



भा.कृ.अ.प.-भारतीय कृषि सांख्यिकी अनुसंधान संस्थान
I.C.A.R.-Indian Agricultural Statistics Research Institute
लाईब्रेरी एवेन्यू, पूसा, नयी दिल्ली-110012.
Library Avenue, Pusa, New Delhi-110012.



मिसिल संख्या : 11(38)/2017-रखरखाव

दिनांक : 15.5.2017

विषय: संस्थान एवं इसके आवासीय परिसर, पूसा तथा कृषि निकेतन, पश्चिम विहार, नई दिल्ली के पेस्ट कंट्रोल व दीमक रोधी कार्य के वार्षिक कान्ट्रेक्ट के लिए निविदाएं आमंत्रित करने के संबंध में

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|---|--|-----------------------------|
| 1 | निविदा-प्रपत्र प्राप्त करने की अन्तिम तिथि : | 12.6.2017 को 1.00 बजे अप.तक |
| 2 | निविदा जमा करने की अन्तिम तिथि : | 13.6.2017 को 2.00 बजे अप.तक |
| 3 | निविदा खोलने की तिथि : | 13.6.2017 को 2.30 बजे अप. |

निविदा डालने वाले का नाम व पता

निविदा प्रपत्र संख्या:

जारी करने की तिथि : महत्वपूर्ण सूचना

यह निविदा प्रपत्र अहस्तांतरणीय है ।

अपूर्ण/विलंबित निविदा को स्वीकारा नहीं जाएगा ।

Website: www.iasri.res.in Phone: 25847121-24, 25841254 Fax No: 25841564

**I.C.A.R.-INDIAN AGRICULTURAL STATISTICS RESEARCH INSTITUTE
LIBRARY AVENUE, PUSA, NEW DELHI – 110 012**

F. No. 11(38)/2017-Maintenance

Date: 15.5.2017

NOT TRANSFERABLE

NOTE: All communications must be addressed to the Assistant Administrative Officer (Maintenance), Indian Agricultural Statistics Research Institute, Library Avenue, New Delhi -110012

From:

The Administrative Officer
ICAR-Indian Agricultural Statistics Research Institute
Library Avenue, Pusa, New Delhi – 12

To,

SUBJECT: Invitation of Quotations for the Annual Contract of Pest Control Services for ICAR-IASRI Campus, Pusa & Krishi Niketan Residential Premises, Paschim Vihar, New Delhi

Dear Sir(s)

On behalf of the Director, Indian Agricultural Statistics Research institute, New Delhi sealed quotations are invited for Annual contract of Pest Control Services of the ICAR-IASRI complex and its residential colony at Paschim Vihar, New Delhi – 110063. The terms and conditions of the contract which will govern the contract made are those contained in the general conditions of contract applicable to the contract placed by the institute and the special terms and conditions detailed in the tender form and its schedules. Please submit your quotations if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedules.

- A. An earnest money of **Rs.10,000/- (Rupees Ten thousand only)** must be deposited in the form of Demand draft in favor of **Director, IASRI** and **payable at New Delhi**. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the number and date of the Demand Draft. The tender will not be considered if the earnest money is not sent with the tender.
- B. The tenderer is being permitted to tender in consideration of the stipulation on his /her part that after submitting his /her tender, he/she will not refuse from his /her offer or

modify the terms and conditions thereof. Should the tenderer fail to observe and comply with the foregoing stipulation EMD amount will be forfeited by the institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to them after he/she has applied for the same, in the manner prescribed by the council.

- C The schedule of the Quotation form should be returned intact and pages should not be detached. In the event if the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter along with the tender. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the quotation may be rejected.
- D The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fulfilled. Individual signing the tender or other documents connected with the contract may specify whether he /she signs it in the capacity of
- (i) as sole proprietor of the firm or constituted attorney of such sole proprietor of
 - (ii) a partner of the firm if it is a partnership in which case he /she must have authority to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or
 - (iii) constituted attorney of the firm it is a company.
- E In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to sign such and if, on enquiry it is found that that person so signing without authority the Institute will cancel the contract and hold the signatory liable for all costs and damages. Such page of the tender and the schedules to the tender and annexure, if any, should be signed by the tenderer(s)
- F. The tender is to be enclosed in a sealed cover & dutifully super scribed "**Tender for the Annual Contract of Pest Control Services at ICAR-IASRI**". Right is reserved to reject outstation tenders. Tender to be hand delivered should be put in the tender box kept at SSM Building auditorium of the Institute not later than **2.00 p.m.** on the last date of receipt. Tender can also be sent by Registered post but the Institute shall not be held liable for late receipt of tenders due to postal delay and other reasons.
- G. The tenderer is at liberty to be present or to authorize a representative to be present at the opening of the tender on the last date of receipt on **13-6-2017 at 2.30 p.m.** The name and address of the representative who should be attending the opening of the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone of your permanent representative, if any.
- H. Acceptance by the Institute will be communicated by telegram, express letter / fax/ email or any other forms of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the telegram/express letter etc. should be acted upon immediately.

- I. An amount of **Rs.25,000/- (Rupees Twenty Five thousand only)** as security of the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the institute. In the event of non deposition of the same, the earnest money will be forfeited.
- J. Sales tax or any other tax in respect of this contract shall be payable by the agency and institute will not entertain any claim whatsoever in this respect. However any other law, which is as per the rules of the Govt. of NCT of Delhi, shall be deducted at source from monthly bills of successful tenderers as per rule.
- K. Director, ICAR-IASRI reserves the right to reduce or terminate the period of the contract and binding to all parties. Disputes arising, if any on the contract, will be settled at his/her level and will not be referred to arbitration.
- L. The following documents must be enclosed along with the duly filled tender forms so as to render it eligible for the contract:-
- (a) Recent Income Tax Clearance Certificate by Chartered Accountant.
 - (b) Registration certificate of the firm from the local bodies.
 - (c) **Last 5 years continuous experience** of the firm in the field of the providing such services in central Govt. establishments / Autonomous bodies of Govt. of India/Corporations of Govt. of India/ reputed public or private organization of repute.
 - (d) Balance sheet of the firm for the **last 3 financial years** certified by the Chartered Accountant.
 - (e) Duly certified copies of the satisfactory services where the tenderer is providing the services for **last 3 years**.
- M. Successful tenderer will have to enter into a detailed contract agreement with Institute on non judicial stamp paper of **Rs.100/-(Rupees One hundred only)**.
- N. The quotation may be address to the Administrative Officer (Maint.), ICAR-Indian Agricultural Statistics Research Institute, Library Avenue, Pusa, New Delhi- 10012.

Yours Faithfully,

(Poonam Singh)
Administrative Officer (Maint.)

**TENDER FOR ANNUAL CONTRACT FOR PEST CONTROL SERVICES AT I.C.A.R.-
I.A.S.R.I, NEW DELHI-110012**

Full Name and address of the tenderer in
Addition to address and other relevant information
Needed for the complete Address:-

To,
The Administrative Officer (Maintenance)
ICAR-Indian Agricultural Statistics Research Institute,
Library Avenue, Pusa,
New Delhi – 12

Sir,

1. I/we have read all the particulars regarding the general information and other terms and conditions of the Annual Contract for Pest Control Services at ICAR-IASRI, Pusa, New Delhi-12 and agree to provide the services as detailed in schedule here or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached "I" to this tender. We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood the terms and conditions for the contract and shall provide the services strictly in accordance with these requirements.
3. The following pages have been added to and from part of this tender _____
_____. The **schedules I and II** to accompany this
tender are at page nos.:- _____.
4. Total number of pages (*Please number the pages*)

Signature of Tenderer with date
Address _____

Contact _____

Signature of Witness _____
Address _____

SCHEDULE OF TENDER**Financial Bid**

1. Last date of receipt of Tender : 13-6-2017 up to 2.00 p.m.
2. Date of opening of Tender : 13-6-2017 at 2.30 p.m.

S . No.	NAME OF THE BUILDINGS/ LOCATIONS	Works	Unit	Rate (Rs.) Inclusive of Taxes/charges)
1	<ul style="list-style-type: none"> • ICAR-IASRI Campus, Pusa, New Delhi-12 & • Krishi Niketan residential Premises, Paschim Vihar, New Delhi-110063 	General Rodent/Pest control (Monthly Basis)	Per Month	
		Termite Control (Monthly Basis)	Per Month	
		Fogging (Monthly Basis)	Per Month	
		Mass scale rodent control (Quarterly Basis)	(Quarterly Basis)	
2	<ul style="list-style-type: none"> • ICAR-IASRI Campus, Pusa 	Injecting Termite Control (On demand)	Sq.Meter	
		Total (1 +2)		

(Rupees _____ only)

NOTE

1. The rate tendered will be valid for a period of one year from the date of accepting the rates.
2. Rates should be inclusive of all taxes/recharges.

DECLARATION:

I ACCEPT ALL THE TERMS AND CONDITIONS OF THE TENDER.

Signature _____

Name and address of the firm _____
(With seal)

Address _____

Dated _____

Contact NO. _____

SCHEDULE - II

Part – II

1. Details of the Earnest Money Deposited

S. No.	Demand Draft No.	Date	Name of the Bank Drawn on	Amount

Part –III

1. Name and Address of the firms representatives and whether the firm would be represented at the time of opening of the tenders.

Dated: - _____

Place: - _____

Authorized Signatory _____

Note : Please add supplementary pages to be numbered whenever needed.

GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE CONTRACT

1. **BUILDINGS AND THEIR LOCATION :**

The institute is situated near Hotel Management Pusa, ‘R’ Block, Rajender Nagar crossing and Dev Prakash Shastri Marg leading to Inderpuri, New Delhi. The other Details are as under:

Office Buildings							
S. No.	Description	New Building(Ad mn.-cum-Trg. Block)	Old building	Computer building	Guest House (Panse hostel)	Sukhatme hostel	I.T.H.
1.	Plinth Area	1100 Sq. Mtrs.	2093 sq. mtrs	1073 sq. mtrs	702 sq. mtrs.	-	
2.	Floor area	6097.13 Sq. Mtrs.	4105.13 Sq. Mtrs.	3482.00 Sq. Mtrs.	1276.39 Sq. Mtrs.	1215 Sq. Mtrs.	1062 Sq. Mtrs.
3.	Storey	6 storeyed	1st wing double storeyed & 2 nd wing 4 toreayed	3 storeyed	2 storeyed	3 storeyed	2 storeyed
4.	Total room	90	104	40	27	22	13
5.	Common toilets	12	14	6	2	5	1
6.	Officer toilets/ Attached Toilets	7	2	1	24	-	13
7.	Reception room/ office	-	1	-	1	-	1
8.	Auditorium	-	1	1	-	-	-
9.	Exhibition room	-	-	1	-	-	-
10.	Committee room/ conference room	4	2	-	-	-	-
11.	Canteen	1	-	-	-	-	-
12.	Common room/dining room/ kitchen	-	-	-	1 each	1 each	1 each
ICAR-IASRI Residential Campus, Pusa, New Delhi							
1.	“E” type Quarters (Single Storey) (Area – 176.51 Sq. Mtrs.					2	
2.	“G” type Quarters (Double Storey) (Area – Sq. Mtrs.					16	
3.	Type –V Quarters (Single Storey) (Area -780.66 Sq. Mtrs.					4	
4.	Warden Bungalow (Area – 177.63 Sq. Mtrs.)					1	
KRISHI NIKETAN RESIDENTIAL PREMISES, PASCHIM VIHAR, NEW DELHI (Total Area - 8000 Sq. Mtrs.)							
1.	Type of Quarters(Four Storeyed Quarters)				No. of Quarters		
2.	Type-I				15		
3.	Type-II				32		
4.	Type-III				32		
5.	Type-IV				28		

2. **SERVICES:**

The **rodent control pest, termite treatment, Injecting termite treatment** are to be carried out in the entire open area and the built up area in all the buildings as indicated in ANNEXURE –I

- (a) The selected agency shall provide required services for performing the job of **rodent control, termite treatment, Injecting termite treatment** at the Instt.’s complex and **rodent control and termite treatment** its residential colony at KRISHI NIKETAN, PASCHIM VIHAR, NEW DELHI.
- (b) The job of **rodent control, termite treatment, Injecting termite treatment** are to be carried out on each floor and surrounding areas of the Buildings etc. as detailed in the Charter of duties. It is to be ensured by the contractor that these services on each floor are provided and supervised.
- (c) The personnel engaged by the agency for this job contract will not be an employee of the institute and there will be no employer-employee relationship between the institute and the personnel so engaged by the contractor.

- (d) The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel under Minimum wages Act and the Institute shall in no way be responsible for the meeting any kind of expenditure n salaries etc. to these personnel. As per the orders of the Govt. of India / ICAR, the agency is required to make the payment of the salary / wages to their employees through cheque.
- (e) The institute shall not directly or indirectly engage any personnel of the agency during the period of the contract.
- (f) All the persons deployed will perform their duty in proper uniforms and will maintain a smart turn-out. The agency shall, at its own cost, provide suitable uniforms (summer & winter) to the personnel.
- (g) The tenderer will also have to furnish particulars relating to ESI, EPF, Registration under contract act, turnover, Pan number TIN number, infrastructure & Income Tax clearance certificates etc.
- (h) The agency shall furnish experience of performing job contract of pest control services in reputed Govt. / Semi Govt. building and organization/Institutions.

3. TERM OF THE CONTRACT

Initially the terms of the contract will be for one year on the expiry of the contract, the institute reserves the right to renew the contract on monthly /yearly basis on same terms and conditions.

4. MODE OF PAYMENT

The agency shall submit monthly bills for the job performed during the preceding month on the first working day and the Institute shall make payment by means if crossed cheque in favor of the agency.

5. TERMINATION

This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched at the address herein given under registered post.

6. LOSS AND /OR DAMAGES

In case of any loss or damage done to the property of the Institute by the personnel provided by the agency for pest control services, full damages will be recovered from the agency and decision of the competent authority of the Institute shall be binding on agency,

7. SECURITY DEPOSIT

The selected agency will have to make a security deposit (refundable) of **Rs. 25,000/- (Rupees twenty five thousand only)** through demand draft drawn in favor of **Director, IASRI, New Delhi** within two weeks from the award of the contract. No other form of payment of security deposit is acceptable. This will be adjusted against any damages or loss of property etc. Caused by the personnel deputed by the agency,

8. Material: The required material will have to be arranged by the contracting agency.

9. Safety Precautions: the contracting agency will have to observe all the safety regulations and precautions so as to ensure the safety of employees of the Institute. The contracting agency will indemnify and keep indemnified the council in case any damage is caused to employees of the Institute and / or employees of the contracting agency.

10. The contractor is advised to do a complete survey on his own of Instt.'s complex and its residential complex at KRISHI NIKETAN, PASCHIM VIHAR, NEW DELHI before offering rates.

11. In case of any dispute arising decision of the Director, ICAR-IASRI will be final and binding.

12. RISK CLAUSE:

ICAR-IASRI reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the work contract to any other agency at the risk and cost of current agency_and excess expenditure incurred on account of this can be recovered from security deposit or pending bills or by raising a separate claim. Any misconduct/misbehavior on the part of the manpower deputed by agency will not be tolerated and such person(s) will have to be replaced immediately.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent up to **10 %** of bill amount will be levied as liquidated damage if whenever and wherever, the services are found to be deficient in nature.
2. The Director, ICAR-IASRI reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR-IASRI shall be final and binding on the contractor/agency in respect of nay clause covered under the contract.

<u>CHARTER OF DUTIES FOR PEST CONTROL SERVICES AT ICAR-IASRI</u>		
<u>Name & Location of Premises</u>	<u>Type of Treatment</u>	<u>Frequency</u>
1. ICAR-IASRI Campus, Pusa, New Delhi-110012 &	General Rodent/Pest control	Monthly Basis
	Termite Control	Monthly Basis
2. Krishi Niketan Residential premises Paschim Vihar, New Delhi-110063	Fogging	Monthly Basis
	Mass scale rodent control	Quarterly Basis
1. ICAR-IASRI Campus, Pusa, New Delhi-110012	Injecting Termite Control	On Demand

NOTE : *The Agency will depute its workers as and when required on receipt of telephonic message from any officer of the Institute.*