



**INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD**  
KANDI, SANGAREDDY, TELANGANA – 502284

**TENDER DOCUMENT**  
For Pest Control Services at IIT Hyderabad

Ref No.	IITH/173/MS/Pest/2021
Date	17 <sup>th</sup> August 2021

1	Download of tender document	From 17 <sup>th</sup> August 2021
2	Last date for receipt of tenders	7 <sup>th</sup> September 2021 (by 12:30 p.m.)
3	Opening of Part I of the tenders	7 <sup>th</sup> September 2021 (at 03:30 p.m.)

Estimated Annual Cost	: Rs.15,00,000/-
Tender Fee	: Rs.590/- (including 18% GST)
EMD	: Declaration
Security Deposit	: 3% of the cost

**INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD**  
**KANDI, SANGAREDDY, TELANGANA – 502285**

**NOTICE INVITING TENDER**

Director, IITH invites sealed tenders for “Pest Control Services at IIT Hyderabad” in a two bid system from eligible firms/companies/agencies having their offices in and around Hyderabad.

1. **Tender Form:** Tender document will not be issued in person. The tender document can be downloaded from IITH website [www.iith.ac.in](http://www.iith.ac.in).
2. **Visit of the Campus:** Tenderers are advised to visit the IITH premises and ascertain the nature and quantum of work before bidding.
3. The Tenders received after the due date/time will not be considered under any circumstances and will stand summarily rejected.
4. Details of Tender Processing Fee, EMD, submission of Tenders, Terms and conditions etc., are indicated elaborately in the Tender Document.
5. Canvassing in connection with the tender is strictly prohibited and the tender submitted by the contractors who resort to canvassing will be summarily rejected.
6. The Director, IIT Hyderabad, reserves the right to reject any or all the tenders or to accept them in part or reject the lowest tender without assigning any reasons. He also reserves the right to close the tender proceedings without awarding the contract to anyone.
7. Tenderer may personally drop his/her sealed tender in the tender box kept in **Room No.222B, Academic Block-A, IIT Hyderabad**, or send by post to the following address. The Institute is not responsible for postal delays. Tenders received after the closing time and date will not be considered at all.

**To**  
**The Registrar,**  
**Indian Institute of Technology Hyderabad**  
**Kandi, Sangareddy,**  
**Telangana – 502284, India**

**Sd/-**  
**Registrar**

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## 1. INSTRUCTIONS TO BIDDERS

- a. The Tenders are to be submitted in a sealed cover super scribing the name of the work as “Tender for Pest Control Services at IIT Hyderabad”, and addressed to **The Registrar, IIT Hyderabad, Kandi, Sangareddy, Telangana – 502284** and to be dropped personally in the tender box kept in the Administration office (Room No.222B, Academic Block-A) at IIT Hyderabad or to be sent by Registered/Speed Post so as to reach **ON or BEFORE the due date viz., 7<sup>th</sup> September 2021 by 12:30 p.m.** during office hours. IIT Hyderabad will not responsible for any postal/transit delay. Tenders received after the closing time and date will not be considered at all.
- b. **Tender Processing Fee:** The tenders should be accompanied by a processing fee of **Rs.590/- (including 18% GST)** by way of DD drawn in favour of Director, IIT Hyderabad payable at SBI, IITH Kandi – IFSC Code SBIN0014182. No other mode of fee payment will be accepted. The Tender Processing Fee shall be placed in a separate cover marked as “**Tender Processing Fee for Pest Control Services at IIT Hyderabad**” and put inside the main sealed cover. Tenders received without tender processing fee will be rejected.
- c. **Earnest Money Deposit:** The tenderers are not required to deposit any money towards bid security. However, a Self-Declaration in the prescribed form attached herewith should be submitted along with the Technical Bid, in lieu of a bid security (EMD). Tenders received without the said declaration will be disqualified.
- d. This is a two bid system i.e.
  - i. **Part I-** contains **Technical Bid**. The Technical Bid should be accompanied by self-attested copies of the documents required under the said Bid including the duly signed tender document.
  - ii. **Part II-** contains **Price Bid**. After evaluation of Part I (Technical Bid), Part II- Price Bid of those tenderers who stand qualified in the Technical Bid evaluation, will be opened.
  - iii. **Envelopes:** Duly signed and sealed Part I and Part II should be kept in separate sealed covers. The cover for Part I should be super scribed as “TENDER FOR PEST CONTROL SERVICES AT IIT HYDERABAD - PART I (TECHNICAL BID)” and the cover for Part II should be super scribed as “TENDER FOR PEST CONTROL SERVICES AT IIT HYDERABAD - PART II (PRICE BID)”.
  - iv. All the three sealed covers (Tender Fee Cover, Part-I Cover, and Part-II Cover) should be kept in a big Main sealed cover super-scribed as “TENDER FOR PEST CONTROL SERVICES AT IIT HYDERABAD”.
  - v. Failure to comply with these instructions renders the tender/bid liable to disqualification.
- e. The tenders shall be valid for a period of 90 days from the date of their opening. In case the tender opening date happens to be a closed holiday, the tenders will be received and opened on the next working day without any change in timings.

- f. The Part I- Technical Bid will be opened on **7<sup>th</sup> September 2021 at 3:30 p.m.** in Room No.620, Academic Block-A, IIT Hyderabad in the presence of the Tenderer/their authorized representatives who wish to be present.
- g. The Part I – Technical Bid should contain the following documents
- (i) Part I form duly filled and signed;
  - (ii) Self-attested copy of bidder firm's registration;
  - (iii) Notarized Declaration in lieu of EMD in the format shown at Annexure-C;
  - (iv) Self-attested copy of PAN Card;
  - (v) Self-attested copies of GST/ESI/EPFO registration;
  - (vi) Notarized affidavit about the firm not being blacklisted;
  - (vii) Notarized affidavit about the firm not involved in any police case;
  - (viii) Consent Letter in the format shown at Annexure-A;
  - (ix) No Relationship Declaration in the format shown at Annexure-B;
  - (x) Tender Fee;
  - (xi) Experience Certificates;
  - (xii) Any other document as deemed necessary by the bidder.

**(NOTE: Technical Bids lacking any one of the above documents are liable to disqualification)**

- h. The successful Tenderer will have to furnish a security deposit of 3% of annual contract of the value in the form of Bank Draft/ Bank Guarantee within 15 days of award of contract.
- i. In case more than one party quotes the same rates, the bidder having experience of providing these services in the Govt., offices, or PSUs or in Institutions of higher education will be given preference subject to verification of their performance record from their clients. However, the decision to be taken by the Director, IIT Hyderabad in such a case shall be final & binding on all the parties concerned.
- j. Each & every page of the tender documents along with the documents submitted by the tenderer should be signed.
- k. When a bid price w.r.t. tendered scope of work appears so low that concerns are raised as to the capability of the bidder to perform the contract at the offered price, Institute may seek a written clarification from the bidder with detailed price analysis of the bid price. If after evaluating the price analysis, Institute determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the said bid(s) will be rejected.
- l. The successful Tenderer would be required to execute a contract agreement with IIT Hyderabad on a Non-Judicial stamp paper of Rs.100/-(Rupees One Hundred) only.
- m. All pages should be arranged and indexed properly.
- n. **Contact us:** For any queries related to the tender, bidder may please be contact Telephone: **040 2301 6066** ; Email:[ar.ms@iith.ac.in](mailto:ar.ms@iith.ac.in)

## 2. SCOPE OF WORK:

(a) Areas where the services are required to be given and their frequency:

S.No.	Location	Scope of service and its frequency
1	Academic Block – A, B, C,	<p>1. Preventive services to control pest menace shall be done at each of these locations every week. A compliance report should be obtained from the In-charge concerned after every weekly service.</p> <p>2. The pest control services to be offered shall cover the common areas and surroundings of all premises &amp; blocks including each office/class room/lecture hall, auditorium, hostel rooms and dining areas. The services shall also include periodical spraying/fogging/fumigating mosquito repellants in mosquito seasons. The preventive pest repellent and retardant treatment should be done for all pests including wood destroying insects, injection of non-chemical insect baits etc. for maximum preventive protection as per schedule/frequency decided by the Institute from time to time during the contract period.</p> <p>3. Further, the contractor is required to depute two staff members daily to the campus along with required chemicals and equipment to manage the Pest Control using permitted chemicals, (to ensure, as a minimum), and to attend to and resolve the daily complaints about the pest related problems which may arise in spite of the weekly preventive action by the contractor, without any extra cost. These two personnel should remain available at this Institute throughout the office hours i.e. from 9 a.m. to 5:30 p.m. on all working days. In case of exigencies of pest control services, one of them should be deployed for service even on closed holidays.</p> <p>4. The pest control services should include removal of beehives from premises located</p>
2	All Hostel Blocks	
3	PG Labs	
4	CMD office, MRS, SV-1, SV-2, SV-15, SV-16, SV-18, SV-20, SV-21, STP	
5	Central workshop	
6	Annexe building	
7	Common areas of ST1, ST2, FT1, FT2, FT3	
8	Badminton court – 2 Nos	
9	Clinics	
10	Guesthouse – (15 flats in FT-3)	
11	Swimming pool	

		inside the campus and catching of snakes as and when sighted and reported. The personnel deployed by the contractor at this Institute to attend daily complaints should be able to deliver both these services at short notice. A separate rate for this service needs to be quoted by the bidders in their price bids.
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**Note: Prospective bidders are informed to visit the campus of IIT Hyderabad to familiarize with the various element and quality level of services that are required to be rendered. It would be deemed that the bidder has visited the campus and understood the requirement prior submission of the bid.**

**2.1. Rodent Management Service:** This services will be carried out for controlling rat problem inside as well as outside building premises and safeguarding the important files, papers, Boxes, carpets, electrical and Telephone wiring, wooden ceiling, paneling, cardboards, raw materials etc. from rodents damage. This service will be provided in the premises inside and outside of the building areas including office cabins, rooms, toilets, corridors, false ceilings etc. and common area of the staff and faculty house building premises. The treatment will be carried out by mechanical trapping with glass cleaning chemicals/agents and cleaning of partitions, paneling etc. Trap boxes or tunnels along with glue pads placed on each floor including basement area and service provider will keep on changing their location/position during his visit at the institute campus, using glue boards and poison baiting in outside area only. The Service Provider would provide Rodent control for control of Rats, Mice etc. in entire building including basement, Cable Trenches, Electrical Rooms, Air Handling Rooms, Substation etc. The personnel deployed by the contractor shall visit the locations daily for changing and replacing the glue pads/bait-stickers & used glue pads should be disposed of outside the building.

**2.2. Disinfestation Services:** This service should be carried out for controlling all types of crawling insects such as cockroaches, silverfish, red ants, black ants, spiders, lizards, snakes etc. The services will be provided in the notified areas by gel application or by spray for at least twice in a month during the contract period. Drainage chambers also to be treated with pesticide and anti-bacterial compound.

**2.3. Vector Control Service** This service should be carried out for controlling mosquitoes, flies and other flying insects. This will be provided by treating the breeding areas such as open drains, dustbins, garbage area, receiving area entry points front and rear area of the plant under the bushes damp area along the walls etc. This treatment will be carried out by outdoor spray, indoor spray and using larvicide during the contract period with the institute.

**2.4. Termites:** Injecting termiticide into affected portions of the woodwork, Woodwork in contact with machinery for example, door frames, cabinets, cupboards etc. shall be treated by drilling and injecting termiticide at the points of contact. Through drilling holes at the junctions of the walls and the floor and pumping chemicals through these

holes, wherever necessary. The drilled holes are effectively sealed thereafter. The application of blanket spray and dusting wherever necessary.

**2.5. General Pests/Insects:** The Service Provider would ensure spraying for control of general pests in and around the building, lift lobbies, around floor, main entrance etc., and beehives removal as and when required.

**2.6. Fogging/Fumigation:** The fogging should be carried out in the premises as per the schedule decided by the Institute.

**2.7. Bed Bugs:** Upon completion of the inspection and an assessment of the situation, service provider will recommend the best course of action. If the inspection confirms an infestation, service provider will recommend a treatment plan based on the severity of the infestation and preferences. He will use the best tools and science to address the causes and treat your bed bug problem in the best way for your surroundings, colleagues and the environment.

### **3. TERMS AND CONDITIONS OF CONTRACT**

- a. The rates quoted by the bidder should be inclusive of all applicable taxes including GST.
- b. The bidder shall provide details of the pest control treatment that he/she proposes to provide for each of the pests such as rodents, rats, bandicoots, mice, mosquitos, cockroaches, ants, houseflies, snakes etc.
- c. In addition to pest control services, the contractor shall also provide the services such as removing beehives and catching snakes on call basis as and when required by the Institute. Separate rates for these services shall be quoted in the price bid.
- d. The Service Provider shall at no time violate provisions of the Insecticides Act, 1968 and Insecticides Rule 1971 and /or any other relevant laws and rules as framed by the Government of India, State Government or Local Bodies.
- e. Service provider shall depute experienced persons for execution of the job along with all material, machines and manpower.
- f. All the equipment (eg. trap boxes, Glue traps) and consumables (eg: Pesticide spray) required for the service will be provided by the Service Provider at no extra cost to the Institute.
- g. The spray of insecticides, pest control services shall be as per extant rules.
- h. The contractor should submit a monthly report to the Institute on the services done at various locations, and the complaints attended during the month.
- i. The Service Provider shall be required to use only those chemicals/pesticides that have been approved for the household purpose by CIB & RC under the provisions of Insecticide Rules 1971 framed under Insecticide Act 1968.



- j. The Agency while submitting their tender form shall enclose self-attested copies of Experience certificates, Trade License essential for carrying out the activities under reference. Service Tax/GST Registration & any such other documents specified hereto in Technical bid, shall be submitted. Tender form incomplete in any respect is liable to summary rejection.
- k. The firm should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act). Copy of relevant registration certificates are to be attached. Payment of wages & statutory obligations such as Minimum Wages etc. are to be observed by the Tenderer. Statutory Liability viz. ESI/EPF etc. would be solely borne by the Tenderer & no extra payment would be made on this account. Any expenditure towards wear & tear, repairing would be borne by the tenderer.
- l. The Director, IIT Hyderabad reserves the right to reject any or all bids at any time before or after opening of the bids without assigning any reason therefore.
- m. The terms and conditions of contract & instructions to bidders contained herein shall form part and parcel of and shall be taken as if they were included in the contract agreement to be entered into by the successful Tenderer.
- n. Violation of any terms and conditions by the successful tenderer will lead to termination of the contract agreement and will result in forfeiture of Security Deposit to the extent as would be decided by the Director, IIT Hyderabad.
- o. Notwithstanding any other provisions in this contract, the IITH reserves the absolute right to terminate the contract if it is felt that continuation of the contract is not in public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
- p. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the contractor shall be forfeited without any claim whatsoever on IITH and the contractor is liable for action as appropriate under the extant laws.
- q. The IITH reserves the right to terminate the contract without assigning any reason by giving a notice of one month. The contractor also has to serve a notice of one month, if he wishes to terminate the contract.
- r. In the event of local problems arising while discharging the functions at IITH the contractor will deal with them appropriately and he will not bring IITH on the scene for such matters.

#### 4. EXPERIENCE

The tenderer should have a minimum of three years' experience of having executed/completed similar works during the last 5 years as follows:-

- Three similar contracts valuing not less than 40% of the annual estimated cost i.e. Rs. 6,00,000/- ; or
- Two similar contracts valuing not less than 50% of the annual estimated cost i.e. Rs. 7,50,000; or
- One similar contract valuing not less than 80% of the annual estimated cost i.e. Rs. 12,00,000/-.

The tenderer must produce work done certificates for completed contracts or current running contracts from the clients. The work done certificate should mention the details of work executed, the annual value of the contract, the date of commencement and date of completion of the contract.

**Note:** Copy of work order and/or self-certified certificate will not be accepted as certificate of experience. If any document other than certificate of experience is produced, such document will not be accepted as relevant. Tenders not accompanied by certificate of experience issued by the client will automatically stand disqualified.

#### 5. BID OPENING :

- a. Technical Bid will be opened on 8<sup>th</sup> September 2021 at 3:30 p.m. The technical bids containing incomplete information and/or not accompanied by the requisite documents as mentioned in each of the columns of the Technical Bid are liable to disqualification.
- b. Financial Bids of the eligible bidders will be opened on a later date. The date and time of opening of Financial Bids will be announced later.
- c. Bids submitted in a manner other than the manner explained in the foregoing paragraphs will be summarily rejected.

#### 6. BID EVALUATION :

Based on results of the Technical evaluation, IIT Hyderabad evaluates the Price Bid of those Bidders who qualify in the Technical evaluation. The Price Bids with the lowest price will be the highest evaluated bid subject to the other conditions already stated at paras *ibid*. **The L-1 will be decided on the basis of the rate quoted for SI.No.1 of the Price Bid format. The L-1 shall, however, have to match his/her rates for SI.No.2 of the Price Bid format, with the lowest rates quoted for this by any other bidder in this tendering process.**

**7. PAYMENT TERMS :**

- a. No advance payment in any case would be made.
- b. The payment shall be made as per order. The prices quoted shall be complete covering all aspects. The price shall be inclusive of all consumables including cleaning chemicals, insecticides, pesticides, equipment and manpower required to provide service. Institute will have right to deduct penalties as per provisions of the contract.
- c. The firm will be paid on a monthly basis on submission of bills by him. Payment would be made to the Contractor/Firm /Agency on monthly basis within 15 (fifteen) days of receipt of the bill, directly into the bank account of the Firm/agency. The bill should be submitted in triplicate within first week of the succeeding month. TDS will be deducted as per rules from the monthly bills. No advance payment will be made to the firm.
- d. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deductible from Contractor's bills.

**8. PERFORMANCE SECURITY:**

- a. The successful tenderer will have to deposit the performance security in the form of DD/Bank Guarantee for 3% of the annual value of the contract which shall be valid for 40 months from the date of contract period at the earliest. No interest will be paid by IIT Hyderabad on the deposit.
- b. Performance Security will be refunded to the firm/contractor, after it/he duly performs and completes the contract/warranty period in all respects.
- c. Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d. In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- e. In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.

## 9. CONTRACT PERIOD:

- a. The contract will be initially for a period of one year. Based on satisfactory performance, the contract may be extended further for maximum of two more years on a year-to-year basis on mutually agreed terms and conditions.
- b. IIT Hyderabad can terminate the contract with one-month notice in case the services are not found satisfactory. In such a case, IIT Hyderabad will pay on actual work basis for the duration for which the services were used during the period in question.
- c. The service provider will be required to give one-month notice in writing, of their intention to leave or discontinue their service. Thus, this contract can be prematurely terminated with a notice period of one months by the either side.

## 10. COMMENCEMENT OF WORK:

The successful bidder should commence the services in all respects within 15 days at IIT Hyderabad Campus on receipt of formal work order. In case it is found that the work has not been taken up from the above date, the IITH at its sole discretion may cancel the work order and Security Deposit shall be forfeited without any further reference to the Contractor.

## 11. PENALTIES

Sl. No	Service Agreement	Base Line	Lower Performance	Penalties for breach		
				1 <sup>st</sup> Instance	2 <sup>nd</sup> Instance	3 <sup>rd</sup> Instance
1	Delay in carrying out pest control as per schedule	One time	Within 2 days of scheduled date	1% of billed amount	1.5% of billed amount	2% of billed amount
2	Failure to deliver pest control services	zero	NA	3% contract value	5% of contract value	Termination of contract
3	Use of chemicals not certified by WHO /central insecticide board	zero	NA	Termination of contract	NA	NA

## 12. CANCELLATION OF CONTRACT:

- a. Notwithstanding any other provisions in this contract, the IITH reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
- b. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to the IITH shall be forfeited without any claim whatsoever on IITH and the contractor is liable for action as appropriate under the extant laws.

### **13. FORCE MAJEURE:**

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the CONTRACT, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. The service provider is not bound to provide services without break in such a situation. Similarly, the Institute is not bound to make payments to the contractor without appropriate deductions towards absence of services.

The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the CONTRACT, Flood and Acts and Regulations of respective government of the two parties, namely IITH and the CONTRACTOR.

Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 48 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, IITH shall have the option of canceling this CONTRACT in whole or part at his discretion without any liability at his part. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

### **14. ARBITRATION & JURISDICTION:**

- a. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, IITH or any other officer nominated by the Director, IITH for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.
- b. The work shall be awarded to that party, whose rates are found genuine, lowest & capable to work at IIT Hyderabad. The rates should be inclusive of all taxes. The Institute holds the right to reject any/all the bid(s) without assigning any reason.
- c. Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIT Hyderabad shall block his/ her tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.
- d. The courts at Hyderabad shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

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**PART – I**  
**Technical Bid**  
(2 pages)

## A. Documents details to be mandatorily submitted:

| Sl. No.         | Particulars                                                                                                                                                                                                                                                                                                                                                                                                             | Fill in the details                       |            |                                           |  |                                                                          |  |  |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------|-------------------------------------------|--|--------------------------------------------------------------------------|--|--|
| 1               | Name of the Firm/ Tenderer/ Company<br>(in block letters)                                                                                                                                                                                                                                                                                                                                                               |                                           |            |                                           |  |                                                                          |  |  |
| 2               | Date of incorporation/Establishment and details [Attach a self-attested copy]                                                                                                                                                                                                                                                                                                                                           |                                           |            |                                           |  |                                                                          |  |  |
| 3               | Permanent Address & Telephone No.                                                                                                                                                                                                                                                                                                                                                                                       |                                           |            |                                           |  |                                                                          |  |  |
| 4               | Telephone/ Fax No.<br>E-mail                                                                                                                                                                                                                                                                                                                                                                                            |                                           |            |                                           |  |                                                                          |  |  |
| 5               | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Payment Details</td> <td style="width: 30%; text-align: center;">Tender Fee</td> <td style="width: 40%;">DD No.<br/>Dated:<br/>Bank Name:<br/>Amount:</td> </tr> <tr> <td></td> <td style="text-align: center;">Whether requisite Declaration attached in lieu of EMD<br/>Vide Annexure-C</td> <td></td> </tr> </table> | Payment Details                           | Tender Fee | DD No.<br>Dated:<br>Bank Name:<br>Amount: |  | Whether requisite Declaration attached in lieu of EMD<br>Vide Annexure-C |  |  |
| Payment Details | Tender Fee                                                                                                                                                                                                                                                                                                                                                                                                              | DD No.<br>Dated:<br>Bank Name:<br>Amount: |            |                                           |  |                                                                          |  |  |
|                 | Whether requisite Declaration attached in lieu of EMD<br>Vide Annexure-C                                                                                                                                                                                                                                                                                                                                                |                                           |            |                                           |  |                                                                          |  |  |
| 6               | Name of Bank/Branch/Account No. of the firm/agency with MICR/ IFSC Code                                                                                                                                                                                                                                                                                                                                                 |                                           |            |                                           |  |                                                                          |  |  |
| 7               | PAN Number<br>[Attach a self-attested copy]                                                                                                                                                                                                                                                                                                                                                                             |                                           |            |                                           |  |                                                                          |  |  |
| 8               | GST Identification Number<br>[Attach a self-attested copy]                                                                                                                                                                                                                                                                                                                                                              |                                           |            |                                           |  |                                                                          |  |  |
| 9               | ESI Registration<br>[Attach a self-attested copy]                                                                                                                                                                                                                                                                                                                                                                       |                                           |            |                                           |  |                                                                          |  |  |
| 10              | EPF Registration<br>[Attach a self-attested copy]                                                                                                                                                                                                                                                                                                                                                                       |                                           |            |                                           |  |                                                                          |  |  |
| 11              | Authorized Signatory Details<br>(Company/Firm Authorization by the competent authority, to be attached)                                                                                                                                                                                                                                                                                                                 | Name:<br>Designation:<br>Email:<br>Phone: |            |                                           |  |                                                                          |  |  |
| 12              | Details of Contact other than Authorized Signatory                                                                                                                                                                                                                                                                                                                                                                      | Name:<br>Designation:<br>Email:<br>Phone: |            |                                           |  |                                                                          |  |  |

|     |                                                                                                                                                                                                                                                                                           |                                    |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 13  | A notarized affidavit duly sworn by the tenderer or sole proprietor or Company has never been black listed or changed the name of the firm (in original)                                                                                                                                  | [Attach as enclosure & refer here] |
| 14  | A notarized affidavit duly sworn by the tenderer or sole proprietor or Company is/ or not involved in any Police case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in original)                                                                                 | [Attach as enclosure & refer here] |
| 15. | A notarized affidavit duly certified by a Notary that the contractor is not an employee or a close relative (including son, daughter, and siblings of self or spouse) of any employee of IIT Hyderabad or any other central/state government organization (in original). Vide Annexure-B. | [Attach as enclosure & refer here] |
| 15  | Whether the firm/agency has executed any similar contracts during last 5 years. If yes, please provide the details in the Table-B of Part I – Technical Bid.                                                                                                                              |                                    |
| 16  | Any other Information which you would like to furnish:                                                                                                                                                                                                                                    |                                    |

**B. Details of Experience: Should be furnished in the following format:**

| Name of the client and full address | Telephone and FAX number of the client | Tenure of the contract | Value of contract | Supporting documents to be attached as enclosure & refer here |
|-------------------------------------|----------------------------------------|------------------------|-------------------|---------------------------------------------------------------|
|                                     |                                        |                        |                   |                                                               |
|                                     |                                        |                        |                   |                                                               |
|                                     |                                        |                        |                   |                                                               |

It is certified that the particulars given above are true to the best of my/our knowledge/belief and I/We have read the terms and condition of the Tender for deployment of one Ambulance on contract basis and have also understood the same and do hereby undertake to abide by the same without any reservation on any ground whatsoever. In case of any breach of the said conditions I/we shall be responsible for consequences of the same.

Date: \_\_\_\_\_

Name & Signature of the Authorized Signatory  
of the Firm/Party/Agency

**PART – II**  
**Price Bid**

(1 page)

(To be submitted by the firm on its letter head)

| SI. No.                                         | Particular                                                                  | Rate per month<br>(Inclusive of all applicable taxes and GST) |
|-------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------|
| <b>Service to be given throughout the month</b> |                                                                             |                                                               |
| 1.                                              | Providing Pest Control Services as per the terms & conditions of the tender | Rs. _____ per month<br>(Rupees _____)                         |
| <b>Service to be given on call basis</b>        |                                                                             |                                                               |
| 2.                                              | Rate for removal of Beehives                                                | Rs. _____ per beehive.<br>(Rupees _____)                      |
|                                                 | Rate for catching of snakes                                                 | Rs. _____ per snake.<br>(Rupees _____)                        |

Name and signature of the Firm's  
Authorized Signatory

Address and seal of the firm

Phone No.

**NOTE: The L-1 will be decided on the basis of the rate quoted against SI.No.1 above. The L-1 shall, however, match his/her rates for SI.No.2 above with the lowest rates quoted for this by any other bidder in this tendering process.**



**Annexure-A****Letter of Consent and bid submission**  
**(To be submitted on Bidder's letter Head)**

Date: \_\_\_\_\_

To

**The Director**  
IIT Hyderabad,  
Kandi, Sangareddy,  
Telangana – 502 285.

Sub: Tender for pest control services at IIT Hyderabad – Reg.

Ref: Tender Ref. No. IITH/173/MS/Pest/2021 dated: 17<sup>th</sup> August 2021.

Sir,

I/We have understood the nature and quantum of work to be carried out. I/we have read the various conditions set out in the Tender Document including general conditions. I/We have understood and fulfilled Eligibility Criteria, General Terms and Conditions and Scope of Work, Technical Specifications and Special Conditions of Contract and am/are fully aware of the nature of the services required and my/our offer is to provide services strictly in accordance with the requirements of your Institute. Further, I/We agree to abide by the terms & conditions of the Tender Notice and hold our (price) bid open and valid till 90 days from the date of opening of the same.

2. The rates quoted are firm and I/we will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract.

3. As advised, a Self-Declaration is hereby enclosed in lieu of Earnest Money Deposit. I/We fully understand that I/We shall be blacklisted and debarred from future tendering process at the IIT Hyderabad if:-

- i. I/We do not execute the contract documents within 7 (seven) days after getting information from IITH, or
- ii. I/We do not commence the work within 15 (fifteen) days after award of the contract to us from IITH,

4. This bidding document of mine/ours consists of \_\_\_\_\_ Nos. of pages in total. Bidding documents and submission of Tender have been duly signed and attached herewith. I/We know that acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

**Signature of Tenderer(s) with Stamp, Address**

**Note:** The formats have been made available for the convenience of tenderers in word format in the document titled 'Annexure'. The formats may also be downloaded. No change should be made by the tenderers except filling-up details. In case any change is made in the content of the formats, except filling-up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.

**Annexure-B****PROFORMA CERTIFICATE FOR 'NO RELATION' WITH IITH EMPLOYEES**

(To be submitted on Bidder's letter Head)

This has reference to our proposed contract for 'Pest control services, to be entered into with Indian Institute of Technology Hyderabad.

- (i) I/We am/are not a relative/blood relation of any key managerial person of IIT Hyderabad.
- (ii) We are not a firm in which any key personnel of IIT Hyderabad or his/her relative is a partner;
- (iii) I/We am/are not a partner in a firm in which any key managerial person of IIT Hyderabad or his/her relative is a partner.

**Signature of Contractor**

Place:

Date

**Annexure-C****SELF-DECLARATION IN LIEU OF EMD**  
(To be submitted on Bidder's letter Head)

Date: \_\_\_\_\_

To  
The Director,  
IIT Hyderabad.

Sub: Tender for pest control services at IIT Hyderabad.

Sir(s),

I/We, the undersigned, hereby declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration in lieu of Bid Security Amount i.e.EMD.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am /We are in breach of any obligation under the bid conditions, such as our

- a) withdrawing/modifying/amending, impairing or derogating from my/our Bid during the period of bid validity specified in the form of Bid; or after acceptance of our Bid by the Institute;
- b) failing or refusing to execute the contract, if required, or failing or refusing to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)  
In the capacity of: (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

