

Reply should be addressed  
To the Commanding Officer

INS India  
Dara Shukoh Road  
New Delhi -110011

Quoting No. 449/02/Pest Control

Jul 19

M/S \_\_\_\_\_  
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**REQUEST FOR PROPOSAL**

**INVITATION OF BIDS FOR PEST CONTROL SERVICES AT INS INDIA, SVY, LOGISTICS COMPLEX, NSB-I CHANAKYA BAGH, NSB-II NARAINA BAGH, NSB-III PALAM BAGH, NSB-IV GURUGRAM, NAVAL SAILOR'S QUARTER VASANTKUNJ NOMA(KH), NOM(V), OFFICERS INSTITUTE AND SPORTS COMPLEX**

1. Quotations under two-bid system (Technical bid & Commercial-Bid) in sealed cover are invited for providing Pest Control Services at INS India for a period of two years. Please super scribe the above-mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -

- (a) Bids/queries to be addressed to: **The Commanding Officer, INS India**
- (b) Postal address for sending the Bids: INS India Logistics complex, Dara Shukoh Road, New Delhi – 110011.
- (c) Name/designation of the contact personnel: Lt Cdr Bhanu Pratap Singh, DLOGO (Contracts)
- (d) Telephone numbers of the contact personnel: DLOGO (Contracts).
- (e) E-mail ids of contact personnel/Mobile No. : passage.insindia@gmail.com
- (f) Fax number: 011- 23010506

3. This RFP is divided into five Parts as follows:

- (a) **Part I** – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
- (b) **Part II** – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
- (c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
- (d) **Part IV** – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
- (e) **Part V** – Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

**Part I – General Information**

1. (a) RFP reference No. 449/02/Pest Control  
(b) Tender will be opened in two bid system  
(c) Last date and time for deposit of bids - **05 Aug 19 by 1430 hrs.**

2. **Manner of depositing the Bid.** Sealed Bid should be either dropped in the Tender Box marked as Tender for Hiring of Pest Control Services or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bid sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

3. **Time and date for opening of Bid.** **05 Aug 19 at 1500 hrs.** (If due to any exigency, the due date for opening of the Bid is declared a closed holiday, the Bid will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. **Location of the Tender Box.** **Main gate, INS India, Dara Shukoh Road, New Delhi –110011** only those Bid that are found in the tender box will be opened. Bid dropped in the wrong Tender Box will be rendered invalid.

5. **Place of opening of the Bid.** Conference Hall, INS India Dara Shukoh Road Road, New Delhi–110011. (The Bidder may depute their representatives, duly authorized in writing, to attend the opening of Bid on the due date and time. Rates and important bids clauses quoted by all Bidder will be read out in the presence of the representatives of all the Bidder. This event will not be postponed due to non-presence of your representative).

6. **Forwarding of Bid.** Bid should be forwarded by Bidder under their original memo / letter pad inter alia furnishing details like TIN number, GST number, Bank address with NEFT Account if applicable, etc and complete postal & e-mail address of their office.

7. **Clarification regarding contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 07 (seven) days prior to the date of opening of the Bid. Copies of the query and clarification by the purchaser will be sent to all prospective bidder who have received the bidding documents.

8. **Modification and Withdrawal of Bid.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bid. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bid. No bid shall be modified after the deadline for submission of bid. No bid may be withdrawn in the interval between the deadline for submission of bid and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

9. **Clarification regarding contents of the Bid.** During evaluation and Comparison of bid, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be

sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

10. **Rejection of Bid.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
11. **Unwillingness to quote.** Bidder unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
12. **Validity of Bid.** The Bid should remain valid till 180 days from the last date of submission of the Bid.
13. **Earnest Money Deposit.** Bidder are required to submit Earnest Money Deposit (EMD) for amount of ` **85,000/- (Rupees Eighty Thousand Only)** along with their bid issued in favour of the Commanding Officer, INS India. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidder will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), and National Small Industries Corporation (NSIC) The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.
14. **Certificate by Vendor.** It is mandatory for the vendor to **fill up the compliance matrix at Appendix 'A'** and submit the same along with the bid submitted.
15. **Pre-Bid Meeting.** In Order to provide fair opportunity to firms seeking any clarification regarding contents of the RFP a pre-bid meeting will be held at **1500 hrs on 02 Aug 19** at Conference Hall, INS India, Dara Shukoh Road, New Delhi-110011 prior submission of their bids. Any firm who could not communicate as per Para 8 above for any clarification may avail this opportunity.
16. **Instruction for bidders.** The bidders are to adhere to following points while preparing the bids:-
- (a) Firms are to mention the RFP number, date and subject on the quote as well as on the sealed envelope.
  - (b) Validity of quotes has to be mentioned in the quotations.
  - (c) The EMD submitted by the bidders needs to be mentioned in the bids.
  - (d) The bidder should clearly mention outside envelope that it is EMD exempted firm if so.
  - (e) The bidders should give acceptance of compliance matrix placed at Encl II along with the bids failing which the tenders will be invalid.

## **Part II – Essential Details of Items/Services required**

1. **Schedule of Requirements.** Services required is as follows:

<b>S.No.</b>	<b>Description</b>	<b>Deno.</b>	<b>Qty</b>
(a)	(i) Hiring of Pest Control Services at following locations for a period of two years:-  INS India including SVY and Logistics Complex NOM Varuna including newly constructed 72 Officers cabins, Institute and Sports Complex NOM Kota House Chanakya Bagh, Chankyapuri Naraina Bagh, Naraina Palam Bagh, Palam Gurugram Bagh, Gurugram Naval Sailor's Quarter, Vasant Kunj  (a) Disinfectant against Cockroaches, Mosquitoes, flies, ants silver fish, bed bugs etc. (ii) Rodent Control measures. (iii) Termite control measures. (iv) Lawn and tress treatment. (v) Fogging at all areas.		
(b)	<b>Scope of work and types of services required at Encl. I</b>		

**Note: - (i) The firms while submitting quotes are required to quote the name of the chemical being used along with the amount of dosage.**

**(ii) Representative/workers of the company should be in uniform with company's logo imprinted on it with possession of I-Card.**

2. **Eligibility Criteria.** Firms fulfilling the following criteria are eligible to submit the tenders:-

(a) The bidder must have successfully completed /executed at least one Pest Control contract in last three years from the date of issue of this RFP/tender enquiry within the country for an annual turnover of contract not less than **Rs. 12 Lakhs**.

(b) As documentary evidence of the eligibility criteria mentioned in sub para (a) above, copies of contracts / supply orders along with satisfactory contract / order execution reports issued by the concerned organization should be enclosed by the bidder with the Technical-Bid.

(c) Firm should have the following certificates / documents valid as on date of issue of this RFP :-

(i) **GST Certificate.** (Attested copies of GST Registration Certificate alongwith latest receipt of premium paid should be attached failing which the certificate/ receipt will be considered invalid)

(ii) **Pan Card.** Firm should have valid PAN Card in the name of firm or in the name of proprietor of the firm in case of proprietary firm (copy to be enclosed).

(iii) **License.** Firm should valid insecticides license.

3. **Delivery Period.** Delivery period for rendering services would be as per schedule of scope of work as per Encl. 1, after conclusion of contract. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

4. **Consignee Details.** The Commanding Officer  
INS India,  
Dara Shukoh Road,  
New Delhi- 110011

5. **Delivery place.** INS India, Logistics Complex, SVY Complex  
NOM Varuna, at NH- 08  
NOMA Kota House at Shahjahan Road  
Chanakya Bagh, Chanakyapuri  
Naraina Bagh, Naraina  
Palam Bagh, Palam  
Gurugram Bagh, Gurugram  
Naval Sailor's Quarter, Vasant Kunj

6. **Signing of Contract Agreement.** The successful bidder/contract will require to sign an agreement with customer within 30 days from the date of written intimation to this effect.

7. **Contract Operating Authority.** The hiring of Pest Control Services contract once finalised will be operated by the Commanding Officer, INS India Dara Shukoh Road, New Delhi-110011 through its designate officers.

### **Part III Standard Condition of RFP**

Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

2. **Effective Date of the Contract.** The contract for a period of two years shall come into effect on the date of the award of the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

3. **Arbitration.** That in the event of any dispute or differences arising under the contract so executed and which could not be resolved through mutual discussions. In such circumstances, the customer and contractor may agree for arbitration. The Commanding Officer, INS India will appoint arbitrator or a cell of arbitration on his behalf to resolve the disputes. The decision of arbitrator taken after due consideration of factors brought out by both parties shall be final and binding. The venue of the arbitration shall be at the discretion of the arbitrator, Subject as aforesaid, the Arbitration Act and the rules there-under, the statutory modification thereof, for the time being in force, shall be deemed to apply to the arbitration proceedings under this condition.

4. **Penalty for use of Undue influence.** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offence by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

5. **Agents / Agency Commission.** The Seller confirms and declares to the Buyer that the Seller is the original manufacturer of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in

respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. **Access to Books of Accounts.** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

7. **Non-disclosure of Contract documents.** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Liquidated Damages.** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the total contract value.

9. **Termination of Contract.** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases :-

- (a) The delivery of the material is delayed for causes not attributable to Force Majeure for more than (02 months) after the scheduled date of delivery.
- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) The delivery of material is delayed due to causes of Force Majeure by more than (04 months) provided Force Majeure clause is included in contract.
- (d) The Buyer has noticed that the Seller has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitration Tribunal.

10. **Notices.** Any notice required or permitted by the contract shall be written in English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.



11. **Transfer or Sub-letting.** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12. **Patents and other Industrial Property Rights.** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

13. **Amendments.** No provision of present Contract shall be changed or Modified in any way (including this provision) either in whole or in part except Present Contract. by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present contract

14. **Goods and Service Tax.** Decrease in the total costs to the supplier/contractor on account of change in the tax structure after the implementation of GST or due to the benefits of input tax credits during the period of the contract will be passed over to the Buyer.

## **Part IV – Special Conditions of RFP**

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the total contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty of the equipment.

2. **Option Clause.** This contract has an Option Clause, wherein the Buyer can exercise an option to procure an additional 50% of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. It will be entirely the discretion of the Buyer to exercise this option or not.

3. **Repeat Order Clause** The contract will have a Repeat Order Clause, wherein the Buyer can order upto 50% quantity of the items under the present contract within six months from the date of supply successful completion of this contract, the cost, terms & conditions and prices quoted by the seller.

4. **Tolerance clause.** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, Buyer reserves the right to increase or decrease the quantum of goods/ services by upto 25% of the tender quantum without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered has been increased or decreased by the Buyer within this tolerance limit.

5. **Payment terms.** The payment terms are as follows:-

(a) 100% Payment will be made through DCDA(N) after delivery of services and producing of documents monthly.

(b) It is mandatory to the supplier/vendor to indicate their bank account number and other relevant e-payment details so that payments can be made through ECS/NEFT mechanism instead of payment through Cheque.

(c) **Financial Capabilities of firm .** The firm should have financial capability to procure and supply items. This payment will not be linked to clearance of bills by the INS India/DCDA(N).

6. **Advance payment.** No advance payments will be made.

7. **Paying Authority**

(a) Indigenous Sellers: (DCDA(N), Project Seabird, RK Puram, New Delhi). The payment of bills will be made on submission of the following documents by the Seller to the Paying Authority along with the bill:

- (i) Ink-signed copy of contingent bill / Seller's bill.
- (ii) Ink-signed copy of Commercial invoice / Seller's bill.
- (iii) Copy of Supply Order/Contract with U.O. number and date of IFA's concurrence, where required under delegation of powers.
- (iv) Satisfactory certificates from users departments.
- (v) Inspection note.
- (vi) Bank guarantee for advance, if any.
- (vii) Guarantee / Warranty certificate.
- (viii) DP extension letter with CFA's sanction, U.O. number and date of IFA's concurrence, where required under delegation of powers, indicating whether extension is with or without LD.
- (ix) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).
- (x) Any other document/certificate that may be provided for in the Supply Order /Contract.
- (xi) User Acceptance.

8. **Fall clause.** The following Fall clause will form part of the contract placed on successful Bidder:-

(a) The price charged for services under the contract by the Seller shall in no event exceed the lowest prices at which the Seller sells the services or offer to sell stores of identical description to any persons/Organisation including the purchaser or any department of Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all supply Orders placed during the currency of the rate contract is completed.

(b) If at any time, during the said period the Seller reduces the price, sells or offer to sell such services to any person/organisation including the Buyer or any Dept, of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer of sale to the Director general of Supplies & Disposals and the price payable under the

contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.

9. **Risk & Expense clause.** In the event of the contractor to comply with the contractual obligations, the Commanding Officer, INS India, at his discretion, will be free to make alternative arrangement at the risk and expenses of the contractor on the prevailing market rates. Expenses incurred on such risk and expense shall be debited from the payment accruing to the contractor in future.

10. **Force Majeure**

(a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

11. **Transportation.** The successful bidder will be responsible for bearing all transportation costs to the Consignee Premises including insurance, packaging & freight and any such charges unless any deviations are mutually agreed upon by the BUYER and SELLER.

12. **Specification.** The following Specification clause will form part of the contract placed on successful Bidder - The Seller guarantees to meet the specifications as per Part-II of RFP.

13. **Earliest Acceptable Year of Manufacture.** Not applicable.

14. **Quality.** The quality of the stores being delivered will be as per govt. rules in force and safe for use in public areas.

15. **OEM Certificate.** Not applicable.

16. **Product Support.** Not applicable.

17. **Claim.** It should be clearly mentioned in RFP that the purchaser shall promptly notify the supplier in writing of any claims arising under the warranty. The time period generally acceptable for notifying the claim, which may be indicated in the RFP, is as follows:-

- (a) **For quantitative discrepancy.** Not applicable
- (b) **For qualitative discrepancy.** Not applicable.
- (c) **For quality claims on account of defects or deficiencies.** Not applicable.

18. **Inspection Authority.** Principal Medical Officer or authorised MO on behalf of the Commanding Officer INS India, Dara Shukoh Road, New Delhi-110011

19. **Inspection Place.** INS India, Logistics Complex, SVY Complex  
NOM Varuna, at NH- 08  
NOMA Kota House at Shahjahan Road  
Chanakya Bagh, Chanakyapuri  
Naraina Bagh, Naraina  
Palam Bagh, Palam  
Gurugram Bagh, Gurugram  
Naval Sailor's Quarter, Vasant Kunj

20. **Extension of Contract.** The buyer reserves the right to extend the contract as per the laid down regulations. The bidder is to confirm the acceptance of the same for inclusion in the contract and should also clearly mention in the quotation while submitting the bids. This will be applicable during the currency of contract. It will be entirely the discretion of the buyer to exercise this option or not.

## **Part V – Evaluation Criteria & Price Bid issues**

1. **Evaluation Criteria.** The broad guidelines for evaluation of Bids will be as follows:
  - (a) Only those Bid will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP,
  - (b) The Lowest Bid (L1) will be decided upon the **basic price** quoted by the Particular Bidder as per the Price Format given at Para 2 below. It is mandatory to quote for all items.
  - (c) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
  - (d) The **overall Lowest (L1) Acceptable Bid** will be considered further for a cement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to one Bidder only for being lowest for whole system and not for individual components. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time. Also it is mandatory to quote for all items as mentioned in Para 1, Part II of RFP.
2. **TESTIMONIAL AND SIGNATURES.** The authorized representative of the contractor should be shown to have been so authorised by the Resolution of the Board of Directors of the company along with supporting documents for the same.
3. **LEGAL ADDRESSES OF THE CONTRACTING PARTIES**

**CONTRACTOR**

**CUSTOMER**

4. **Price Bid Format.** The Price Bid Format is given below and Bidders are required to fill this up correctly with full details in their firm's letter head.

<b>S.No.</b>	<b>Description with location</b>	<b>Rate for services one month without anti larva</b>	<b>Rate for services one month with anti larva</b>	<b>Amount for 18 months without anti larva</b>	<b>Amount for 06 months with anti larva</b>	<b>Amount for 24 months</b>
(a)	<p>Hiring of following Pest Control Service as per scope of work enclosed at Encl. 1 at following places:-</p> <p>INS India, Logistics Complex, SVY Complex            NOM Varuna, at NH- 08            NOMA Kota House at Shahjahan Road            Chanakya Bagh, Chanakya Puri            Naraina Bagh, Naraina            Palam Bagh, Palam            Gurugram Bagh, Gurugram            Naval Sailor's Quarter, Vasant Kunj</p> <p>(a) Disinfectant against Cockroaches, Mosquitoes, flies, ants silver fish, bed bugs etc.            (b) Rodent Control measures.            (c) Termite control measures.            (d) Lawn and tress treatment.            (e) Fogging at all areas.</p>					
(b)	Any other charges if any	-				
	<b>Taxes Applicable for Items</b>					
<b>S.No.</b>	<b>Tax Applicable</b>	<b>Rate of Tax</b>	<b>Amount on which applicable</b>			<b>Tax Payable</b>
	GST					
	Any other Tax					
(c)	<b>Total of taxes Payable</b>					
(d)	<b>Grand Total (A)+(B)+(C)</b>					



**FORMAT FOR TECHNICAL BID**

<b><u>Srl.</u></b>	<b><u>Description</u></b>	<b><u>Details to be furnished by the tenderer</u></b>	<b><u>Documentary Evidence required to be attached</u></b>	<b><u>Compliance by the tenderer (Yes / No)</u></b>
1.	Name of the Company with registered address and phone/ fax/mobile numbers		Registered address should be same as mentioned on, GST & other license.	N/A
2.	Present address with phone/ fax/mobile numbers and name of contact person		N/A	N/A
3.	GST registration No. of the firm		Attested copies of GST Registration Certificate along with receipt of last premium paid.	
4.	PAN No. in the name of firm or in the name of proprietor of the firm, in case of proprietary firm		Attested copy of PAN Card.	

5.	Insecticides Licence		Attested copy of license.	
6.	Whether you are in a position to provide the required services regularly for the contract period (Answer in Yes/No		N/A	
7.	Details of EMD Submitted (indicate mode of payment viz. Demand Draft/Pay Order/FDR alongwith its number, date of issue and issuing bank)		EMD to be submitted in original.	
8.	Whether you meet the eligibility criteria of work experience as mentioned in para 2(a) of Part-II of the RFP/TE.		As indicated in para 2(b) of Part-II of the RFP/TE.	
9.	Bank Solvency Certificate issued by the Banker of the tenderer confirming that the tenderer is maintaining his Bank Account satisfactorily for at least last three years from the present year		Bank Solvency Certificate to be enclosed either in original or photocopy of the certificate to be attested by bank.	
10.	Acceptance of All Terms & Conditions of the RFP/TE.		N/A	

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Office seal

Place:

Dated:

(Signature of the Tenderer)

**FORMAT FOR COMMERCIAL BID**

1. Consolidated charges including material/machine, service taxes, levies etc. on monthly basis for Pest Control Services for following locations:-

<b>S.No.</b>	<b>Description with location+n</b>	<b>Rate for services one month without anti larva</b>	<b>Rate for services one month with anti larva</b>	<b>Amount for 18 months without anti larva</b>	<b>Amount for 06 months with anti larva</b>	<b>Amount for 24 months</b>
(A)	Hiring of following Pest Control Service as per scope of work enclosed at Encl. 1 at following places:- INS India including SVY and Logistics Complex NOM Varuna including newly constructed 72 Officers cabins, Institute and Sports Complex NOM Kota House Chanakya Bagh, Chankyapuri Naraina Bagh, Naraina Palam Bagh, Palam Gurugram Bagh, Gurugram Naval Sailor's Quarter, Vasant Kunj (a) Disinfectant against Cockroaches, Mosquitoes, flies, ants silver fish, bed bugs etc. (b) Rodent Control measures. (c) Termite control measures. (d) Lawn and tress treatment. (e) Fogging at all areas.					
(B)	Any other charges if any	-				
	<b>Taxes Applicable for Items</b>					
<b>S.No.</b>	<b>Tax Applicable</b>	<b>Rate of Tax</b>	<b>Amount on which applicable</b>			<b>Tax Payable</b>
	GST					

	Any other Tax					
(C)	<b>Total of taxes Payable</b>					
(D)	<b>Grand Total (A)+(B)+(C)</b>					

Office Seal

Signature of the tenderer  
Prop/Partner

**Appendix 'A'**

**COMPLIANCE MATRIX BY THE VENDOR**

**(It is mandatory to submit this compliance matrix, failing which the Buyer reserves the right to reject the bids submitted)**

<u>Ser No</u>	<u>Clause</u>	<u>Compliance</u>	<u>Yes/No</u>
0 1	Para 7 part I of RFP. Documentary proof of VAT/CST Registration, TIN No or any other registration by any government organisation mandatory for executing the contract should be enclosed.	Self-attested documentary proof attached	
0 2	Para 14 part I of RFP – EMD In case vendor is registered with DGS&D, NSIC, please enclose self-attested copy of valid registration certification	Self-attested documentary proof attached	
0 4	Para 3 Part II of RFP – Delivery Period	Please indicate delivery period is acceptable	
0 5	Para 1, Part IV of RFP	Acceptance of PBG Clause	
0 6	Para 2,3,4, Part IV of RFP	Acceptance of Option clause, Tolerance Clause and Repeat order Clause (if specified in RFP)	
0 7	Para 5 and 7, Part IV of RFP	Acceptance of E-payment and Payment terms	
0 8	Acceptance of Standard Conditions of Contract as per DPM – 09	Standard Conditions of Contract as per DPM – 09 have been read and understood in all aspects and acceptable, and there is	

		no objection to including the same in the Contract Agreement.	
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**Office Stamp**

**Signature of Bidder**