

NOTICE INVITING TENDER ENQUIRY

1. Indian Maritime University (IMUV), Visakhapatnam Campus, Gandhigram, Visakhapatnam invites Limited Tender Enquiries from the experienced Pest Control Agencies for providing Dis-infestation Service, Rodent Control Treatment, Wood Borer Treatment, Termite Control Services and Snake Repellents to its Office premises and Residential Quarters/Hostels on Annual Contract basis.
2. Sealed Tender prepared in accordance with the general conditions enumerated in this tender, are required to be submitted to the Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam not later than the date and time mentioned.
3. The Tender must be accompanied by Earnest Money Deposit (EMD) of Rs.6800-00 (Rupees Six Thousand Eight Hundred only)
4. The Tender Enquiry Document is not transferable.
5. Schedule for Invitation to Limited Tender Enquiry
 - a) Place of issue of the Tender Enquiry Document and address at which the Tender Enquiry Document is to be submitted

Director
Indian Maritime University
Visakhapatnam Campus
Gandhigram
Visakhapatnam-530 005
Phone : 0891 - 2578360-64, Fax: 0891 - 2577754
 - b) Date from which the Tender Enquiry Document issued -

From 23rd March 2015 onwards (only on working days)
 - c) Last Date for submission of the Tender Enquiry Document –

On or before 1400 Hrs on 30th April 2015
 - d) Date of opening of Tender Enquiry Document –

At 1500 Hrs on 30th April 2015

- 6 The Tender shall be valid for 90 days from the date of opening.
- 7 Tender enquiry document shall be opened on the day and time as indicated in this document. Eligible tenderers should send letter of authorization with attested specimen signatures of their representatives deputed to attend at the time of opening of tender enquiry. Representatives without such authorization are not permitted to be present to witness the opening.

8 Definitions used in this Document

Tenderer: Refers to the Person or the Firm or the Company to whom this Tender Enquiry is issued.

IMUV : Refers to Indian Maritime University, Visakhapatnam Campus Gandhigram, Visakhapatnam.

Contract: Refers to the Agreement entered into between IMUV and the successful tenderer including all attachments and annexes thereto and all documents incorporated by reference therein.

Contractor: Refers to the successful tenderer who have entered into a contact with IMUV for rendering the services.

Services: Refers to various services indicated in this Tender Enquiry.

GENERAL CONDITIONS

1. The tender enquiry should be complete in all respects and if the tender is incomplete, the offer would be rejected. The tenderer shall sign and affix seal on all the pages of the tender enquiry document.
2. The tenderer is expected to examine all the documents prior to preparation and submission of the bid.
3. The tenderer is advised to visit the site, before quoting the rates. No claim shall be entertained later, on any such account.
4. The Tender should be submitted in a sealed cover super scribing as Tender for providing Dis-infestation service, Rodent control, Wood Borer, and Termite control Treatment and snake repellent to Visakhapatnam Campus of Indian Maritime University” and addressed to the “The Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam-530 005
5. The tenderer should also indicate the Name and Address of his firm/agency on all covers. The tenderer should address a letter on his letter head mentioning the enclosures submitted. If no letter head mentioning the details, the bid will be summarily rejected.
6. The tender should quote for each item separately and in case, the quote is in lump sum, the same shall not be considered and bid will be rejected summarily.
7. The amount of Earnest Money Deposit is Rs.6,800 (Rupees Six Thousand Eight Hundred) and shall be paid in the form of Demand Draft drawn on any Demand Draft drawn on any Scheduled Commercial Bank in favour of Indian Maritime University, Visakhapatnam Campus Payable at Visakhapatnam. The Demand Draft should be submitted along with the Tender Enquiry document and should not be sent separately.
8. The Earnest Money Deposit (EMD) of the unsuccessful tenderers shall be refunded without any interest on signing of the contract with the successful tenderer. The EMD of the successful tenderer shall be refunded on submission of Bank Guarantee towards performance of the contract.
9. **EMD of the tenderers shall be forfeited if -**
 - a) The tenderers are not willing to abide by the terms and conditions after submission of tender

- b) The tenderers does not honour the clarifications required by IMUV
- c) Withdraws the tender enquiry before receipt of final acceptance
- d) Fails to execute an agreement and Bank Guarantee Bond towards security deposit as indicated in this tender within the stipulated time.

10. **Eligibility Criteria:**

- a) A well-established Pest Control Service Agency within Visakhapatnam District.
- b) The agency must have minimum 5 (Five) Years of experience in the field of providing Dis-infestation service, rodent control treatment, wood borer treatment, termite control services and snake repellent.
- c) Must have served reputed organisations within Visakhapatnam District.
- d) The tenderers should enclose copies of the following documents or otherwise the offer shall summarily be rejected.
 - i) Certificate of Registration.
 - ii) Permanent Account Number issued by Income Tax Authorities.
 - iii) Service Tax Registration with Central Excise Authorities.
 - iv) Agreements/Work Orders in respect of similar services carried out during the years 2011-2012, 2012-2013 and 2013-2014.
 - v) Performance certificate in respect of the works carried out during the years 2011-2012, 2012-2013, 2013-2014.
 - vi) Audited balance sheet and Profit and Loss Account for the years 2011-2012, 2012-2013 and 2013-2014.
 - vii) Income Tax Returns for the years 2011-2012, 2012-2013 and 2013-2014
 - vii) Tender document duly signed and stamped on all the pages.

11. **Scope and Services**

11.1 **Dis-infestation Services**

11.1.1 The treatment against cockroach, Ants, Silver fish, cobwebs, lizards and other general pests consists of spraying of special insecticide formulation which destroys and leaves residual action. During the operation the contractor should seek the hideouts of the cockroaches and other insects in all nook and corners and destroy all un-hatched eggs of insects, special attention shall be given to toilets and bathrooms

and such other vulnerable parts of the entire campus of the IMUV including, all rooms of the building complex, Conference Hall, Canteen, Mess, Service Block, Director's bungalow, Security posts and all the Residential quarters/hostels. This treatment shall be strictly followed by special treatment of drains and manholes, which are the main breeding places for cockroaches and other insects.

11.1.2 Initial major service shall be taken up on commencement of the contract followed by once in monthly during the contract period of one year

11.1.3 The following chemicals specifications to be used:

BAYER GROUP INDIA PRODUCTS-RESPONSAR or K-OTHRINE or SOLFAC spray.

11.1.4 Minimum required quantity is Five Liters per month per treatment for above purpose only for inside i.e. indoor spray

11.1.5 **Drainage & sinks and other utilities:** Service would be carried out by conventional chemicals Chlorpyrifos 20% EC made by Century Ply board India Ltd (TERAMITE) minimum required quantity 10 liters per month per service.

11.2 Rodent Control Services

11.2.1 Serviceable areas are entire campus of IMUV, Service block, Director's Bungalow, Residential quarters/Hostels and Security Posts, Mess, Canteen, Conference Hall and precincts of both the IMUV Campus and Hostel/Residential areas which includes drains and manholes.

- i) Trapping of rodent entry is essential
- ii) Baiting with slow poison.

11.2.2 Initial Major Service followed by twice in a month, services till the expiry of the contract period.

11.2.3 Rodent Control Measure: Advanced Bromadiolone anticoagulant chemical by BAYER Public Health Division.

11.2.4 Physical Measure: Would be carried out by non-toxic glue traps made by CATCH MASTER.

11.2.5 Minimum required quantity is 20 Kgs twice in a month

11.2.6 Placing of tablets in rats' burrows on a monthly basis (minimum 4 pkts) consisting of 4 tablets in each pkt.

11.3 **Wood Borer and Termite Control Treatment**

11.3.1 Wood borer and termite control treatment should be given from the ground floor to top floor of the entire building complex of IMUV and residential quarters/hostels, Director's Bungalow, Service Building, Security Posts whichever covered by the decorative plywood wall panels wood panels, partition, plain beading wall panels and all doors and door frames should be treated to control the above infestation, you should adopt the following measures.

11.3.2 Injecting vapor toxicants in the termite tubes and affected portions of the wood work to destroy live forms hiding inside.

11.3.3 A thorough preservative chemical spraying should be carried out the entire wooden structures, wooden panels, and plywood partitions of the main building premises.

11.3.4 If required, holes are to be drilled in the selected portions of the wood work and pump the chemical emulsion through these holes to create an impregnable chemical barrier.

11.3.5 Necessary treatment should be given around the foundation of the main building and Residential quarters /town ship / hostel.

11.3.6 Initial major service shall be taken up on commencement of the contract followed by **once in three months** during the contract period of one year.

11.3.7 Wood control measure : Chlorpyriphos 20% EC with oil based machine

11.4 **Fogging for Mosquito Control**

11.4.1 Fogging for mosquito control shall be given around the entire campus of IMUV, Visakhapatnam Campus and residential quarters/hostels area (if incumbents of quarters prefer to give fogging inside the quarters may also be given) by suitable pesticide with fogging machine.

11.4.2 Vector Control Measure:

A) Anti-LARVAL treatment (Baytex)

i) Service frequency : Once in a week

- ii) For stagnated water, pools, drains etc.
- B) Anti-ADULT measure (indoor spraying)
 - i) Service frequency : Once in a month
 - ii) Required quantity : Minimum 70 Packets per service
 - iii) Chemical in use : Lambda Cyhalothrin 10% SC
- C) Fogging Measure
 - i) KINGFOG
 - ii) Service frequency twice in a month

11.5 **Snake repellent**

- 11.5.1 Snake repellents - Carbolic acid mixing with K-Oil or Wood thinner to be used around the entire campus of IMUV, Service block, Director's Bungalow, Residential quarters / Hostels and Security Posts, Mess, Canteen, Conference Hall and precincts of both the IMUV Campus and Hostel/Residential areas which includes drains and manholes.
- 11.5.2 Initial major service shall be taken up on commencement of the contract followed by once in 15 days in a month during the contract period of one year.
- 11.5.3 Minimum required quantity is 15 Liters per service
- 11.5.4 Spreading / Scattering of granules twice in a month. Minimum requirement per month is 5 Kgs.
- 11.5.5 In order to avoid mosquitoes, flies, lizards, ants, cockroaches inside the Campus of IMUV, i.e., Service block, Director's Bungalow, Residential quarters / Hostels and Security Posts, Mess, Canteen, Conference Hall, Hostel/Residential areas, appropriate spraying is essential on a monthly twice basis (500ml. spray bottles minimum 10 bottles.).
- 12 In addition to the periodical services mentioned above, the contractor may be called on by the IMUV at any time during the contract period and shall carryout such additional treatment free of cost as may be necessary in the event of any signs of its re-infestation.
- 13 **Materials / Consumables / Machineries**

- 13.1 The contractor shall bring and provide all necessary materials / consumables, machineries in adequate quantities to the satisfaction of the concerned official of IMUV.
- 13.2 The products i.e., materials/consumables/machineries used should be as per the specifications mentioned.
- 13.3 Before taking up the service each time the brand and quantity of mix and quantity of the chemical/insecticide is to be shown to the concerned official of IMUV.
- 13.4 A penalty up to a maximum of 5% shall be levied on the bills submitted upon failure to comply with any of the above clauses.
- 13.5 All Pest Control Services to be strictly followed as per the Services Schedule.
- 14 After finalisation of bids received, IMUV would intimate the award of Contract to the successful tenderer. The successful tenderer shall enter into an agreement covering the entire scope of services with IMUV within One week from award of the contract.
- 15 The successful tenderer shall furnish Security Deposit equivalent to the 10% of the contract value in the form of Bank Guarantee obtained from any Scheduled Commercial Bank for due performance of the contract as per the pro-forma provided by IMUV within one week from the signing of the contract. The same shall be valid throughout the contract period and sixty days beyond the date of completion of all contractual obligations.
- 16 The contractor shall indemnify IMUV for any theft, loss, damage, and deterioration loss of product, material or property arising from any act of negligence.
- 17 Upon the complete fulfilment of the contract by the Contractor to the satisfaction of IMUV, the Bank Guarantee Bond discharged and returned to the Bank.
- 18 The services will be terminated with immediate effect in case of unsatisfactory performance during the contract period.
- 19 The tenderer should quote for each item in schedule of charges separately and in case, the quote is in lump sum, the same shall not be considered and the bid rejected summarily.
- 20 Payment Terms: The bills for the services rendered shall be payable in four quarterly equal instalments on certification of the services by the concerned official.

SERVICES SCHEDULE

Sl. No	Clause	Description	No. of services
1	11.1	Dis-infestations Services	Monthly Once
2	11.2	Rodent Control Services	a) Twice in a month b) Placing of tablets in Rat burrows on a monthly Basis.
3	11.3	Wood Borer and Termite Control Treatment	Once in Three months
4	11.4	Fogging for Mosquito Control	a) <u>Anti larval treatment</u> Once in a Week b) <u>Anti adult treatment</u> Once in a month c) <u>Fogging measure</u> Twice in a month
5	11.5	Snake repellants	a) Once in Fifteen days spray of carbolic acid b) Spraying of granules twice monthly
6	11.5.5	Preventive Treatment	Monthly Twice

TECNO-COMMERCIAL BID

1. Name of Tenderer : _____
2. Type of Organisation : _____
(Proprietary / Partnership **Indicate whether documentary proof enclosed**
Society / Company) **Yes / No**
(Enclose documentary Proof)
3. Address of Registered Office : _____

Phone No : _____
Fax No : _____
Email : _____
4. Address of Local Office : _____

Phone No : _____
Fax No : _____
Email : _____
5. Permanent Account Number : _____
Issued by the Income Tax **Indicate whether documentary proof enclosed**
Authorities **Yes / No**
(Attach Documentary Proof)

6. Service Tax Registration No : _____
Indicate whether documentary proof enclosed
Yes / No
7. Financial Status of last three : _____
Years (Attach audited Balance **Indicate whether documentary proof enclosed**
Sheet and Profit and Loss Yes / No
Account for the years 2011-2012,
2012-2013 and 2013-2014
8. Income Tax Returns for the : _____
Financial Years 2011-2012, **Indicate whether documentary proof enclosed**
2012-2013 and 2013-2014 Yes / No
9. Details of Pest Control Jobs : _____
Carried out during the years **Indicate whether documentary proof enclosed**
2011-2012, 2012-2013 Yes / No
and 2013-2014 including value
Of each job
(Attach documentary Proof)

Sl. No.	Organisation/Agency	Period	Details of Jobs Carried Out	Order Value Rs.

Limited Tender Enquiry for Providing Dis-infestation, Rodent Control, Wood Borer and Termite Control
Treatment & Snake Repellent
Limited Tender Enquiry No. IMUV/2014-15/ACPEST/LT4 Dated 23-03-2015

10 Satisfactory Performance : _____
 Certificates from the organizations : **Indicate whether documentary proof enclosed**
 During the years 2011-2012, Yes / No
 2012-2013 and 2013-2014
 (Attach documentary Proof)

11 Schedule of Charges :

Clause	Description of Service	No. of Services	Rate per Service (Rs)	Total Charges Annum (Rs)
11.1	Dis-infestation Services	Monthly Once		
11.2	Rodent Control Services	a) Twice in a month b) Placing of tablets in Rats Burrows on monthly basis		
11.3	Wood Borer and Termite Control Treatment	Once in Three months		
11.4	Fogging for Mosquito Control	a) <u>Anti-larval treatment</u> Once in a week b) <u>Anti adult treatment</u> Once in a month c) <u>Fogging measure</u> Twice in a Month		
11.5	Snake Repellants	a) Once in 15 days spray of Carbolic acid b) Spraying of granules twice monthly		
11.5.5	Preventive Treatment	Monthly Twice		
Total Charges per Annum				
Total Service Tax				
Total Charges with Service Tax (in Figures)				
Total Charges with Service Tax (in Words)				

Place:

Signature of the Tender with Seal

Date: