. Bid Submission & Technical Bid Evaluation Criteria

The bidder would be required to submit a duly filled up **Bidder Form (Annexure – 1)** along with all the required documents to substantiate and to access the technical eligibility of an agency.

Note: - In the event of an unfilled or incomplete bidder form, as per Annexure - 1, and non-submission of all the requisite documents, in support, will lead to rejection of the bid technically during technical evaluation.

8. Office Location

The registered office of the bidder must be located in Delhi/NCR areas. It may note that bidders of other States will not be eligible to participate in this Bid.

9. Earnest Money Deposit (Bid Security):-

9.1 All the participated bidders are required to submit an EMD of Rs. 50,000/- (i.e. equivalent to 2% of the estimated cost) while submission of their bids.

9.2 EMD shall be accepted with a minimum validity of 4 **months** in the form of DD or Bank Guarantee or Fixed Deposit Receipt (FDR) which shall be in favour of “Registrar, GGSIPU”, payable at Delhi.

The EMD may also be deposited online for which the details are as follows :-

1	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2	Account No.	927860555
3	IFSC Code	IDIB000G082
4	Bank Name	Indian Bank
5	Micr Code	110019071
6	Accounts Type	SB (Saving)
7	CBS Code/Branch Code	02029
8	Branch Name & Address	GGSIPIU, Sector-16C, Dwarka, New Delhi -110078
9	Banker's Phone No.	011-28035244

- 9.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest within the stipulated time.
- 9.4 However, if the successful L1 bidder denied to serve the University after issuing offer letter for award of work, EMD amount of such bidder shall be forfeited.

10. General Conditions about the Bid

- i. All information called for in the enclosed forms should be furnished against the relevant places in the forms. Even if no information is to be provided in a column, a “nil” or “no such case” entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as “not applicable”. The bidders are cautioned that supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily **disqualified**.
- ii. Bids received after the expiry of the stipulated date and time mentioned in the Bid document will not be entertained.
- iii. The bid document should be legibly written. The bidder should sign each page of the bid.
- iv. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered.
- v. References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization.
- vi. The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Bid document unless it is called for by the University.
- vii. Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from Biding/taking up of any work in GGSIPU.
- viii. The contractor shall indemnify the University against all other damages/charges for which the University may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The University shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
- ix. University will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the University recognizes no employer-employee relationship between the University and the personnel deployed by the contractor.
- x. Person who is in Government service or an employee of this University should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
- xi. The successful bidder shall furnish a list of University employees related to him, if any, if the bidder shall obtain a contract with GGSIPU as a result of wrong Biding or other non-bonafide methods of

competitive bidding, the University reserves the right to terminate the contract without any liability to the successful bidder.

- xii. Without prejudice to any of the rights or remedies under this contract if the successful bidder dies, the University shall have the option of terminating the contract without compensation to the legal heir of the successful bidder.
- xiii. University will have right to add, delete, modify any clause of the Bid before award of the work.
- xiv. University reserves the right to reject any Bid including of those Bid which fails to comply with the instructions without assigning any reason whatsoever & does not bind itself to accept the lowest or any specific Bid.
- xv. If the bidder is an individual, the application shall be signed by him above his full type written name and current address.
- xvi. If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- xvii. If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- xviii. If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.

11. Special Terms and conditions of the contract

- i. Any pesticide / Insecticide chemical should not be issued by any un-authorized person in contract. The contractor will be responsible for any type of accident because of this reason.
- ii. Contractor's staff should be careful while spraying pesticide / Insecticide in kitchen, Canteen, Mess etc. for avoiding any mixing in foods etc.
- iii. All employees of contractor must be trained and well aware of the effects of these Pesticide / Insecticide at the time of using / handling / storing. Anti-dot of each chemical must be kept ready with contractor/ authorized person for emergency use of un-expired date.
- iv. The contractor shall take necessary precautions for the safety of his workmen and he should follow all safety rules / guidelines required in connection with execution of such type of works. The contractor must provide hand gloves / face masks / safety goggles etc. to all his employees. The contractor must provide soap etc. for hand washing after use of these chemicals.
- v. The contractor's staff should be well mannered and of good behaviour with our township residents and University office staff. If any complaint is lodged with University official, the contractor shall be bound to replace the employee.
- vi. The contractor shall take proper care to avoid any damage to University property. If any damage does take place, the contractor will be fully responsible for the same and the loss so caused shall be recovered from the Agency. The decision of the Competent Authority of the University in such case shall be final and binding on contractor.
- vii. The storage handling and disposal of chemical and its empty containers should be in an environment friendly and safe manner as specified by manufacturer or appropriate legal/ Regulatory authority.
- viii. The contractor shall make his own arrangement for his residing the supervisor near by the campus for execution / interest of work.
- ix. All employees should be engaged after approval of the General Administration Branch. No minor worker will be allowed to work / recruited.
- x. In case of any kind of accident/mishaps occurs on work place while performing services during the period of contract, the 100% responsibilities lie with contractor.
- xi. Contractor will have to ensure that the work places are entirely cleaned after completion of work.

- xii. In case if the contractor fails to arrange the work as per the requirement, the University will deduct the expenses to make alternate arrangement for the same.
- xiii. The contractor must submit his valid licence issued by Government Authority, for handling, using & storing of poisonous / pesticides / insecticides materials. The contractor shall follow all relevant legislation / regulations etc including the legislation on the hazardous chemicals applicable to this work. The contractor shall provide "material safety data sheet" (MSDS) of all the hazardous chemicals insecticide / pesticide before the same is brought to University. the MSDS shall be deposited with the GA Branch. The successful bidder will be responsible for compliance to the Insecticides Act 1968 and Insecticides Rules 1971 use of banned insecticides will not be permitted. In case such insecticides are used action will be taken as per law and it will be treated as breach of contract. The contractor will have to depute a representative who shall (in the absence of the contractor) report to the department on all working days and liaison with the supervisor / in charge for the works to be undertaken.
- xiv. All materials brought at site should be of the brand & quality confirming strictly to appropriate legal / regulatory / government authority / our specifications. All materials should be got verified / approved by the Supervisor / Incharge for the work before application.
- xv. The contractor shall undertake the work strictly as per the offer under the supervision of the Supervisor of University / Incharge.
- xvi. The mixing / dilution of the insecticide / pesticide shall be done in presence of experienced Authorised person of the Agency. The dilution chemical is liable to be rejected in case dilution is not done in the presence of Supervisor / Incharge of the University.
- xvii. The contractor shall be 100% responsible to settle / contest / defend any legal / police case arising due to effects / bad effects of misuse / accident of the insecticide/ Pesticide.
- xviii. The contractor should be capable to arrange required Tools, Plants & Machinery.
- xix. The contractor should be capable to arrange technical and skilled manpower.
- xx. Contractors are advised to inspect the site and understand the scope of work well before quoting their rates.
- xxi. The contractor shall have to make his own arrangement to keep the material/equipment etc. with double lock system on the space provided by the University.
- xxii. Electric power for the legitimate use in the work shall be provided free of cost.
- xxiii. Necessary quality checks for Mosquito & general Pest control materials shall be conducted. The cost for these tests shall be borne by the contractor.
- xxiv. University reserves the right to suspend performance of any or its entire obligation under the contract. Such notice shall specify the obligation of which performance is to be suspended, the effective date of the suspension and the reasons therefore. The contractor shall thereupon suspend performance of such obligations until ordered in writing to resume such performance by the same authority that ordered for suspension.

12. Pre-Bid Meeting

- i. A pre-bid meeting is proposed to be scheduled in the Seminar Hall, Administration Block, Sector 16C, Dwarka, Delhi-110078, at 11.30 A.M. **on 21/08/2023** for prospective bidders to invite their doubt/representation, as received in writing, towards the notified tender related information for further clarification thereof.
- ii. After pre-bid meeting, decision of the Committee will be uploaded on the E-portal after obtaining the approval of Competent Authority. No further representation shall be entertained thereafter.

13. Bid Validity

- i. All the Bids must be valid for a period of 120 days from the last date of submission of the Bid for execution of Contract.
- ii. A bid valid for a shorter period shall be declared as non-responsive.
- iii. In exceptional circumstances, prior to expiry of the original time limit, the University may request the bidders to extend the period of validity for a specified additional period beyond the original validity of

120 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.

14. Process of Selection of L-1 bidder Criteria

- i. After the Technical Evaluation of the Bids, the University will open the Financial Bid of the bidders who have qualified in the **Technical Eligibility Criteria as required in Bidder Form (Annexure 1), as mentioned in Clause 7 above.**
- ii. The L-1 (lowest Bid) bidder will be selected on the basis of the total value of the rates quoted for both the items under the prescribed format of financial bid (**Annexure 4**). In simple terms, the value of both the items will be added and the grand value (total of both items) which will be the lowest among all the bidders will be selected as the L-1 bidder.

15. Performance Security

- i. The successful bidder will have to submit the Performance Security equivalent to the 5% of the contract value within **07 days** of the award of Contract in shape of FDR/BG/Bank Draft in favour of “The Registrar, GGSIP University” with a validity of **30 months from the date of award of work.** Further, for the extension period of contract, Performance Security shall also be required to extend accordingly for a period of three **months** over and above the period of extension (s).
- ii. In case, if the performance security is submitted in the form of **Bank Guarantee**, the same should be prepared in the prescribed format as given at **Annexure – 2.**
- iii. In case of non submission of Performance Security along with the Agreement within specified time, the earnest money will be forfeited and the successful bidder will be debarred/blacklisted.
- iv. The Performance Security can be forfeited wholly or partially, by order of the Competent Authority in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by University sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit on the account of firm's bill has been received and examined.
- v. In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the successful bidder to the University as part of the Performance security and the Bank is unable to make payment against the said instrument, the loss caused thereby shall fall on the successful bidder and the successful bidder shall forthwith on demand furnish additional security to the University to make good the deficit.
- vi. Any loss to the University due to the negligence/lapse on the part of the agency/firm shall be borne by the agency/firm. Alternatively, the amount of loss will be deducted from the running bill against the amount payable to the agency.

16. Agreement & Validity of Rates

- i. The bidder will have to enter into regular agreement “**Annexure-3**” on a non judicial stamp paper of Rs.100/- after the receipt of acceptance of the Bid for a period of 02 (Two) years as the work for Pest & Rodent Control will initially be awarded for a period of Two years. The necessary fees, stamp paper, etc. required for preparing the agreement have to be borne by the bidder.
- ii. However, the contract may further be extended for another one year only with the approval of Competent Authority, depending upon the requirement and administrative convenience of the University, subject to satisfactory performance of the Agency alongwith consent of the Agency to render the services at the same rates and terms & conditions.
- iii. Thus, the quoted rates should be remained valid for the entire period of the Contract including extension if so considered. No request will be considered for price revision during the entire Contract period.
- iv. The prospective contractor may quote the rates accordingly taking into consideration of this aspect.
- v. Income tax, GST, TDS and any other tax at the rates in force during the period of contract that will be in force from time to time shall be recovered / deducted from the released payment amount.
- vi. Taxes payable as per rules i.e. GST, State Taxes to the agency will be paid by the University separately.

17. Payment

- i. No advance will be made.
- ii. Bill will be raised by the agency in respect of GGSIPU Dwarka Campus and East Campus (Surajmal Vihar) separately.
- iii. Payment will be released after submission of bills along with duly signed satisfactory reports & other relevant documents, which fulfilled approved rates, term & conditions **within 60 days**. However, no interest/penalty would be paid by University in case of delay in payment due to official reasons.
- iv. **The bills in triplicate** should be made by the contractor and submitted to the Registrar, GGSIP University.
- v. The University will deduct Income Tax at source as per provision of Income Tax Act from the contractor at the prevailing rates. PAN No., GST No. and bank details of the agency should be mentioned on the body of the bills.
- vi. No overwriting in the bill & report will be acceptable. If any change occurs, the counter signature of the concerned would be required to verify the same.

18. Penalties

The agency engaged for work shall be liable to pay the following penalties in case of deficiencies of service is observed:

S. No.	Cause of Penalties	Penalty Amount on each occurrence (in Rs.)
1.	Absence of Manpower without information or substitute arrangement	500/-
2.	Non-Compliance/Adherence of Schedule of work	500/-
3.	Not attending of specific Complaint	1000/-
4.	Non-execution of assigned/specific work up to the mark	500/-
5.	Non-functioning of Fogging Machine and other Equipment	1000/-
6.	Non-availability of Requisite Chemicals to be used to comply the work	1000/-
7.	Deficiency/shortcoming not included above`	500/-

19. Force Majeure

The right of the contractor to proceed with the work shall not be terminated because of any delay in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including but not limited to acts of God, or of the public enemy, restraints of a sovereign state, floods, unusual severe weather conditions.

20. Termination of Contract & Arbitration

- i. If the contractor fails to fulfil his obligations of the contract at any time during the contract period and/or on persistent complaints of users, related to works and/ or services, University shall have the power to terminate the contract and in that case the Performance Security deposited by the contractor shall be forfeited and/or the right to debar the vendor for a period of five (5) years to participate in any Bid of the University. The decision of Hon'ble Vice Chancellor, Guru Gobind Singh Indraprastha University in this regards would be final and binding.
- ii. In the case of dispute or differences arising out of or in a way concerning the agreement shall be referred to the Arbitration by sole Arbitrator as per the provision of Arbitration & Conciliation Act, 1996. The Arbitrator shall be nominated by Hon'ble Vice Chancellor, Guru Gobind Singh Indraprastha University, Delhi. The award of the arbitrator shall be final and binding on the parties.
- iii. In case of any accident or theft etc. all the claims arising out of it will be met by the agency and University shall not be responsible for any claim.

- iv. The successful contractor shall not engage any sub-contractor or transfer the contract to any other person/firm/agency in any manner. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- v. Any dispute shall be subject to the Delhi jurisdiction.
- vi. The University reserves the right to reject any or all the Bids without assigning any reason thereof.
- vii. The University reserves the right to cancel the contract at any time without assigning any reasons, whatsoever.

BIDDER FORM
(To Access the Technical Eligibility)

Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi– 110 078

BIDDER FORM FOR ENGAGEMENT OF AGENCY TO PROVIDE PEST CONTROL AND FUMIGATION SERVICES AT ITS BOTH THE CAMPUSES (I.E. DWARKA CAMPUS & SURAJMAL VIHAR CAMPUS)

(Estimated Bid Value Rs. 25.00 Lakh for two years)

Please attach all the requisite documents/certificate (Duly certified by the Chartered Accountant with UDIN, wherever applicable) as proof duly page numbered alongwith this BIDDER FORM

S.No.	Particulars	Details	Proof at Page No.
1.	Names, address of Firm/Agency, Telephone Numbers & Email Addresses		
2.	Registration No./Establishment No./Sole Proprietary of the Firm/Agency		
3.	Name, Designation, Address and telephone no. of Authorized person of the Firm/Agency to deal with.		
4.	Legal Status of the Firm/Agency Sole proprietor/ partnership firm / Company (Private/Public/PSU). Name and address of Directors/partners should be specified. For partnership firm (please attach partnership deed) For company (please attach incorporation certificate).		
5.	PAN Card Number		
6.	GST Registration Number		
7.	Self attested copy of EMD/Bid Security in the form of Bank Guarantee/F.D.R. of Rs 50,000/- (Rupees Fifty Thousand Only) should be attached and uploaded mandatorily. The Original to be submitted before the last date and time as specified above.		
8.	If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy		

S.No.	Particulars	Details	Proof at Page No.
	of the Memorandum and Articles of Association duly attested by a Public Notary.		
9.	Bank Account Details of the Bidder		
10.	The bidder should have minimum average annual financial turnover of Rs. 15 Lacs (Rupees Fifteen Lacs Only) in providing Pest Control Services during the immediate last three (03) consecutive financial years ending March 2023. Financial turnover duly audited, signed & stamped balance sheet including Profit & Loss Accounts by a Chartered Accountant and counter signed by bidder to be submitted. Annual Turnover for the last 03 Financial years (Duly certified by the Chartered Accountant with UDIN No.).		
	2022-2023	Rs.	
	2021-2022	Rs.	
	2020-2021	Rs.	
	Total Turnover of 3 years	Rs.	
	Average Annual Turnover in last 3 years	Rs.	
11.	Details of Profit/Loss in last 05 Financial years (Duly certified by the Chartered Accountant with UDIN No.).	Mention the amount of Profit/Loss in Rupees, here under	
	2022-2023	Rs.	
	2021-2022	Rs.	
	2020-2021	Rs.	
	2019-2020	Rs.	
	2018-2019	Rs.	
	<i>Note: Should not have incurred loss in more than two years during last five financial years ending on March 2023</i>		
12.	Audited financial statements for the last three years (copies of the profit and loss statements along with balance-sheet for the concerned period)		
13.	Income Tax Returns for the assessment year 2021-22, 2022-23 & 2023-24		
14.	Should have satisfactorily completed the similar work as mentioned below during the last 05 (Five) years ending as on 31.05.2023.	Year/ Order Value	
	One similar work costing not less than Rs. 20.00 Lacs i.e. equivalent to 80% of estimated cost of Bid i.e. 25 Lacs		

S.No.	Particulars	Details	Proof at Page No.
	Two similar works costing not less than Rs. 12.50 Lacs i.e. equivalent to 50% of estimated cost of Bid i.e. 25 Lacs		
	<p>Three similar works each costing not less than Rs. 10.00 Lacs i.e. equivalent to 40% of estimated cost of Bid i.e. 25 Lacs</p> <p>Similar work shall mean work of providing Pest Control and Fumigation Operations in any Central Govt/State Govt/PSU/Autonomous bodies/Local Bodies/Govt. Establishments/Universities/Private Sectors/Reputed MNCs.</p> <p>Performance certificate / Experience Certificate w.r.t. the qualifying completed works during last 5 years ending May 2023 for providing Pest Control and Fumigation Operations as submitted by bidder above, must contain the description of work, value of contract and period of contract, Date of Completion of Contract. <i>Work Experience certificate should be issued by the Competent Authority of the concerned Department/Organization.</i></p> <p><i>Note: The detail of completed work must also be filled and appended separately in desired formats, as given at enclosures 'A' & 'B', in support. In case of Private Sector/MNCs, copies of 26 AS or TDS certificate also need to be submitted.</i></p>		
15.	<p>Must have at least 1 running contract of similar work with value of Rs. 10.00 Lacs or 2 running contract of similar work with value of Rs. 7.5 Lacs each atleast on the date of publishing of Bid in any Central Govt/State Govt/PSU/Autonomous Bodies/Local Bodies/Govt. Establishments/ Universities/Private Sector/Reputed MNCs.</p> <p><i>Note: The detail of running work must also be filled and appended separately in desired format, as given at enclosure 'C', in support</i></p>		
16.	Address of the Registered Office in Delhi NCR (A duly self attested document either of valid Rent agreement/latest Telephone Bill/latest Electricity Bill etc in the name of bidder)		
17.	Valid license for commercial pest control (Form - III) from licensing department (Insecticides), Govt. Of NCT of Delhi for the stock and use of permissible insecticides for commercial pest control operation.		
18.	Valid Certificate of registration from Indian Pest Control Association (IPCA) Registration No./Membership Certificate.		

S.No.	Particulars	Details	Proof at Page No.
19.	License from Plant Protection Office for carrying out pest control works and dealing in pesticides and insecticides (as Domestic license) (Form-VIII)		
20.	Valid ISO 9001:2015 certificate to confirm the quality manage System Standard for providing Pest Control Services		

Relevant Certificates/documents are required to be duly certified by the Chartered Accountant with UDIN Number wherever required.

GGSSIP University may seek any additional information/document from the bidder in support of their eligibility, if required.

The bidder would be required to submit all the required documents to substantiate the information given in above bidder form so as to access the technical eligibility of an agency.

Note: - In the event of an unfilled or incomplete bidder form, as per Annexure - 1, and non-submission of all the requisite documents, in support, will lead to rejection of the bid technically during technical evaluation.

UNDERTAKING

1. I/We hereby agree to abide by all terms and conditions laid down in the bid document alongwith subsequent corrigendum/addendum (if so issued) and its agreement.
2. The quoted rates are irrevocable and quoted by us with full awareness and without any pressure. I understand that quoted rates, if accepted by the university, will be acceptable to me and services will be provided by us for the entire duration of contract at these quoted rates.
3. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions.
4. I/We have not been ever abandoned the awarded work before its completion in the last three (3) years from the last date of bidding.
5. I/We have not been blacklisted/ debarred/under litigation by/ with any PSU's/ Govt. Department/Autonomous Institution/Universities/Public Sector undertaking of GOI./GNCTD or any other State Govt. or Public Sector Banks or Local Bodies or Municipalities **on the Bid Publishing date.**
6. I/We hereby undertake that Employees & workers, without having any criminal/immoral back ground, will be provided to the University for execution of this contract.
7. I/We certify that we have also uploaded the requisite documents as mentioned in the aforesaid form and the tender document.
8. I/ We agree to show the original documents before the award of the work, as and when desired.
9. I/We understand that in case we do not provide any requisite document in support of information furnished in the above stated bidder form at Annexure '1', the bid will not be considered and be summarily rejected

by the GGSIP University.

10. It is certified that the rate quoted in the Bid will be valid for the period of contract/agreement i.e. 02 years from the date of award of the contract and shall also be valid for the extended period (if any), as per the term and conditions of the Bid documents and Agreement. The rate quoted above is in accordance with all the statutory liability/provision/rules/regulations like Minimum Wages Act, Contract Labour (R&A) Act 1970, Delhi Work Contracts Act, etc. and provides for Provident Fund, ESI, Bonus, Gratuity, EDLI, Administrative charges, etc. if any. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
11. It is certified that the undersigned has visited both the campuses (Dwarka Campus and Surajmal Vihar Campus) of the GGSIP University and I/We are in full knowledge and understanding of their locations and areas including facilities/ Infrastructure available where the Pest control services are to be provided. I/We will not claim or give any excuse for a change in quoted rates in future on the basis of actual quantum of work while execution of the contract.

Place.....
Date.....

Signature(s) of Bidder(s) with seal of the Firm
Name of Bidder(s)_____

Enclosure – ‘A’ of Annexure – 1 (Point No. 14)

**DETAILS OF ALL WORKS OF SIMILAR NATURE EXECUTED/COMPLETED
DURING THE LAST FIVE YEARS as on 31.05.2023**

S. No.	Name of Work and Location	Owner of organization	Value in Lacs	Date of commencement as per contract	Date of completion of work	Name and address/ telephone number of officer to whom reference may be made	Remarks (whether services rendered was satisfactory or not)
1	2	3	4	5	6	7	8

- i. “Value” shall mean gross value of the completed work. This should be certified by an officer of the client organization on their letter-head.
- ii. Individual Work completion certificate must be attached in support of above details in chronological order.

Place.....
Date.....

Signature(s) of Bidder(s) with seal of the Firm
Name of Bidder(s)_____

DETAILS OF RUNNING CONTRACT OF SIMILAR WORK ON THE DATE OF PUBLISHING OF BID IN ANY CENTRAL GOVT/STATE GOVT/PSU/ AUTONOMOUS BODIES/LOCAL BODIES GOVT. ESTABLISHMENTS/UNIVERSITIES/REPUTED MNC’S

S. No.	Name of Work and Location	Name of Organization	Value in Lacs	Date of commencement as per work order	Period of Work
1	2	3	4	5	6

Note: Individual copy of work order/agreement must be attached in support of above details in chronological order.

Place.....

Date.....

Signature(s) of Bidder(s) with seal of the Firm

Name of Bidder(s)_____

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY
(Refer Clause 16 of the Bid Document)
(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (hereinafter called the “Bank”) of the one part and _____ (Guru Gobind Singh Indraprastha University, Delhi) (hereinafter called the “Department”) of the other part.

2. WHEREAS _____ (Guru Gobind Singh Indraprastha University, Delhi) has awarded the contract for providing **Services** for Rs. _____ (Rupees in figures and words) (hereinafter called the “contract”) to M/s _____ (Name of the contractor) (hereinafter called the “contractor”).

3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. _____ (Amount in figures and words).

4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Guru Gobind Singh Indraprastha University the full amount of Rs. _____ (Amount in figures and words) as stated above.

5. After the Contractor has signed the aforementioned contract with the Guru Gobind Singh Indraprastha University, the Bank is engaged to pay the Guru Gobind Singh Indraprastha University, any amount up to and inclusive of the aforementioned full amount upon written order from the Guru Gobind Singh Indraprastha University to indemnify the Guru Gobind Singh Indraprastha University for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Guru Gobind Singh Indraprastha University immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Guru Gobind Singh Indraprastha University any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of **30 months** from the date of signing. (The initial period for which Guarantee will be valid must be for at least **six months** longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the Guru Gobind Singh Indraprastha University agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Guru Gobind Singh Indraprastha University and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.

9. The neglect or forbearance of the Guru Gobind Singh Indraprastha University in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Guru Gobind Singh Indraprastha University for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions "the Department", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Months) _____ (year) being herewith duly authorized.

For and on behalf of the _____ Bank.

Signature of authorized Bank official

Name _____

Designation _____

I.D. No. _____

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness-1.

Signature _____

Name _____

Address _____

Witness-2.

Signature _____

Name _____

Address _____

AGREEMENT

This Agreement is made at Delhi on this day of between the Registrar, GGSIP University, Sector 16C, Dwarka, New Delhi hereinafter Referred to as “**FIRST PARTY**” (which term shall unless it be repugnant to the context or meaning thereof mean and include all heirs, executors, administrators, legal representatives, nominees and assigns) through its **Dy. Registrar (GA Branch)** who is competent to execute this agreement on its behalf of the one part.

AND

Sh. authorised representative ...(Address) (hereinafter referred to as the “**SECOND PARTY**” (which term shall unless it be repugnant to the context or meaning thereof mean and include all heirs, executors, administrators, legal representatives, nominees and assigns) who is competent to execute this agreement on its behalf of the other part for providing pest control services at both the campuses (Dwarka Campus and Surajmal Vihar Campus) of the University as per the prescribed schedule given time to time.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AND THIS AGREEMENT WITNESSES AS UNDER:-

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Terms and Conditions of the contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement
 - (1) Complete the Bid Document along with the Bidder Form and Annexures/Enclosures.
 - (2) Contract Agreement of GeM and Service Level Agreement (SLA) of GeM
 - (3) Any other correspondence made between GGSIP University & the Bidders
 - (4) Any other document as may come into notice, forming part of the contract/bid
 - (5) Any corrigendum/addendum issued in this regard.
3. In consideration of the payments to be made by the GGSIP University to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the GGSIP University to provide pest control services w.e.f.....as per the provisions of this Agreement and the bid document.
4. The GGSIP University hereby covenants to pay the Second Party in consideration of the execution and completion of the works/services as per this Agreement and bid document and to the satisfaction of GGSIP University, the charges as per the quoted rates by the Second Party in the prescribed format of Bill on Quantity (BOQ). The copy of the rates quoted by the Second Party is as per **Annexure-1** of the Agreement. ***Annexure-1 will be the rates quoted by the bidder and approved by GGSIP University, which will be attached at the time of signing of agreement.***
5. The Second Party has deposited a sum of Rs..... (Rupees only) (5% of the contract value) towards performance guarantee in the form of Demand Draft, Banker’s cheque, Fixed Deposit or Bank Guarantee in the name of Registrar, GGSIP University. The validity of the performance security will be 30 months i.e. more than six months after the expiry of the contract for a period of two years (24 months). No interest will be payable on the Performance Security.
6. Terms and Conditions and other provisions, as contained in the bid document No. _____ dated _____ and bidder form, are part and parcel of this agreement and forms integral part of this agreement to be complied by the Firm/Agency.

7. This contract will come into force w.e.f. _____ to _____ initially for a period of 02 (Two) years, only.

In witness whereof the parties present have here into set their respective hands and seals the day. Year in _____

Above written:

(_____)

Signature on Behalf of GGSIP University

Name:
Designation:
Seal:

(_____)

Signature on Behalf of Contractor

Name:
Designation:
Seal:

Agreement signed in the presence of

Witness 1:

Signature:

Name:

Witness 2:

Signature:

Name:

FINANCIAL BID PROFORMA

(In Rs.)

S. No.	Nature of Services at Both Campuses of GGSIP University	Frequency of services	Duration of Contract	Per month rates to be quoted	Total quoted Value for entire period
a	b	c	d	e	f (d*e)
1.	Dwarka Campus – Approx. Area 66 Acres Integrated pest control and fumigation operations to be taken care of at your end shall be done in such a manner that entire Dwarka Campus shall be free from Rodents, Bats, Reptiles, Crawlers, Bee Hives, Anti Larva Activity, Cockroaches, Termites, Bedbugs, Spider, Ants-Red / Black, House Flies, Rats, Mice, Bandicoots, Mosquitoes, etc.	Twice in a month on different locations of the University throughout the year (Excluding National Holidays & Sundays) as per fortnight basis schedule provided by the University time to time.	24 months		
2.	Surajmal Vihar Campus – Approx. Area 20 Acres Integrated pest control and fumigation operations to be taken care of at your end shall be done in such a manner that entire Surajmal Vihar Campus shall be free from Rodents, Bats, Reptiles, Crawlers, Bee Hives, Anti Larva Activity, Cockroaches, Termites, Bedbugs, Spider, Ants-Red / Black, House Flies, Rats, Mice, Bandicoots, Mosquitoes, etc.	Twice in a month on different locations of the University throughout the year (Excluding National Holidays & Sundays) as per fortnight basis schedule provided by the University time to time.	24 months		
Total Amount in Rs. (Inclusive of GST/other applicable taxes)					

Place.....

Date.....

Signature(s) of Bidder(s) with seal of the Firm

Name of Bidder(s)_____