



**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
Baba Gang Nath Marg, Munirka ,New Delhi -110067

**NOTICE INVITING TENDER**

Sealed Item rate tenders are invited on behalf of the Director, National Institute of Health & Family Welfare for the following works:

S.N	Tender number	Name of work	Estimated Cost	Earnest Money	Tender Form Cost	Date of Sale of Tender	Date of Receipt of Tender	Date & Time of Opening of Price Bid
1.	NIHFW/WS/4-6/2015	Comprehensive AMC of Providing of General Pest/Rodent Control and Anti Termite Treatment service in NIHFW Campus	Rs.3,07,554/-	Rs.6,000/-	Rs.500/-	07-11/04/2016	13/04/2016 Up to 3.00 PM	13/04/2016 at 3.30 PM
	<b>Eligibility</b>	From eligible agencies working in the field and having experience of similar work. The agency must have executed similar single work of 80% 2 similar works of 60% each and 3 similar works of 40% each.						

- The Tender document may be purchased from Accounts Section, NIHFW on Cash payment on 07-11 March, 2016 during office time (from 10.00 am to 4.00 pm) after showing necessary documents..
- Experience certificate of similar works in last 5 years.
- Copy of PAN No. of the agency.

Director



F.No.NIHFWS/4-6/2015  
**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
Munirka, New Delhi -110067

### TENDER DOCUMENT

**Subject: Tender for Comprehensive AMC of Providing of General Pest/ Rodent control and Anti Termite Treatment service in NIHFWS Campus**

Earnest Money Deposit:-Rs.6,000/-(Rupees six thousand only)

{The EMD must be enclosed with the Tender in form of Demand Draft or Banker's cheque of any Scheduled Bank payable at New Delhi in favour of Director, NIHFWS}

**Cost of Tender: Cost of Tender Document: Rs. 500/-** in the form of Cash. (In case a bidder uses the tender document downloaded from the Institute's website, a DD of Rs. 500/- in favour of Director, NIHFWS should also be submitted along with the EMD and the Tender Document)

#### Details of the Earnest Money Deposit (EMD)

Amount(Rs)	DD No.	Date	Name of the Bank

NAME OF THE AGENCY / CONTRACTOR: \_\_\_\_\_

ADDRESS OF THE AGENCY & PHONE: \_\_\_\_\_

DATE & TIME FOR SALE OF TENDER: 7 to 11/04/2016

DATE & TIME FOR SUBMISSION OF TENDER: 13/04/2016, 3.00PM.

DATE & TIME FOR OPENING OF TENDER (TECHNICAL BID) 13/04/2016, 3:30 PM

(S.P. SINGH )  
WORKSHOP & MAINTENANCE OFFICER



NIHFW/WS/4-6/2015  
**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
**Munirka, New Delhi -110067**

**Sub:- Notice Inviting Tender for Comprehensive AMC of Providing of General Pest/Rodent control and Anti Termite Treatment service in NIHFW Campus**

**National Institute of Health and Family Welfare (NIHFW)**, an autonomous body of the Govt. of India, invites tenders from eligible contractors for providing General Pest/Rodent control and Anti-termite services.

**Two bid tenders** (Technical Bid + Price Bid) **are** invited for **Comprehensive AMC of Providing of General Pest/Rodent control and Anti Termite Treatment service in NIHFW Campus at Munirka, New Delhi** on behalf of the Director N.I.H.F.W. from the Govt. agencies/approved and eligible agencies and having experience of similar work.

2. To be eligible a contractor has to fulfil the following conditions in the technical bid:-
  - i. He/She/It must hold a valid License for pest control issued by the Govt. of NCT of Delhi.
  - ii. He/She/it must be registered with IPCA
  - iii. He/She/ it must be registered for Service Tax/VAT etc.
  - iv. He/She/ it must have a PAN
  - v. He/She/ it must have experience of similar work in a Govt./Semi Govt./Reputed Organization.
  - vi. Photocopy of all necessary supporting documents must be submitted by the agency duly signed.
  - vii. He/She/ it must submit EMD of Rs. 6,000/- in the form of a Demand Draft of a Scheduled Bank drawn in favour of Director, NIHFW, payable at New Delhi.
3. The bidder is required to submit the Technical bid in a prescribed Performa (Annexure – A). The bidder will have to submit the Price Bid in the Performa given in Annexure – B. The complete tender may be dropped in the Tender box kept at the reception of Administrative Block of this Institute latest by 3:00 PM, on 13/04/2016. No tender will be accepted after the above date and time. The self attested copies of necessary documents are to be enclosed with the technical bid. Before, it may be ensure that envelope containing the tender is properly sealed and the words "**Tender for Pest Control**" are super scribed on the envelope.
4. The tenders will be opened by the Tender Opening Committee in the presence of bidders or their representatives, if available, at 3.30 PM, the same date. If there is any change in the above programme, the same will be notified on the Institute's website. The price bid will be open only those bidders who will fulfil

the technical bid criteria and date and time for opening of price bid will be inform separately.

5. The estimated cost of the service is Rs. 3,00,000/- (Rupees three lakhs only) per annum.
6. The tender notice is also available on the Institute's web-site
7. Agreement shall be drawn with the successful tenderer. All the required material & labour will be provided by the contractor. Wherever applicable, the material should be ISI marked make & the sample of material will be approved by the Workshop & Maintenance Officer (WMO) of the Institute.
8. The EMD of unsuccessful bidders will be returned after the contract is awarded to successful tenderer. The EMD of successful bidders will be returned after he/she/it deposits performance security of the prescribed amount in the form of DD/FD/Bank Guarantee. The performance security should remain valid for a period of two months, after all the contractual obligations have been fulfilled by the contractor.
9. Tenderers are advised to inspect and examine the nature of the site and its surroundings and satisfy themselves before submitting their tender.
10. The competent authority is not bound to accept the lowest or any other tender, and reserves the right to reject any or all of the tenders received without assigning any reasons. Tenders, in which any of the prescribed conditions is not fulfilled, shall be summarily rejected. Conditional tenders are also liable to be rejected.
11. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to be rejected.
12. The competent authority reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
13. The tenders shall remain valid for a period of ninety days from the date of opening of Tenders.
14. The successful bidder shall sign on agreement on a stamp paper of Rs. 50/- within 15 days of the acceptance of his tender.
15. The quantities taken in estimate are tentative and may vary.

The Contractor will be required to provide the services, in question, to the following areas:-

#### **I. OFFICE COMPLEX**

1. Administrative Block including Toilets
2. Academic Block, Canteen and Stores including Toilets.

3. Animal House
4. National Documentation Center (NDC)
5. Conference Hall (NDC)
6. Clinic
7. Laboratories/Hospital Block.
8. Teaching Block & Cafeteria
9. Workshop & Maintenance Section
10. Parks/Lawns, of Office Complex
11. Pump House, Telephone Exchange and Power House
12. Lifts
13. Corridor in the Institute
14. Terrace of the Institute

## **II. RESIDENTIAL COMPLEX**

1. Open spaces of Director's Bungalow
2. Garbage pits of type IV & V flats
3. Stair cases of Type- I, II, III, IV & V flats
4. Open space of Type I, II, III, IV & V flats
5. Garbage pits in the open near type I,II & III
6. Parks/Lawns of Residential complex
7. Lift, Fire equipments & Pump House etc.
8. Terrace of residential campus

## **III. HOSTEL COMPLEX**

1. Main Hostel including Mess
2. Hostel extension Block (Type – V, II Block)
3. Guest House
4. Scope of work as mentioned below:-

**The Service will have to be provided in the following manner:-**

<b><u>S. No.</u></b>	<b><u>DESCRIPTION OF AREA</u></b>	<b><u>FREQUENCY OF SERVICES</u></b>	<b><u>QUANTITY</u></b>
1.	<b><u>COVERED AREA</u></b> (A) ROOMS (B) CORRIDORS/PASSAGES	MONTHLY MONTHLY	8283 SQ. MTR. 8766 SQ. MTR.
2.	TOILETS	MONTHLY	126 NOS.
3.	GARBAGE PITS	MONTHLY	08 NOS.

**OPEN SPACE FOR FOGGING ONLY (AS AND WHEN REQUIRED)**

<b><u>S.No</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>FREQUENCY OF SERVICES</u></b>	<b><u>QUANTITY</u></b>
1.	(A) ROADS (B) LAWNS (C) TERRACE	AS AND WHEN REQUIRED	23699 SQ. MTR. 30708 SQ. MTR. 12109 SQ. MTR.

16. The work consists of Regular post construction anti-termite treatment, general pest and rodent control measures. The scope of works includes:-
- i. To ensure that the rooms, halls, store, library and entire premises of Institute are completely free from any insect, termites, pests and rodents etc. to avoid any epidemic and damage to the buildings of NIHFW.
  - ii. To use fumigation with moth repellents and insecticides against pests, termites and rodents in the store rooms and library.
  - iii. Treatment for cockroaches, mosquitoes, flies etc.
  - iv. Anti-larva treatment of drains and water bodies to control vectors of Dengue, Malaria etc.
  - v. Treatment for silver fish (for carpets, clothes & Books, etc.)
  - vi. Controlling the growth of Household rodent (e.g. mice) and small animals like "Kabar bijju" and "bats"
  - vii. Post Construction termite treatment and field treatments

**IMPORTANT**

17. The representative of the contractor shall record each of his visits, work done and material used and gets the signature of the concerned officer of Workshop & Maintenance Section.
18. Successful bidder will have to stock the complete material in advance for 3 months with Workshop & Maintenance Section.

19. Special attention is to be paid to the hidden places, lawns trees, plants etc.
20. The schedule of work should be fixed after consulting the WMO in order to avoid any hindrance to the normal functioning of the office.
21. The insecticides/pesticides will be arranged by the contractor and they should be of best quality recommended by WHO, and should not be detrimental to the health of staff & residents
22. Work shall be done as per the entire satisfaction of the Institute.
23. The service will have to be provided so as to ensure that the areas mentioned above are free from insects, worms, rodents, mosquitoes, white ants and larvas. If any penalty is imposed by MCD or any other authority due to presence of mosquitoes, larvas etc. in the area mentioned in this tender notice, the same will have to be borne by the contractor.
24. Payment will be made bi-monthly after the contractor submits the bill along with the certificate of work done and satisfactory report of each complaint attended.

#### **TERMS AND CONDITIONS**

25. The tender will be inclusive of all materials like insecticides/pesticides etc recommended by WHO and firms must be registered with IPCA (**Indian Pest Control Association**). The work shall be done with the special equipment meant for the purpose.
26. The contractor will have to provide skilled staff for the purpose. The timing and deployment of the staff would be according to the needs of the Institute.
27. The payment of sales tax and other taxes on the material shall be the responsibility of the contractor.
28. The tenders submitting quotation would be deemed to have considered and accepted all the terms and conditions.
29. The contractor will have to deploy an employee for making regular visit to the Institute to attend the complaints, on the same day.
30. Joint quotation shall not be considered.
31. A list of employees engaged by the Contractor shall be provided to the Institute before taking over the work.
32. All safety precautions need to be taken by the agency for its own staff and staff of NIHFV.
33. The staff of the contractor will enter the Institute campus with a proper Identity Card.

34. The character and antecedents of the employees, deployed by the contractor in NIHFW, shall have to be duly verified by Delhi Police. Proof of the same will have to be submitted within one month of award of contract.
35. Contractor shall be responsible for the conduct and behaviour of his/her/its employees.
36. The Institute shall not be responsible for any compensation which may be required to be paid to the worker(s) of the contractor consequent on any injury/mishap.
37. The wages paid by contractor to its employees shall not be less than what is prescribed under the Minimum Wages Act, applicable from time to time. The contractor shall also be under obligation to comply with the provisions of labour laws like EPF Act, ESI Act, the payment of wages Act, the Bonus Act etc.
38. The contractor shall be responsible, to the Head of the Institute i.e. Director or any other officer authorized by him for the execution of work.
39. The Security instructions/orders issued by the Institute from time to time shall be followed by the contractor and his employees.
40. The contract can be terminated by either side by giving one month's written notice.
41. The contract will be awarded initially for a period of one year. The contract may be renewed on year to year basis for a maximum period of 3 years, if the services provided are found to be satisfactory.
42. If the workers of the agency do not attend the Institute regularly, the Institute may deduct a sum of Rs. 200/- per day as a penalty.

Yours truly,

(S.P. Singh)  
Workshop & Maintenance Officer  
Ph.No. 26165959 Ext. 322, 162



**PROFORMA FOR TECHNICAL BID**

**Sub:- Providing General Pest/Rodent control and Anti-termite services in NIHFWS ,  
Munirka, New Delhi – 67**

<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>		<b>Enclosed at Page No.</b>
1.	Name of the Bidder			
2.	1. Full Address of the Registered office 2. Telephone/Mobile/Fax No 3. Contact Person			
3.	Registration certificate with IPCA (Indian Pest Control Association).	Yes/No	Regn. No.-	
4.	Holding valid registration certificate of Central Govt./State Govt. or having valid Licence for pest control issued by the Govt. of NCT of Delhi.	Yes/No	Regn. No.-	
5.	Registration for Service Tax.	Yes/No	Regn. No.-	
6.	Registration for VAT	Yes/No	Regn. No.-	
6.	PAN No. of the Bidder	Yes/No		
9.	Copies of experience Certificate.	Yes/No		
10.	Photocopy of other supporting documents.	Yes/No		
11.	EMD of Rs. 6,000/- in form of Demand Draft of a Scheduled Bank in favour of Director NIHFWS payable at New Delhi	Yes/No	<b>DD No.</b> <b>Amount:</b> <b>Name of Bank:</b>	

**Undertaking:** I have carefully gone through & have understood all the Terms & Conditions governing the tender. I hereby confirm that I am authorized to sign the tender documents

**Signature:** \_\_\_\_\_

**Name: & Designation** \_\_\_\_\_

**Address:-** \_\_\_\_\_

**PAN No: -** \_\_\_\_\_

**Bidder's Name with Seal:** \_\_\_\_\_

**PRICE BID**

**Sub:-** Tender for Providing General Pest/Rodent control and Anti-Termite Treatment service in NIHFV Campus

	<b>Amount</b>
Annual Charges for providing the above service including the cost of manpower and material and taxes, if any	

**Total Quoted Cost Monthly Rupees (in words)**\_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**PAN NO.** \_\_\_\_\_

**NAME OF THE AGENCY**\_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_