

**Subject: Regarding floating of tender for hiring agency for Pest & Rodent Control Services at Anaaj Bhawan, Sector 39C, Chandigarh.**

It consists of:-

I. Notice Inviting Tender (NIT).

II. Eligibility Criteria

III. Checklist

Annexure-1: Non Black listing Certificate

Annexure-2: Experience & Satisfactory Certificate

IV. Performa for Financial bid.

V. Important instructions

VI. Terms and conditions of tender.

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**I. Notice for Inviting Tender**

**Punjab State Grains Procurement Corporation (PUNGRAIN)**

**Anaaj Bhawan, Sector-39C, Chandigarh**

Sealed Tenders are invited for Pest And Rodent Control Services at Anaaj Bhawan, Sector 39C, Chandigarh. All Details related to tender is available at department website [www.foodsuppb.gov.in](http://www.foodsuppb.gov.in)". If there will be any corrigendum, it will be uploaded on the above mentioned website.

**SD/-**

**DFS-Cum-M.D. Pungarin**

## II. ELIGIBILITY CRETERIA:

1	The bidder has to deposit Tender Form Fee of Rs 1000/- non-refundable through bank draft in favour of Managing Director, PUNGRAN payable at Chandigarh.
2	The bidder must have deposited EMD of Rs 20,000/- in form of bank draft in favour of M.D. Pungrain payable at Chandigarh.
3	The bidder has to fill Technical bid and Financial bid in separate sealed envelopes.
4	The bidder or any of its members should not be blacklisted or prosecuted by any authority in India. Affidavit on Tenders letter head, regarding non-black listing/non-prosecution of firm/agency and its partners/directors. Annexure-I
5	The bidder must have PAN and GSTIN issued by the competent authority.
6	The bidder must have executed similar services in last 03 years.
7	The bidder must have their office in Chandigarh/Mohali/Panchkula( Tricity)
8	The bidder's firm must have a Copy of the Constitution/Affidavit of Sole Proprietor/ Partnership deed of the firm duly registered with Registrar Firms
9	The bidder must have Registration Certificate
10	The bidder must have Income Tax Returns of last 3 years.
11	Company should certify by ISO: 9001 & 2015.
12	The tenderer(s) should be registered with Indian Pest Control Association.
13	Bidder should have a license issued by a competent authority to provide pest control services.
14	Tenderer must have a valid EPF & ESI Registration number

**III CHECKLIST REGARDING MANDATORY DOCUMENTS TO BE SUBMITTED WITH THE BID SUBMISSION (TECHNICAL BID)**

1.	Proof of Deposit of Tender Fee of Rs 1000/- non refundable
2.	Proof of Deposit of EMD Fee of Rs 20,000/-refundable in case of non-successful bidders.
2.	Technical bid and Financial bid filled separately
3.	The bidder or any of its members should not be blacklisted or prosecuted by any authority in India. Affidavit on Tenders letter head, regarding non-black listing/non-prosecution of firm/agency and its partners/directors. Annexure-I
4.	Self-Attested copy of PAN issued by the competent authority.
5.	Self-attested copy of GSTIN issued by the competent authority
6.	Experience Details of 03 years in the relevant field in the Govt. Institution(s)/Organization(s) where your firm has executed similar service contract : Annexure-II
7.	Copy of the Constitution/Affidavit of Sole Proprietor/ Partnership deed of the firm duly registered with Registrar Firms
8.	Proof of Office in Chandigarh/Mohali/ Panchkula ( Tricity)
9.	Copy of Registration Certificate ( Labour & Evaluation )
10	Income Tax Returns of last 3 years.
11	Company should certify by ISO: 9001 & 2015.
12	The tenderer(s) should be registered with Indian Pest Control Association.
13	Bidder should have a license issued by a competent authority to provide pest control services.
14	Signed Form of Application by tenderer on tenders letter head Annexure-III
15	Tenderer must sign all the pages of Tender Document issued by Managing Director ,Pungrain (in original) in token of acceptance of all terms and conditions laid down in Tender ,failing of which Tender will be rejected.
16.	Tenderer must have a valid EPF & ESI Registration number

**Certificate**

**(On Tenderer Letter Head)**

Certified that ..... The Firm/Company/  
Partnership or Any Other Firm/ Company in which the tenderer is a partner/ Share holder  
had not been black listed by PUNGRAIN or by any other Government  
Departments/undertakings earlier.

Signature of the Tenderer

**Annexure-2**

**Experience and Satisfactory Certificate**  
**(On Tenderer Letter Head)**

<b>S.No</b>	<b>Name of the Organization and Address</b>	<b>Contract Period</b>	<b>Annual value of the Contract</b>	<b>Satisfactory Perform from Organization(along with office number and date)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Signature of the Tenderer**

**IV Financial Bid For Pest & Rodent Control:**  
**(To be filled in separate Sealed Envelop)**

1. Name of Bidder \_\_\_\_\_

2. Address & Contact No. of the bidder: \_\_\_\_\_

\_\_\_\_\_

3. Amount quoted for providing Pest Control Services at Anaaj Bhawan

Sr. No.	Type of work	Frequency	Monthly Charges	Annual rate (Rs.)
1	General Pest Control with details of each materials (as per specifications mentioned in the tender form)	Twice a month		
2	Rodent Bats and reptiles, crawlers Control. with details of each materials, techniques to be use(as per specifications mentioned in the tender form)	Twice a month		
GST @ _____ (as applicable)				
Other Charges and taxes(if any)				
Total amount (in Rs.)				

Total Annual Amount (in words)

\_\_\_\_\_

\_\_\_\_\_

Signature of the authorized Person of the concern

Name , Designation, Company Seal

**V****IMPORTANT INSTRUCTIONS**

1. Bids will only be submitted in the prescribed tender format. Bids which are not submitted in the prescribed form or any other deviation from the terms and conditions of the tender notice shall be rejected out-rightly.
2. This tender form fee is not transferable and is non-refundable. Subletting of contract is not allowed under any circumstances.
3. The Technical bids shall be opened in the Office Room of General Manager (Finance), 3<sup>rd</sup> Floor, Anaaj Bhawan, Sector 39-C, Chandigarh. After the evaluation of the technical bids, the opening of financial bids will be announced later and only to those bidders who will qualify in the technical bid.
4. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case, authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the opening of tender.
5. The tenderer must attach all the documents mentioned in the checklist/Technical bid proforma to qualify in the Technical bid.
6. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the officials/authority to whom he shall submit the tender or the tender accepting officials/authority before the finalization of tenders shall render the tender liable for rejection.
7. Conditional tenders shall not be entertained under any circumstance and same shall be summarily rejected.
8. The tenderer must possess necessary permissions and licenses required for carrying out its obligations under as detailed in the terms and conditions of the tender.
9. In case of violation of any terms and conditions, earnest money shall be liable to be forfeited in full by the Managing Director, PUNGRAIN.
10. M.D. Pungrain reserves the right to cancel any tender or whole of the tender process without assigning any reason.



## **VI Terms & Conditions for Rodent & Pest Control at Anaaj Bhawan**

1. The Agency should be registered with the Registrar of Firms/Society/companies/ appropriate registration authority for at least 3 years and should have provided such services to Government / Semi-Government / Public Sector Organizations for at least 3 years. Attested copies of Experience and performance Certificates must be enclosed.
2. Attested copies of Registration, GST, PAN & TAN/Service Tax registration /return as applicable issued in the name of the Firm must accompany the application
3. Income Tax Return for last three years must be enclosed
4. The service provider company/Firm/Agency shall submit affidavit stating that the agency is/ has not been black listed by Central Government/ State Government/any PSU.
5. Tenders in any form, other than the prescribed form issued by Managing Director, PUNGRAIN will not be entertained and will be summarily rejected.
6. Each document attached with the Tender shall be numbered.
7. The Tender Notice, terms and conditions, tender, amongst other documents, shall form part of the agreement with the party or parties whose tender(s) is/are accepted in full or in part by the Managing Director,Pungrain. Tenderer must sign all the pages of Tender Document issued by Managing Director,Pungrain (in original) in token of acceptance of all terms and conditions laid down in Tender failing which Tender will be rejected.
8. In case the Agency fails to execute the job after signing the Agreement Deed or terminate the Contract before completion of period of Contract at their own accord, the Managing Director shall have the right to forfeit the Performance Security deposited by the Agency for the execution of the Contract.
9. The Agency shall not engage any sub-contractor without the prior written consent of the Managing Director, PUNGRAIN and in that case the sole responsibility of providing the services shall be on the Agency and not on the sub-contractor. In case the selected Agency violates this condition, the contract is liable to be cancelled and the Performance Security deposited by the Agency will be forfeited.
10. Bids are to be submitted by “Two Bid System” in duly sealed envelopes. Each envelope will clearly be super-scribed with the words “Technical Bid” or “Price Bid” as the case may be.
11. The tenderers should quote clearly in figures as well as in words the rate tendered by them for each in “Price Bid” and not in “Technical Bid” under any circumstances failing which the tender shall be summarily rejected.

12. When the tenderer signs a tender in an Indian language, the amount tendered should be written in English numerals.
13. No other commercial activity will be undertaken by the agency in the Premises of Anaaj Bhawan.
14. The contractor will ensure all precautionary measures and safety arrangements while executing the work and will be responsible for any accident occurred during duty hours.
15. Validity of the contract: The period of contract will be for a period of 03 years from the date of issuance of work order for the contract. However, the contract may be extended for a further period of 02 years (on yearly basis) on mutual consent based on the performance assessment by MD Pungrain.
16. Payment : Payment to the Contractor shall be released on monthly basis on submission of bills.

## VII SCOPE OF WORK:

### Building Details:

S.No.	Description	Floor Area (in sq.ft.)(approximate)	Remarks
1	Area of Plot	25000	Accommodating four storied (Ground +3) office building, Parking (2 Basement), Drive Way, DG Set Room, security room, control room, Transformer room, Pumps room, Guard Room, Landscaped area etc
2	Covered Area	55,000 (office) 25,000(Parking Basement)	Office area : including offices of Hon“ble Cabinet Minister & 4 Officers of the rank and status of secretary and other senior officers, Reception cum Waiting, Auditorium, Operations Room, Closed Cabins, Work Stations, Meeting Rooms, Corridors, Lift Lobbies, Toilets, Pantries etc.
3	Roads surroundings	12500	Includes security room, machine room etc
4	Terrace	3000	

1. . Pest Control at Anaaj Bhawan, Sector 39C, Chandigarh , including General Pest Control, Rodent Control, reptiles, crawlers, as elaborated below:

#### (A) General Pest Control:

It means eradication of Cockroaches, Mosquitoes, Flies, Lizards, Termite, bugs etc. through the use of permitted 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, false 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 tender. 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 Anaaj Bhawan or force rats / rodents to move outside from the office premises.
- e. Combinations of any of the above. 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) Snake repellent Service.**

2. Agencies must ensure that the pest control once done shall remain effective up to next pest control, failing which it shall have to be done again and any cost there for will not be entertained.
3. The pesticides, etc. used for pest/rodent control, should not create adverse impacts on human health.

It would be endeavor of the agency that by using, chemicals, rats/rodents should not die inside the building or above the false ceiling. By chance if so happen it would be located and sanitized by the agency.

**Material to be used:-**

The service provides will use the method/insecticide Registered under insecticides Act only, which are of reputed firm, effective, approved & safe. The Product should be certified by WHO Pesticide evaluation scheme (WHOPES) for public health utilization and approval with BIS certification

**Quality of services:-**

The contractor shall be duty bound to render the services in respect to the entire satisfaction of the concerned area in-charge. The area treated should be made free of Pests, Insects, bed bugs, flies or larva/rodents, Mosquitoes & house flies etc.

**Identification:-**

The contractor shall supply complete information about the persons to be deployed by him for discharging duties from time to time i.e. names, age, residential address, etc. The contractor shall also issue identity cards to his employees for their identification and they shall be duty bound to display the identity card at the time of duty.

**Safety of Works**

The workers who handling pesticide should be in protective dress i.e. caps & body protection gloves, masks Eye protection etc. and should be aware of all precautions & handling emergency situations.

**VIII. Form of Application(On Tenderer Letter Head)**

To,

Director Food Supplies-cum-  
Managing Director, PUNGRAIN  
Anaj Bhawan, Sector 39C, Chandigarh.

Sir/Madam,

**Tender for Pest And Rodent Control at Anaj Bhawan, Sector 39C, chandiagrh.**

1. I/we have read and understood the instructions and others terms and conditions furnished in the Website in respect of the captioned tender. I/we here by submit my application for captioned " Request for proposal" of your office. I/we do hereby declare that all the information furnished in the application and supplementary sheets are correct to the best of my/our knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me/us in the accompanying sheets.
3. I clearly understand and agree that if any of the information furnished by me/us here under is found to be wrong or untrue or false or incorrect on incomplete, my/our application is liable to be rejected. Further, if I am/we are appointed as the "Executing Agency" for the above project on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong, untrue, false or incorrect, my/our contract with the MD Pungrain is liable to be terminated forthwith at the discretion for such termination.
4. I/we understand and agree that the decision of the MD Pungrain in selection the Service Provider is final and binding to me/us.

Thanking You,

Yours Faithfully,

Signature of the Tenderer

Name:

Place:

### VIII. Important Dates

<b>Important dates</b>		
Date of Advertisement	26-02-2023	
Sale of Tender form Starts from:	27-02-2023	10.00AM
Last Date for Sale of Tender Form	10-03-2023	05.00PM
Last date for Submission of tender Form	16-03-2023	5.00PM
Opening Of Technical Bid	17-03-2023	3.00PM
Opening of Financial Bid	to be announced to the successful bidders	