Tender Document for Pest Control of

(i) DGCA Building, Opposite Safdarjung Airport, New Delhi, CEO, R. K. Puram, New Delhi-110003;
(ii) Office of the Central Examination organization (CEO), R.K. Puram, New Delhi -110066; and
(iii) Dy. Director General of Civil Aviation (NR), Northern Region, Old ATC building, I.G.I Airport (Domestic Terminal), New Delhi-110037.

Name, Designation, Company Seal
1. PREFACE:

The Offices of Directorate General of Civil Aviation, herein after collectively referred to as DGCA, which is the Government of India office under Ministry of Civil Aviation, invites sealed tenders under **Two bid system** from the reputed and experienced firms to provide pest control services in the head office situated at opposite safdarjung airport, new delhi-110003 includes all the rooms of block A, B, C & D, committee rooms, conference hall, canteen, reception hall, NIC room, telephone exchange and all the store rooms, Office of Central Examination Organisation (C.E.O), DGCA, East Block- III, Sector-1, R.K. Puram, New Delhi-110066 & The office of Dy. Director General of Civil Aviation (NR), Northern Region, Old ATC building, I.G.I Airport (Domestic Terminal), New Delhi-110037 commonly referred as DGCA Offices for reference in the tender document.

The firm should have past experience of at least three years in the field of pest control with at least one year experience in Government, Public Sector Undertaking.

2. NAME AND ADDRESS OF THE AUTHORITY

Directorate General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003.

3. ADDRESS FOR THE DOWNLOADING OF TENDER DOCUMENT:

   [http://www.dgca.nic.in/](http://www.dgca.nic.in/)

4. SCHEDULE FOR INVITATION OF BIDS:

4.1 Date of issue of Tender document: 26/08/2015
4.2 Last date of receipt of Tender at DGCA, New Delhi 17/09/2015 upto 05.00 P.M
4.3 Date and time of opening of Tender: (Technical Bid) 18/09/2015 at 03 P.M
4.4 Date of opening of **opening of** Financial Bid: 21/09/2015 at 03 P.M.

4.5 **Venue of opening Technical and Financial Bids:**

   Director (Finance & Admn.) Room, Directorate General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003

   Name , Designation, Company Seal
4.6 Validity of Tender:
Six months from the date of opening of the tender.

5. TENDER DOCUMENT FEE:

Rs. Five Hundred only payable by Demand Draft/ Pay Order drawn on in favour of “PAO, DGCA, Ministry of Civil Aviation”. Tender Document Fee is non-refundable.

6. EARNEST MONEY DEPOSIT (EMD):

- An Earnest Money Deposit – (EMD) of Rs. Ten thousand only shall be furnished in the form of D.D./ Pay Order drawn in favour of “PAO, DGCA, Ministry of Civil Aviation, New Delhi.
- D.D. of EMD must be placed along with tender bid document in the sealed envelope.
- Cheques are not acceptable as earnest money deposit under any circumstances and in such cases Tender document will not be considered.
- Tender without EMD amount will not be considered and rejected outright.
- The EMD of unsuccessful Bidders shall be released after declaration of the lowest bidder by the Competent Authority.

7. SECURITY DEPOSIT:

- The successful bidder will have to deposit the Security Deposit of Rs. Fifteen thousand in the form of DD or Bank Guarantee. The Bank guarantee shall be kept valid for the entire period of contract and six months thereafter.
- EMD paid by the successful Bidder can be adjusted in the Security Deposit.
- The amount of the Security Deposit will be released after the successful completion of the contract/ intended contract as the case may be along with the Last Bill.

8. PROCEDURE FOR SUBMISSION OF TENDER:

i. Tenders are invited under two bid system i.e. Technical Bid and Financial Bid.

ii. Tenders should be type-written or printed with indelible ink and submitted in a sealed cover

iii. The bidders shall submit two separate sealed envelopes super-scribing ENVELOPE-1 as “Technical Bid for providing pest control services to DGCA Buildings” and ENVELOPE-2 as “Financial Bid for providing pest control services to DGCA buildings”.

iv. Both the sealed envelopes 1 and 2 shall be kept in the 3rd envelope super-scribing “Tender for providing pest control services to DGCA Buildings “ giving date and time

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submission of bids along with tenderer's name and address.

v. A tender should be submitted in the office of “the reception counter of DGCA office, opposite safdarjung airport, New Delhi-110003 upto 5:00 P.M. of the closing date.

vi. Demand Drafts for Tender document fee and EMD should be placed in envelope of Technical Bid.

vii. The tender document can be submitted by post, speed post, courier or by hand. The office will not be responsible for any delay, loss or non-receipt of the bid sent by post/courier. A bid sent through Fax or email will not be accepted.

viii. The bidder shall ensure that each page of the tender and all other enclosures appended to it are signed and stamped by the person authorized to sign the tenders, as a token of having read and understood the terms and conditions contained therein before filing the tender document for bid process.

10. GENERAL INSTRUCTIONS:

☐ All the Tenders shall be prepared as per the prescribed format and submitted in accordance with instructions in the tender document.

☐ All entries in the tender form should be legible and filed clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

☐ Interested Parties may submit their sealed tenders after inspection of the premises. The inspection of the three separate premises can be made between 2 p.m. and 4 p.m. on all working days till the last date for the receipt of tender, except on Saturday and Sunday, being holidays.

☐ Tenders will not be accepted after the time and date fixed for the receipt of tenders as set out in the Tender Notice or subsequent extensions, if any.

☐ Two separate rates should be quoted in INR (Rs.) on annual basis, one for DGCA Building & CEO R.K.P building and another for the office of DDG (NR) building.

☐ A bid submitted without tender cost (Tender fees and EMD) or incomplete bid will not be considered and the same will be rejected.

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Any conditional tender will not be accepted.
All the prices should be inclusive of applicable taxes with detailed breakup as per Annexure-II.
Any correction or alteration is not allowed in the Financial Bid.
The Lowest (L1) bidder will be decided on the basis of total price value quoted inclusive of applicable taxes.

11. LEGAL:

- DGCA or any person authorized by it reserves the right to accept/reject any or all the tenders in part or full or divide the work among two or more parties without assigning any reasons therefor and, in such case, bidders shall not have any claim on the Office of DGCA.

- The contractor should maintain attendance and other record of the man power engaged by him required under law and must observe all the formalities under the labour act.

- In case, any person employed by the contractor commits any act of omission/commission that amounts to misconduct/ indiscipline/ incompetence or involves in any act that is prejudicial to the employees of this office or to the office, such person will be immediately debarred from the site of work by the officer in charge and the contractor will be liable to take appropriate disciplinary action against such persons, with intimation to this office about the action initiated against such person.

- The Service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. This Office shall, in no way, be responsible for settlement of such issues, whatsoever.

- DGCA shall not be responsible for any injury or death of any worker at site due to accident or malfunctioning of the equipment or by negligence of staff.

- No payment will be made to the contractor for damage caused by rains or other natural calamities during execution of the work and no such claim on this account will be entertained.

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• No man power shall be engaged below 18 year of age.

• It will be the responsibility of the contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by him. The Office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency during the course of their performing the functions/duties, or for payment towards any compensation.

• DGCA shall be at liberty to discontinue/cancel the contract agreement by giving one week notice without assigning reason there of decision of DGCA shall be final and binding on the contractor for which no claim on any account shall be entertained by the department.

12. FORCE MAJOEURE

Neither party shall be in breach of any obligation under this contract if it is unable to perform that obligation in whole or part by reason of Force Majeure. If either party seeks to rely on this clause, it shall immediately give notice to the other with full particulars of the matter claimed as a Force Majeure event. The parties so affected shall take all reasonable steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effects of Force Majeure. In the event of Force Majeure lasting for more than three months, either party may, following consultation with the other, give a notice of termination.

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12. SCOPE OF WORK:

12.1. Pest Control at DGCA offices, including General Pest Control, Rodent Control, reptiles, crawlers and Termite Control, as elaborated below:

(A) General Pest Control:
It means eradication of Cockroaches, Mosquitoes, Flies, Lizards, Termite, bugs etc. through the use of permitted insecticides as per Government of India and WHO norms. The Pest control should cover all the places like space under the tables, chairs, almirahs, on and around the pile of files, wooden furniture, false ceiling, staircases, lift lobby, all toilets drain ducts, pantry rooms, in stores and any hidden space under the furniture and no space should be left l unattended.

(B) Rodent Control:
Rat & Rodent inside the building: The building is surrounded by the trees and plants and has open land area and, therefore, rat and rodent control is the main purpose of the tender. Rat/ Rodent should by controlled by :
a. Catching Rats or reptiles,
b. Placing a glue mat or
c. Placing ultra sound devices as may be required in multiple numbers on all floors or
d. Doing permitted spray or putting herbal / chemical tablets etc. to keep rats and rodents away from IPO building or force rats / rodents to move outside from DGCA buildings.
e. Combinations of any of the above.

It should be ensured that such chemicals should not be put so that rats/ rodents/reptiles would die inside the building or above the false ceiling.

(C) Termite Control:
a. The Pest control for termites and white ants 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, on 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.
b. The Chemical need to be placed in drilled holes on the floor adjacent to bricks walls, wooden chamber, paper files, compactor rooms etc. to ensure that termite should not attack on wooden items and office files.

12.2 Agencies must ensure that the pest control once done shall remain effective up to next pest control, failing which it shall have to be done again and any cost therefor will not be entertained.

12.3 The pesticides, etc. used for pest/rodent control, should not create adverse impacts on human health.

13. Validity of the contract:

The period of contract will be for a period of one year from the date of issuance of work order for the contract. However, the contract may be extended for a further period on mutual consent based on the performance assessment by DGCA. DGCA reserves the right to terminate the contract by giving 30 day's notice and without assigning any reason thereof.

14. Eligibility conditions:
As mentioned in Form-1 (Technical Bid)

15. Payment:
Payment to the Contractor shall be released on quarterly basis on submission of bills along with logbook for services rendered in the particular quarter, endorsed by the Nodal officer as mentioned in clause 1 – preface, for authenticity and performance grading.

16. EVALUATION CRITERIA:

a. Technical and Financial Bids shall be opened by the Designated Evaluation Committee in presence of the bidders.

b. Total number of Bids received will be announced to bidders during Bid at the time of opening.

c. Technical Bid will be opened first. Only bidders who qualify in the Technical Bid will be considered for Financial Bid and only their financial bids will be opened i.e., Financial Bid of the unqualified bidders in Technical Bid will not be opened.

d. Price quoted in each Financial Bid will be announced to bidders.

e. Evaluation committee will evaluate the Technical and Financial Bid and submit their reports to the competent authority.

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FORM - 1
TECHNICAL BID

Note: Documentary evidence is required to establish fulfillment of all conditions mentioned herein.

1. TENDER DOCUMENT FEE: Rs. 500/-
   (Details of DD amount, Bank name, DD No.)

2. EMD FEE: Rs.10,000/-
   (Details of DD amount, Bank name, DD No.)

3. Name of the Company/Firm/Agency:
The Bidder Company/Firm/Agency should have been registered under the law as applicable.
   (Attach relevant documents for Registration Details).

3. Address of Head Office:

4. Address of Regional Office, if any:

5. Branch Office in Delhi / NCR area:

6. Details of Company’s past experience (Minimum three years in the field with at least one year experience in Govt/ PSU). (Please enclose copy of award and the contract signed a proof)

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Period (year)</th>
<th>Name of the client with the contract value address and contact number</th>
<th>Contract</th>
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<tbody>
<tr>
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7. Details of three running contracts in the field of Pest Control. (Please enclose proof)

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</tbody>
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Name, Designation, Company Seal
8. Details of Valid LST or Service tax registration numbers. (Please enclose proof)
9. Details of documents related to company:

<table>
<thead>
<tr>
<th></th>
<th>Registration Number</th>
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<tr>
<td>PAN</td>
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<td>SERVICE TAX</td>
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10. The bidder should have a valid license to stock and use of permissible insecticides for commercial pest control operation (Enclose copies of necessary certificates/Licenses duly attested and authenticated, as proof).

11. I/We declare that no contract has been cancelled during the period of past three years.

Note: Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender or later on.

I /We certify that all the terms and conditions of the tender documents are acceptable to me/us.

Signature of the authorized Person of the concern
NAME-

Date :
Place:

Name , Designation, Company
Seal
1. Name of Bidder
2. Address & Contact No. of the bidder:
3. Amount quoted for providing Pest Control Services to DGCA HQ and CEO, R.K. Puram office.

<table>
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<td><strong>Total amount (in Rs.) and Applicable Taxes</strong></td>
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4. Amount quoted for providing Pest Control Services to Dy. Director General of Civil Aviation (NR), Northern Region, Old ATC building, I.G.I Airport (Domestic Terminal), New Delhi.

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