



PASTEUR INSTITUTE OF INDIA COONOR-643 103 (NILGIRIS)

(Autonomous Institute under the Ministry of Health & Family Welfare,
Govt. of India, New Delhi)

Ph.0423 2231250, Extension - 8005 Email: piicestate2021@gmail.com

TENDER DOCUMENT FOR PROVIDING PEST ONTROL SERVICES TO PASTEUR INSTITUTE OF INDIA, COONOR

BID REF.NO.PIIC/EST/PEST CONTROL/2022-23 DATED 06/02/2023

INTRODUCTION OF THE COMPANY

The Institute started functioning as Pasteur Institute of Southern India, on 6th April 1907 and the Institute took a new birth as The Pasteur Institute of India (registered as a society under the societies Act 1860) and started functioning as an autonomous body under the Ministry of Health and Family Welfare, Government of India, New Delhi since the 10th of February, 1977. A governing body manages the affairs of the Institute. The Institute is a charitable organization working on a no profit-no loss basis.

Pasteur Institute of India (PIIC), Coonoor is one of the leading organization which are into the production of Anti - rabies Vaccine and DPT group of Vaccines for the EPI Programme of Govt. of India.

The scope of service involved is detailed in the subsequent paragraphs and is precise to the extent possible.

SCOPE OF SERVICE

The scope of service is “**Providing Pest Control Services to Pasteur Institute of India, Coonoor**”

PIIC requires pest control services to be carried out at its entire premises including New Diphtheria & Pertussis block, Tetanus Block, Formulation & Filling Block, Utilities Block, Microbiology Block, , Animal Experimental Block, Animal House, Quality Control Division, Ware House Block, Dispensary, Administrative Block (Main Building), Library, Old DPT, and residential quarters area.

The scope of the contract includes carrying out general insect / pest control services at our Institute for (insects including house flies, cockroach extermination, rodent /mosquitoes, removal of beehives, eradication of bats, fumigation and fly control services)

The agency should bring the required pesticides or chemicals and spray them through a spray gun or place them if they are dry cubes or carry out such chemical treatment through insecticide sprays. Only company made chemicals / Insecticides as per Government of India and WHO norms are to be used and quality and quantity of chemical will be checked by PIIC committee.

If any restricted chemicals used for services then attach a certificate from the concerned authority for the usage approval of the same



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Disinfection /Insect control/Flies control / mosquitoes control services are to be carried out once in every week and rodent management services by fortnightly and Cockroaches, Red & Black Ants, Spider & Silverfish services once in month & Snakes repellent service (as per requirements) by adequately trained and efficient manpower and the employees of the contractor should possess sound health and be free from any disease especially contagious and frequently recurring disease.

DETAILS REGARDING IMPORTANT DATES ARE AS FOLLOWS:

S.No.	Description	Schedule
i.	Closing date & time for receipt of Tender	03/03/2023, 15.00 Hrs
ii.	Time and date of opening of Bids	03/03/2023, 15:30 Hrs
iii.	Venue of opening of Tender	PASTEUR INSTITUTE OF INDIA, COONOOR.

The bids to be submitted as per the format enclosed in Annexure I for the service without fail.

1. INSTRUCTION TO BIDDERS

The bids to be submitted in a sealed cover. The bid should be forwarded strictly in a **sealed manner** by mentioning on the top of the cover as "**Tender for providing pest control services to Pasteur Institute of India, Coonoor**" due on **03/03/2023 by 15.00 Hrs.**" without fail. The Tender Reference Number should also be mentioned on the cover without fail. The tenders must reach the "**Director, Pasteur Institute of India, Coonoor-643 103**" not later than 15.00 Hrs on 03/03/2023.

- 1.1 The Tenderer can send their queries and clarifications to the address given in clause 1.2 or by email piicestate2021@gmail.com, up to three days prior to the due date of bid submission.
- 1.2 Bids shall be addressed by designation only to:
The Director, Pasteur Institute of India, Coonoor – 643 103 Nilgiris, Tamilnadu
- 1.3 Due date of submission of the bid will be on 03/03/2023, up to 15:00 Hrs. The bid will be opened on the same day at 15:30 hrs.
- 1.4 The tenders once submitted shall remain valid up to 120 days and the tender will not be entitled to withdraw the tenders or to suggest any change therein within the said period.
- 1.5 Tenders should contain complete scope of work.
- 1.6 Tenderers can visit this Institute during the office hours between 10.00 a.m. and 04.00 p.m., on all working days up to 25-02-2023.
- 1.7 The tender submitted through Email or Fax will not be considered.
- 1.8 This Institute will not in any case be responsible for any delay on the part of postal/courier people for late delivery of the quotations.



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- 1.9 All pages should be duly signed by authorized signatory with company seal.
- 1.10 Non - compliance of terms and conditions by successful tenderer will lead suspension of the tenderer for a period of one year.
- 1.11 PIIC reserves the right to award the contract to deserving parties either in full or in parts. The decision of PIIC is final and unquestionable.
- 1.12 The Tenderer should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Tenderer **to submit undertaking to this effect along with bid.**
- 1.13 Canvassing, in any form by the tenderer or his representative with any of the officials of PIIC Staff shall render the tender liable to be rejected.

2. Mode of submission of Tenders:

- a. **Tender Cost/Tender fee: NIL**
- b. **EMD: NIL**
- c. **Performance Security: As per Clause '9' below**

2.1 DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

- a. Format for submission as per Annexure I
- b. Schedule of requirement as per Annexure II
- c. Bid form as per Annexure III
- d. Bid Security Declaration Form as per Annexure IV

3. Bid Evaluation

Bid determined to be substantially responsive will be checked by PIIC for any arithmetic errors and the same will be corrected as follows:

- a. Where there is a discrepancy between the rates in figures and in words, the rates in words will prevail.
- b. Where there is a discrepancy between the unit price and the total price resulting from the multiplying the unit price by the quantity, the unit price as quoted shall prevail.
- c. The tenderer quoting the rate shall quote only in Indian Rupees.

FOR PII COONOOR price will be considered for comparison and evaluation.



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4. EXEMPTIONS/FORMS

4.1 PIIC will not be giving any duty exemption, GST Concession form.

5. REJECTION OF BIDS

Notwithstanding the above conditions, PIIC reserves the right to accept or reject any offer, and to annul the tender process and reject all offers, at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or any obligations to inform the affected Bidder or Bidders of the grounds for PIIC action.

6. NOTIFICATION OF AWARD

6.1 Prior to the expiry of the period of offer validity prescribed by PIIC, PIIC will notify the successful tenderer by Fax or email/ registered post/ by courier, that his offer has been accepted. The service order will be issued to the successful tenderer. No correspondence will be entertained by PIIC from the unsuccessful tenderers.

6.2 Upon selection of the successful tenderer PIIC will promptly notify the same to successful tenderer through a service Order.

7. PERFORMANCE SECURITY

7.1 Successful tenderer will have to furnish Performance Security @ 3% of the total contract value in the form of a Demand Draft drawn in favour of "The Director, Pasteur Institute of India" payable at any Nationalized Bank in Coonoor (or) by NEFT to our account directly.

7.2 Failure of the successful Bidder to furnish the required Performance Security shall constitute sufficient grounds for the annulment of the award of Contract and shall forfeit the Performance Security.

7.3 Forfeiture of Performance Security:

In case, the tenderer/ Bidder fails to complete the service, PIIC, without prejudice to rights and remedies available under the contract, shall forfeit and en-cash the Performance Security.

TERMS AND CONDITIONS

1. DEFINITION:

1.1. For the purpose of this contract, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:-

a. "PIIC" means Pasteur Institute of India, Coonoor, which expression shall unless excluded by or repugnant to the context include PIIC's representative.

b. "Tenderer/ Bidder" Means successful lowest bidder.



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2. PAYMENT SCHEDULE:

- a) Payment will be made once in a month after ascertaining the satisfactory performance of contractual responsibility carried out in the previous calendar month.
- b) No advance payment will be paid and no running bills will be entertained. Taxes applicable will be deducted at source.

3. PENALTY

While all contractual obligations will be strictly enforced, deduction will be made for poor service like.

- a) Person sent by the agency for servicing not bringing the required chemicals or required quantity.
- b) The service personnel refusing to do duty assigned in respect of Disinfections / Insect control/ mosquito's control / Flies control Services and fumigation services.
- c) Service personnel not turning up for service on the appointed day and the appointed time.
- d) Deduction will be made for poor service like not carrying out monthly services, deficiency in the quality of chemicals used, and misbehavior of the staff deployed for supply and services.
- e) The penalty will be levied on the basis of work assessment by PIIC. The decision of PIIC will be final and binding in this regard. The penalty will be 2%-5% of work claimed subject to
- f) Maximum penalty of 10% of the monthly bill.

The tenderer should not be black listed by any department of the central or state government or PSU or any other organization. The supplier must give an undertaking in this regard.

4. GUIDELINES FOR SUBMISSION OF BIDS

Sealed bids should be submitted in two parts as given below.

- (a) Technical Bid (b) Financial Bid

4.1 Technical Bid

- a) (To be enclosed in envelope superscripted 'Technical Bid')
- b) The bidder should submit the details of the firm or the Agency as per Annexure 'A'. The format is enclosed herewith. The bidder is required to necessarily provide full description Of services they intend to provide and other allied terms and conditions other than Commercially /financial aspects.
- c) Bid Security must be enclosed only with the Technical Bids, as only the Technical bids will be opened first.



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- d) The agency /Company should attach the documentary proof/details of their experience regarding competency of undertaking to carry out the services indicated in the tender along with the Annexure 'A'.
- e) The tenderers who are currently registered and, also, will continue to remain registered during the tender validity period with Directorate General of Supplies & Disposals or with National Small Industries Corporation, New Delhi shall be eligible for exemption from EMD. In case the tenderer falls in these categories, they should furnish copy of the valid registration details (with DGS&D or NSIC, as the case may be).

4.2 Financial Bid

- a) (To be enclosed in Envelope superscripted 'Financial Bid')
- b) The prices may be quoted as per the prescribed format given as Annexure 'B' of the tender document.
- c) The prices should be inclusive of all charges and must be quoted in clear terms unambiguously

All type of services should be clear mentioned with their price breakup of chemicals used.

Contract rates to be quoted as per Annexure 'B' for the activities described therein. The financial bids will be opened subsequently only for those parties who are found technically suitable.

The contract or any order resulting from the tender will be governed by PIIC Terms and conditions of tender and the tenderer quoting against this tender will be deemed to have read and understood the same, in the same meaning as that of PIIC.

5. ADDITIONS/DELETIONS

- a) PIIC shall have the right to direct in writing for changes, additions, modifications or deletions in the any part of the work and to request in writing additional work in connection therewith and the Tenderer/ Bidder shall comply with such directions.
- b) The Tenderer/ Bidder shall not make any deviations, alterations, additions, to or omissions from the service/described and awarded to the Tenderer/ Bidder except through and with proper approval of PIIC.

6. TIME SCHEDULE

- a) The day of commencement of service period will be reckoned from the date of issue of service order.
- b) The service shall be started at site within 30 days from the date of issue of service order or as per terms mentioned in the service Order.



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7. ARBITRATION

- a) All disputes or differences whatsoever arising between the parties out of or relating to the Tenderer/ Bidder services, meaning and operations or effect of this contract or the breach thereof shall be settled by arbitration. Matters to be arbitrated upon shall be referred to a sole Arbitrator, to be appointed by PIIC and the award made in pursuance thereof shall be binding on the parties. Such arbitration shall be governed by the Indian Arbitration and Conciliation Act 1996.
- b) The place of arbitration shall be at **Udhagamandalam**.

8. FALL CLAUSE

The prices charged for this particular service under the Contract by the service provider shall in no event exceed the lowest price at which the service provider sells the service of identical description to any person(s)/organization (s) including the Purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders placed during the currency of Rate Contract is completed.

9. STATUTORY VARIATIONS

In case of statutory variation in regard to taxes/levies, within the stipulated date of completion of individual agreement, the same shall be paid or recovered as per the actual against documentary proof. However beyond this period PIIC will take advantage of any reduction in taxes/levies but will not pay extra on account of increase in taxes/levies.

DIRECTOR



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ANNEXURE-I

S. No.	Services	Pest Covered	Nature of chemicals to be used
1	Flies Management Service	All type of flies	The chemicals and glues shall be non-toxic to humans and safe to environment.
2	Rodent Management service.	All type of rodents	
3	Cockroaches Management Service	Cockroaches, Red ants, Black ants, Spider, Silverfish etc.,	
4	Mosquito Management Service	Mosquito, Beehives	
5	Snake Repellent Service	Snakes	
6	Termite Treatments	Termite	

Note:

The bidders are required to quote the rates per sq. mt. for the services mentioned at Sr. No.6. The rates for these services will be evaluated on the basis of per sq. mt. These services will be availed as per situational requirement and the payment will be made accordingly as per actual work done (in sq. mt.).

The amount must be inclusive of all taxes/charges/liabilities. The analysis of rate (L-1) will be made on overall basis. Total area of PIIC, Coonoor campus is 15 acres the total plinth area of the building is approximately 30,000 sq.mts.

The rate should be quoted as per details of work like Disinfections /Insect control/Flies control / mosquitoes, Rodent & Cockroaches control services. Payment to the agency will be made as per actual work/service done for various services based on requirement of the institute for which prior orders/ instructions approval has to be obtained by the agency. The payment for those areas which are not asked for the treatment by the institute will not be paid. The services may be increased or decreased on the basis of requirement



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ANNEXURE -II

(To be submitted in your letter head)

FORMAT FOR SUBMISSION

S.No.	Description	Details
01.	Tenderer Quotation No. and date	
02.	PIIC Tender reference number	BID Ref. No. PIIC/EST/TENDER/ /2022-23 Dated 22/07/2022
03.	Due date for submission	03.03.2023 UPTO 15:00 HRS
04.	Name & Address of the Tenderer	
05.	Year of establishment	
06.	Type of the firm	Public Ltd/Pvt Ltd./Partnership/Regd. firm
07.	Contact Phone-Office	
08.	Mobile Phone No.	
09.	Email	
10.	PAN Number	
11.	GST Number	
12.	Contact person name	
13.	Total Cost (As per the annexure)	



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14.	GST (No concessional certificate will be issued by PIIC)	
21.	Payment terms	100% after servicing AND PAYMENT IS NEFT to your bank A/c
22.	Copy of PAN of Directors/Partners	Attached/Not Attached
23.	Latest IT return statement	Attached/Not Attached
24.	Past three years P & L, Balance Sheet	Attached/Not Attached
25.	All pages of bid document duly sealed and signed by the authorized person	Attached/Not Attached
26.	chemical /pesticides	Attached/Not Attached
27.	Bid Security Declaration Form	Attached/Not Attached



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(To be submitted in the service provider letter head)

ANNEXURE – III

TECHNICAL BID

1. Name of the Agency.....
2. Name of the authorized person (who signs on the tender document)
.....
3. Address of the Agency.....
4. Phone No.Fax..... (Mob.).....
5. E-mail

Eligibility Criteria for Selection:

S. No.	Required Documents	Proof: Attached / Not Attached	Sr. No. of Proof
1	Copy of terms and conditions and every page of the tender document duly signed with seal of the firm, in token of acceptance of terms and conditions of tender.		
2	Earnest Money deposit / Bid Security of Rs. 25,000/- (Twenty five Thousand only)	DD No. Date:	
3	Copy of GST/CST/LST/TIN/ Firm Registration	Registration no:	
4	Copy of the PAN no. of the Firm	PAN No.....	
5	Experience of at least three years in providing Pest control services (Experience certificate/work orders along with details at Annexure-I)		
6	The Annual turnover must not be less than Rs. 50 Lakh for the last year. (Certified copies of the final accounts/ supporting documents indicating annual turnover of the last year to be attached)		

Note: All the documents must be self-attested.

Seal of the Company/Firm:



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ANNEXURE – IV

Statement of the clients during last three years

Sl. No.	Name and Address of the firm	Name, Designation and Contact Phone No. of the Official-in-charge	Name of the services provided	Monthly contract amount (Rs.)	Sr. no. of proof attached
1					
2					
3					
4					
5					
6					

Seal of the Company/Firm:



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ANNEXURE – V

(to be submitted in the service provider letter head)

BID REF.NO.PIIC/EST/PEST CONTROL/2022-23 DATED 06/02/2023

BID FORM

Item:

Having examined the bidding documents, including amendments of which is hereby acknowledged, we the undersigned, offer to execute the contract including the supply and delivery of the goods (FOR PII Coonoor) in full conformity with the said bidding documents for the sum of:

In Fig:

In Words

(Hereinafter call: The Total Bid Price) or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Scheduled attached herewith and are made part of this bid.

We undertake, if our bid is accepted, to execute the contract in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the Bidding Documents.

We agree to abide by this bid, for the Bid Validity period specified in their Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated: Signed by:

In the capacity of:



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ANNEXURE –VI

(To be submitted in the service provider letter head)

BID SECURITY DECLARATION FORM

I/We hereby declare that we will not withdraw or modify our Bids during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/We understand that we will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.

Name & Signature of the Authorized Signatory with seal