



NATIONAL CENTRE FOR POLAR AND OCEAN RESEARCH

(An Autonomous Society under the Ministry of Earth Sciences)

Headland Sada, Vasco-Da-Gama, Goa 403 804.

Tender No : NCPOR/EST/CE/02/20-21

Name of the Tender : Providing Pest Control Services at NCPOR, Goa

It is proposed to execute the above work as an annual maintenance contract at NCPOR Campus as detailed in the tender.

You are requested to submit your quotation with your best offer including material, labour, tools, transportation etc. in the schedule rates attached, along with the accepted terms and conditions, addressing to the Director NCPOR on or before **25.02.2021** by 11.00 hrs. in a sealed envelope superscribing the Name of Work and Tender Number.

Tenders will be opened on the same day at 11.30 hrs in presence of Tenderers if any.

Pl. drop the sealed Tender in the tender box kept in the Estate section on or before the due date and time of the tender. Late tenders will be summarily rejected.

Estate In-Charge - NCPOR

TENDER TERMS AND CONDITIONS

1. The Tenderer should have valid registration and should possess necessary license to carry out Pest Control business.
2. The contractor should have sufficient trained manpower / work force to complete the task effectively in the least time.
3. The Tenderer shall inspect the site fully and study the work involved, quantity and specifications before submission of bid. Any clarification in this regard will be given if required, prior to submission of tender.
4. Tender submitted shall remain valid for a minimum period of 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from date of opening shall be by mutual consent.
5. The quotations should indicate the rates inclusive of all materials, Labour charges, Taxes, Tools, Transportation, etc. All materials used should bear the ISI Mark wherever applicable if any specific brand is not mentioned in the tender.
6. The payment will be made after satisfactory completion of the total work based on actual areas covered as mentioned above and duly verified by NCPOR, within 30 days against the submission of bill in duplicate. No part payment will be made.
7. The contract will be initially for a period of **One Year** but renewable for two more years on year to year basis based on the performance of the contractor on the same terms and conditions and rate.
8. Performance Guarantee/Security Deposit ó The successful bidder should deposit 10% amount of the contract value by DD in favour of NCPOR, payable at Vasco, within two weeks from the award of contract. The same shall be refunded back after successful completion of the contract period. Performance Guarantees Deposit will be forfeited if the performance of services is not up to the mark, ineffective or irregular. In case of termination of contract, the performance guarantee deposit shall be forfeited.
9. All chemicals used shall be as per the specifications and approved by the concerned statutory authority.
10. All materials accessories required during the said work shall be arranged by the party, like tools, labour, transport etc at his own cost.
11. The tenderer shall quote RATES both in figures and words. He shall also workout the amount for each item of work and write in figures. On checking if there are differences between the rates quoted by the tenderer in words and figures or in the amount worked out by him, the following procedure shall be followed:
12. When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the tenderer, shall be taken as correct.
13. When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figure or in words, the rate quoted by the tenderer in words shall be taken as correct.
14. When the rate quoted by the tenderer in figure and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.

15. Tenders with conditional prices / discounts will be rejected.
16. Successful bidder should commence the work within one week from the date of work order.
17. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the Price Schedule of tender.
18. The Employer does not bind himself to accept the lowest or any tender and reserves himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
19. The tenderer is subject to be disqualified, if he is found to have mislead or furnished false information in the forms / statements / certificates submitted in proof of qualification requirements or record of performance such as abandoning execution of the works, litigation history and or financial failures and or suppression of material facts and information .
20. Quotations should be signed on all pages, including the terms and conditions and should be addressed to Director NCPOR submitted in as sealed envelope superscribing Name of the work and Tender no. on the envelope and should be dropped in the tender box kept in the office of Estate In-Charge at NCPOR on or before the last date and time.
21. To assist the process of evaluation / examination of bids NCPOR may ask the bidder individual clarification regarding their bids, rates, taxes etc however there will not be any change in the rate or main subject of the tender.
22. If the last date for the submission of tender happens to be holiday then the tenders will be opened on the next working day at 11.30 hrs.
23. Any damage to the property of NCPOR will have to be made good by the Contractor at his own cost. The safe custody and upkeep of various items/equipments/tools and plants of various categories of works brought to site is the sole responsibility of the Contractor.
24. The Contractor shall co-ordinate his work with other agencies employed by the clients and ensure that the works of other agencies are not hampered in any way during the Contract.
25. While executing/ assembly of the work the contractor shall ensure that existing cables/pipe lines/structures/fittings are not damaged and if due to his negligence, these are damaged, the same shall be set right with no extra cost to the employer.
26. DUTIES & TAXES - Rates quoted by the contractor shall include all duties, octroi, toll tax, levies, royalties and all other taxes in respect of this contract. GST as applicable to be stated separately in the prescribed columns of the price bid. In absence of any such stipulation, it will be presumed that rates quoted are inclusive of GST.
27. COMPLIANCE TO LABOUR LAWS - The contractor shall comply with all the provisions of the Minimum Wages Act, 1948. Contract Labour (Regulation and Abolition) Act, 1970 and rules and orders framed there under and other labour laws affecting contract labour and the rules and orders framed there under that may be in force or brought into force from time to time. NCPOR will not take any responsibilities towards any injury or compensation etc. Contractor is solely responsible for health safety, wellbeing etc of his own staff and labour pertaining to this contract.
28. POST TENDER CORRESPONDENCE / ENQUIRIES: Any correspondence or enquiry subsequent to opening of the bids is not desirable, if the same is indulged into, it will be considered for disqualifying the tender. The Tenderer will be required to abstain from

pursuing / canvassing the matter, directly or indirectly with any Officers of NCPOR, as otherwise the same would also amount to disqualification of the tender. However, bidder can ask their queries in writing regarding bidding conditions, bidding process prior to the bid opening and/ or rejection of its bid, reason for rejecting a tender after opening of bids.

29. **SETTLEMENT OF DISPUTES:** The decision of the Director, NCPOR shall be final and binding for any dispute whatsoever.
30. **RIGHT TO CANCEL TENDER/WORK ORDER:** In case of strike, accident or any other unforeseen conditions causing stoppage of work, NCPOR reserves the right to cancel and/ or modify the tender / work order without any liability for any compensation and / claim or any description.
31. **JURISDICTION** - All questions, disputes or differences arising under out of or in connection with the Tender / Contract if concluded shall be subject to the exclusive jurisdiction of the court under whose jurisdiction the place from which the tender / Acceptance of tender is issued, is situated i.e.Goa.

I have read all the terms & conditions carefully & accepted it.

Signature of the bidder with seal :

SCOPE OF WORK

Area to be covered ó 10000 sqm approx. which includes all rooms in Administration block, Laboratory block, Fellowsø Laboratory building, Auditorium building, Container yard(upcoming) Storage blocks, Garages, Security room, A/c Plant, Substation and store room, Canteen and store room, Residential Quarters, Hostel, Store room in Procurement section and Logistics, Mezzanine store rooms and AHU, Containers, Toilets, Washrooms etc. (All buildings and surrounding area in the premises to be treated)

1. Control of Cockroaches, Ants and Other Crawling Insects-By way of Spraying- Once in a Month
2. Rodent Control ó 04 Services in a Month
3. Mosquito Control ó By way of Fogging and Spraying ó 1 Service in a Month
4. Fly Control ó By way of Baits and Spraying ó 4 Services in a Month
5. Bee Hive Control óAs and when required
6. Bed bug control óAs and when required.
7. Termites control- As and when required.

General Pest Control/Anti Termite Includes eradication of Cockroaches, Mosquitoes, Flies, Lizards, Termite etc through permitted insecticides as per Government of India and WHO norms. The Pest control should cover all the places like spray under the tables, chairs, almirahs, on and around the pile of files, on wooden furniture, on false ceiling, on all staircases, lift lobby, on all toilets drain ducts, on all pantry rooms, in all stores and any hidden space under the furniture and should leave no space unattended.

Rodent Control: Rodent controlling should be done as per orders and instructions on the subject.

(i) Agency 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 at no extra cost.

(ii) The pesticides, etc. used for pest/rodent control, should not have adverse impacts on human health.

METHOD OF PEST CONTROL

Please confirm and provide detailed information on methods and chemicals you will be using for effective pest control. (You may attach separate sheet if required)

Sr. No	Methods	Chemicals to be used /Other details
1	Spraying	i) Mosquito Control-
		ii) Fly Control-
		iii) Control of Cockroaches, Ants and Other Crawling Insects-
2	Fogging	i) Mosquito Control-
3	Laying Baits	Rodent Control-
4	Miscellaneous Treatments	Bee Hive Control-
		Bed bug control -
		Termites control-
5	Any other to specify:-	

Signature of the bidder with seal:

PARTICULARS OF THE TENDERER

1. Name of the Tenderer : _____

2. Main Office Address : _____

3. Goa Office Address : _____

(a) Name of the contact person : _____

(b) Telephone No. (s) : _____

(c) Fax No. : _____

(d) E-mail Address : _____

(E-mail address should be provided which will be used for official correspondence)

(e) Website Address : (if any) : _____

4. PAN/TAN No. of the Bidder/Firm : _____

(Please enclose copy)

5. Goods and Service Tax (GST) Number : _____

(Please enclose copy of registration number)

6. Have you ever terminated/Black Listed by any organization : YES / NO

Signature of the bidder with seal :

SCHEDULE OF RATES (Price Bid)

Item No.	Description	Rate/Month (Rs)
A	Regular Service	
1	Providing services once a month by way of spraying for effective control of cockroaches, ants, crawling insects, larva and other insects etc complete as mentioned in the scope of work.	
	<i>RATE in words:</i>	
2	Providing services four times in a month for effective rodent control etc complete as mentioned in the scope of work.	
	<i>RATE in words:</i>	
3	Providing services once a month for effective mosquito control by way of fogging and spraying in external areas etc complete as mentioned in the scope of work.	
	<i>RATE in words:</i>	
4	Providing services four times in a month for effective fly control by way of baits and spraying etc complete as mentioned in the scope of work.	
	<i>RATE in words:</i>	
	Sub Total of A :	
B	Call based service	
1	Providing one service for effective bee hive control and other miscellaneous treatment etc. complete. As mentioned in the scope of the work Note : Rate to be quoted for per unit.	
	<i>RATE in words:</i>	
2	Providing one service for effective bed bug control and other miscellaneous treatment etc. complete. As mentioned in the scope of the work. Note : Rate to be quoted for per sqm of the applicable area.	
	<i>RATE in words:</i>	
3	Providing one service for effective subterranean termites control and other miscellaneous treatment etc. complete. As mentioned in the scope of the work Note : Rate to be quoted for per sqm of the applicable area.	
	<i>RATE in words:</i>	
	Sub Total of B :	
	Total of A + B :	
	GST% :	
C	Grand Total :	

Grand Total (C): Rs. _____

Grand Total in words: _____

1. Discount offered if any, should be included in the quoted rates & should not be shown separately.
2. Bidders should quote all items given in the price bid. If all items are not quoted then the bid will be considered as incomplete bid and will be rejected outrightly.
3. The current GST rate is considered as 18% on all items. In case of any changes in GST prior to bid submission or even if bidders quote GST other than 18%, the GST rate @ 18% will be considered for all bids for all items for bids evaluation purpose. However, payment will be made to the Contractor with the prevailing GST rate against submission of documentary evidence.
4. The Lowest Evaluated Bidder (L1) would be arrived from the Grand Total (C) above.

DECLARATION

- 1) I/We have read and understood the terms & conditions of the above mentioned tender and comply to all Terms & Conditions of your Tender. (In case of any deviation the Bidder must attach a separate sheet clearly stating the clause no. of the Tender and Deviation thereto)
- 2) The undersigned is an authorized signatory and authorized to submit this bid and also certifies that the information mentioned above is true and correct.
- 3) If the work is awarded, I/we assure that the entire work will be completed satisfactorily within the stipulated time as per the tender terms & conditions.
- 4) I/We agree to accept payment through Public Financial Management System (PFMS).

Name:

Signature of Authorised Signatory:

Date:

Place:

Seal: