

**E-TENDER DOCUMENT FOR THE GENERAL PEST & RODENT CONTROL SERVICES
OF THE CAMPUS OF THE STATE UNIVERSITY OF PERFORMING AND VISUAL
ARTS, SECTOR-6, ROHTAK.**



- Cost of Bid document is **Rs.500/-** (To be Paid Online)
- The Earnest Money of the tender is **Rs.13000/-** (To be Paid Online)

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PRESS NOTE

**State University of Performing & Visual Arts,
Sector-6, Rohtak-124001**

TENDER NOTICE

E-tenders are hereby invited from the Service Provider/Agencies/Firms having relevant registrations/license & having similar experience of more than 3 years in the Government/Semi-Government/Autonomous Departments / Organizations for Pest & Rodent control services as detailed in tender document. For further detail please visit the website www.supva.ac.in or www.haryanaeprocurement.gov.in.

Last date for submission of bid is 09-10-2017.

REGISTRAR

TENDER NOTICE

E-tenders are invited on behalf of State University of Performing & Visual Arts, Sector-6, Rohtak from the Service Provider/Agencies/Firms having relevant registrations/license & having similar experience of more than 3 years in the Government/Semi-Government/Autonomous Departments /Organizations for Pest & Rodent control services as detailed in tender document for the campus of University for a period of 24 months:

Sr No.	Name of work	Annual estimated cost (Rs. in Lakhs)	Tender document fee+ E-tendering fee (in Rs.)	Earnest Money from bidders (Rs. In Lakhs)	Time limit of the contract	Release of tender	Date of EMD submission	Last Date of bid submission
1	Providing the general pest & Rodent control services in the SUPVA, Rohtak	Rs. 6.60	Rs. 500 + 1000/-	Rs.0.13 lakhs	24 months	18-09-2017	06-10-2017	09-10-2017

1. Bidding Documents can be downloaded online from the Portal <https://haryanaeprocurement.gov.in> by the society/Service providers registered on the Portal.
2. As the Bids that are to be submitted online are required to be encrypted and digitally signed, the Bidders are advised to obtain the same at the earliest. For obtaining Digital Certificate, the Bidders may contract the representative of Nextenders, the service Providers of Electronic Tendering System.
3. The contractual Agencies will submit their tender documents (Online) as per the scheduled dates mentioned.
4. For any query in relation to downloading/uploading the tender, the bidder may contact the Nodal Officer Sh. Devender Rathi, Assistant Registrar, SUPVA., Rohtak on 9466628298.

Key Dates

Sr. No.	SUPVA STAGE	Bidder Stage	Start date	Expiry date & Time
1		Downloading of the tender online and bid preparation and submission	18-09-2017	09-10-2017
2	Technical bid opening	10-10-2017 (11:00 AM)		
3	Financial bids opening	Financial Bid date will be decided and will be informed		

Important Note:

- 1) The Bidders have to complete 'Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as 'bids not submitted'.
- 2) Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.

Bidder can rework on his/her even after completion of 'Bid preparation & submission stage' (Bidder stage), subject to the condition that the rework must take place during the stipulated time frame of the Bidder Stage.

For any query related to this tender the bidder may contact the Nodal Officer Sh. Devender Rathi, Assistant Registrar, SUPVA, Rohtak on 9466628298 during office hours only.

Registrar
For & on behalf of
State University of Performing &
Visual Arts, Rohtak

Instructions to Bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e -Procurement Portal:-

All the bidders intending to participate in the tenders' process online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. Obtaining a Digital Certificate:-

- 2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.
- 2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.
- 2.4** The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.
- 2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm

has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

- 2.7** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.8** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3 Pre-requisites for online bidding:

In order to operate on electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. Or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

4. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://haryanaeprocurement.gov.in>

5. Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-Procurement portal <https://haryanaeprocurement.gov.in>

6. Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

7. Online Payment of Tender Document Fee, E-Service fee, EMD fees & Bid Preparation & Submission (PQQ/Technical & Commercial/Price Bid):

i) Online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and E-service Fee can be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC.

The secure electronic payments gateway is an online interface between service providers and Debit card / online payment authorization networks.

ii) PREPARATION & SUBMISSION Of Online APPLICATIONS/BIDS:

(i) Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

(ii) **scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/Technical Envelop:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF/JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ/Technical Envelop.

(iii) **FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually.**

8. ASSISTANCE TO THE BIDDERS:-

In case of any query regarding process of e-tenders and for undertaking training purpose, the

Intended bidder can also avail the following and can contact service provider as per below:

Office Timings of Help-desk support for Single e Procurement Portal of Government of Haryana-Technical Support Assistance will be available over telephone Monday to Friday (09:00 am to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month.

All queries would require to be registered at our official [email-chandigarh@nextenders.com](mailto:chandigarh@nextenders.com) for on-time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the help desk).

Important Note:-

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/Tender event.
- (b) For queries pertaining to e-payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
- (c) Help desk support will remain closed during lunch break i.e. from 1:30 PM upto 2:15 PM on each working day.

Schedule of Training:

Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month at following addresses:		
Nextenders (India) Pvt. Ltd. Municipal Corporation Faridabad, Near B.K.CHowk, Opp. B.K. Hospital, NIT, Faridabad Contact No. 8743042801/9310335475	Nextenders (India) Pvt. Ltd. Public Health Division No. 2 Hisar, Model Town Opp. N.D.Gupta Hospital, Hisar Contact: 9034357793	Nextenders (India) Pvt. Ltd. Nirman Sadan (PWD B&R), Plot No. 01, Basement, Dakshin Marg, Sec-33A, Chandigarh-160020 For Support – 1800-180-2097

Haryana e-Procurement Help Desk Office will remain closed on Saturday (except 4th Saturday), Sunday and National Holidays

NOTE:

(A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

(B) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link ;How to....?' To download the file.

Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows.

- (i) Bidder select Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal display the amount to be paid by bidder.

- (iii) Bidder clicks on "Continue" button.
- (iv) The e-procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks.
- (v) Bidder choose his/her Bank.
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank.
- (vii) The Bank verifies the credentials and confirms payment
- (viii) The bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-procurement portal.
- (x) The status of the payment is displayed as "successful" in e-procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payment are not successful for previous.

C) RTGS/NEFT

The bidder shall have the option to make the EMD payment via RTGS/NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a would reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- I. Bidder shall log into the client e-Procurement portal using user id and password as per existing process and select the RTGS/NEFT payment option.
- II. Upon doing so, the e-procurement portal shall generate a pre-field challan. The challan will have all the details that the required by the bidder to make RTGS-NEFT payment.
- III. Each challan shall therefore include the following details that will be pre-populated:
 - Beneficiary account no: (unique alphanumeric code for e-tendering)
 - Beneficiary IFSC Code:
 - Amount:
 - Beneficiary bank branch:
 - Beneficiary name:
- IV. The bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

- V. The bidder would remit the funds as least T+1 day (Transaction+ One day) in advance to the last day make the payment via RTGS/NEFT to the beneficiary account number as mentioned in the challan.
- VI. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS/NEFT mode of payment, there would be a link for real time validation. On clicking the same would do auto validation o the payment made.

List of Net banking banks

1. Allahabad Bank
2. Axis Bank
3. Bank of Bahrain and Kuwait
4. Bank of Baroda
5. Bank of India
6. Bank of Maharashtra
7. Canara Bank
8. City Union Bank
9. Central Bank of India
10. Catholic Syrian Bank
11. Corporation Bank
12. Deutsche Bank
13. Development Credit Bank
14. Dhanlaxmi Bank
15. Federal Bank
16. HDFC Bank
17. ICICI Bank
18. IDBI Bank
19. Indian Bank
20. Indian Overseas Bank
21. Indusind Bank
22. ING Vyasa Bank 23.J and K Bank
23. Karnataka Bank
24. Kotak Mahindra Bank
25. Karur Vysys Bank
26. Punjab National Bank
27. Oriental Bank of Commerce
28. South Indian Bank
29. Standard Chartered Bank
30. State Bank of Bikaner and Jaipur

31. State Bank of Hyderabad
32. State Bank of India
33. State Bank of Mysore
34. State Bank of Travancore
35. State Bank of Patiala
36. Tamilandu Mercantile Bank
37. Union Bank of India
38. United Bank of India
39. Vijaya Bank
40. Yes Bank

ELIGIBILITY CONDITIONS:

1. The Service provider should be registered with Indian Pest Control Association or should have a license against Form VI-C issued by a competent authority for Commercial Pest Control operations.
2. The service provider should have at least 03 years satisfactory experience in the specific/related field of General Pest & rodent control services mentioned in the tender.
3. The service provider should have experience of providing General pest & rodent control services satisfactory in at least in one Govt. or reputed private institution during last 3 years of same scale of the tender.
4. The service provider should be having turnover not be less than Rs. 25.00 Lakhs per annum during the last 03 years.

Other Conditions:

1. The service provider should be having valid ESI/EPF/Service Tax/GST, as applicable.
2. The service provider should have a valid permanent Account Number and Tax Identification Number/Tax Assessment Number/ GST number issued as per provisions of the Income Tax Act, 1961 and should enclose last 3 years the Income Tax returns duly certified by Chartered Accountants.
3. The service provider must not be debarred during the last 3 years by any University/Institute/ department/ State Govt. of Haryana for doing business with it of any Autonomous Bodies. An affidavit duly attested by the 1st class Magistrate should be appended with the Tender.

TECHNICAL ASSESSMENT WILL BE DONE BROADLY ON FOLLOWING PARAMETERS:

1. Presentation by the firm/contractor
2. Experience and previous performance
3. Organizational Setup and resources

The technical committee will assess the capacity of the bidder to undertake the tendered work and commercial bids of only those bidders will be opened who qualify in technical evaluation.

SCOPE OF WORK:

The work involves to provide the General pest and rodent control services of the campus of the State university of Performing of Visual Arts, Rohtak. The campus is of approximately 22 Acres having building with built up area approximate 0.70 lakh Sq. meters which is likely to be increased in future. The work involves providing of general pest and rodent control services including mosquitoes & house flies, rodent and lizard control etc. in different areas/ departments of this university including canteens of campus, Guest house, or any other building in the campus.

Rodent control will be carried out minimum 3 times a month and Disinfestations fortnightly and anti- larva and anti-adult measure to combat mosquitoes menace as and when required but at least fogging once a month. The service provider shall ensure proper eradication and disposal of Rodent, Cockroaches, Rats, Mosquitoes & House Flies etc. in the area during his contract period. It is the sole responsibility of contractor/agency to make all necessary arrangements for disposal of all deceased entities from the campus.

PERIOD CONTRACT:

The contract shall be for a period of 24 months extendable to one more year subject to satisfactory performances of services and compliance of all terms and conditions of the agreement by the service provider.

GENERAL TERMS & CONDITIONS**1. Registration/ execution of the agreement:-**

The successful bidder shall be required to execute an agreement deed on the format approved and supplied by this University on the value of Rs. 100/- stamp papers to be registered with the first class Magistrate, Rohtak at his own cost. The same shall be submitted with this office within 15 days from the issuance of letter of award of contract.

2. Security Deposit:-

The successful bidder shall be required to furnish a security deposit in the shape of Bank guarantee Demand Draft valid for 24 months for an account equivalent to 10% of the basis value of the contract to be made by them towards ensuring the services. The FDR must be submitted by the tenderer within a period of 15 days after the placement of the work order failing which the work order will be liable to cancelled and the Earnest money will be forfeited. The Bank Guarantee will be released to the service provider after 60 days of the completions of Contract only.

3. Forfeiture of Security:-

The Registrar, SUPVA, Rohtak shall have absolute rights and powers for the forfeiture of said EMD, in case the bidder withdraw his offer or amend whatsoever and no claim whatsoever shall be entertained.

4. Commencement of work:-

The service provider is required to commence the work within 15 days of the issue of the allotment letter. Service provider should inform the concerned Head of Department/ Incharge of the respective department/office one day in advance, whenever general pest & rodent control services are to be provided. The work should be according to the contenance/time given by the Incharge. In the event of failure of the services provided by the service provider, a penalty@ 1% per day of the monthly value of contract shall be imposed for non-commencement of work subject to the condition that in no case it shall exceed 10% of the total value of the contract cost.

5. Deployment of staff & equipment:-

The service provider shall employ adequate number of qualified persons having experience to do similar type of jobs for carrying out the duties/work of the contract. He shall be solely responsible for treatment of his employs who get injured sick due to use of chemical while performing of duties in this University. The service provider will make all arrangements for the equipment required for execution of this contract at his own cost. Complaints must be attended by the agency within 24 hours.

6. Material to be used:-

The service provider should use only legally permitted chemicals for all rodent and pest control operations and their names should be provided in Technical bids. The service provider will use the method/insecticide Registered under Insecticides Act, 1968 only, which are of reputed brands/firms as approved by the Government of India for safe to educational institutional. Product should bear ISI mark and recommended by WHO.

If the service provider is found using any other Chemical except the, material as approved by Government, the same shall lead to black listing of the firm for future tendering and the security deposited shall be forfeited in full, no claim whatsoever shall be entertained or any other legal action may be taken.

7. Quality of service:-

The service shall be duty bound to render the services in respect to the entire satisfaction of the concerned university. The area treated should be made free from pests, insects, bed bug, files or larva/rodents, Mosques & house files etc.

8. Determination of quality of work/services:-

The decision of the Vice-Chancellor with regard to the determining of quality of work/services done by the services provider shall be final and acceptable to the

service provider shall therefore, rectify the defect so pointed out without any extra payment within 24 hours. In case of failure the University reserves the rights to impose a penalty of Rs. 200 per day subjected to the maximum of the 10% of the contract value. The expenditure so incurred shall be recovered from the pending bills of the service provider or any other outstanding dues or by forfeiture of any or all parts of security.

9. Identification of employees:-

The service provider shall supply complete information about the persons to be deployed by him for discharging duties from time to time i.e. names, age, residential address, etc. the service provider shall also issue Identity cards to his employees for their identification and they shall be duty bound to display the identity cards at the time of duty.

10. Relationship between the employer and staff:-

The persons deployed by the service provider for the work shall be service provider's employees for all intents and purposes and in no case, there shall not be any relationship of employer and employee between the said persons and the University, either implicitly or explicitly.

11. Supervisory Control:-

The persons so deployed by the service provider for providing general pest & rodent control services shall be under the overall control and supervision of the service provider and the service provider shall be liable for payment of their wages etc, and all the other dues in time i.e. latest by 7th of the following month, which the service provider is liable to pay under the various labour regulations and other statutory provisions. SUPVA shall be absolved of any such liability at its own level. The service provider shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees so deployed and for the preservation of peace and protection of persons and property of the university.

12. Raising of Bill:-

The service provider shall raise bill quarterly for payment on monthly basis after getting the same verified from the HOD/AR/Incharge of the department wherein the services has been provided, so authorized to verify the work and payment along with satisfactory performance report.

13. Release of payment and deduction of tax:-

The payment shall be released on quarterly basis after receipt of the bill duly verified by the HOD/AR/Incharge concerned. Deduction of income tax and other deduction as notified by Income Tax authority, from time to time, shall be done at the source.

14. Termination of contract:-

The contract may be terminated in any of the following circumstances:-

- a) On the expiry of the contract period or
- b) On giving three month notice at any time during the currency of services, in case the services rendered by the service provider are found unsatisfactory.

Or

- c) On service provider being declared insolvent by competent Court of Law without any notice

Or

- d) In case the service provider is not interested to continue the contract subject to the condition that the service provider shall give minimum 3 months' notice. If the service provider does not give the requisite notice as mentioned before then his security deposit in the shape of Bank Guarantee shall be encashed.

The service provider will be required to engage well qualified staff for providing pest control in and round.

15. Pilferage, Theft, Breakages:-

In case of pilferage, theft, breakages of any equipment/building/item during the process of Rodent and Pest control, the services provider will be responsible. The University will be liberty to deduct the amount of such loss from the Service provider. The decision of the Vice- Chancellor to this effect shall be final and binding upon the parties.

16. Transfer of Liabilities:-

In the event of exigencies arising due to the death, infirmly, insolvency of the service provider or for any other reason or circumstances liabilities of the contract shall be borne by the following on such terms and conditions, as the university may further think proper in public interest or revoke the contract, namely:-

- (i) Legal heirs in case of sole proprietor,
- (ii) The next partners in the case of company or firms, otherwise the Director shall reserve the right to settle the matter according to the circumstance of the case as he may think proper.

17. Arbitration :-

In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever shall be referred to the sole arbitration of the Vice-Chancellor, State University of Performing & Visual Arts, Rohtak whose decision thereon shall be final and binding on the parties thereto. The arbitration and conciliation Act, shall apply to arbitration proceedings.

18. Jurisdiction:-

The dispute if any shall be subject to the jurisdiction of courts at Rohtak. Any other jurisdiction mentioned in the quotation/ tender or invoices or any other document shall have no legal sanctity.

19. Safety of Works:-

The workers who handling pesticide should be in protective dress i.e. caps & body protection gloves, masks Eye protection etc. should be aware of all precautions & handling emergency situation provided by the service provider.

State University of Performing & Visual Arts, Rohtak

TECHNICAL BID

Name of Service/work : E-TENDER FOR PEST AND RODENT CONTROL

Sr.no	Particulars	Information to be provided by the bidders
1.	Name & Address of the Service provider (copy of proof unclosed at page No.)	
2.	Phone No/Fax/E-mail of the Agency	Landline No: _____ Mobile No: _____ Fax No: _____ E-mail: _____
3.	Name of the Authorized Representative	
4.	Details of the Authorized Representative (copy of address proof enclosed at page No _____)	(i) Address: (ii) Contact No(s) including landline No: (iii) E-mail id: (iv) Fax No : (v) PAN :
5.	Registration No. of the Firm/ Registration no. with Indian Pest Control Association (copy of the Registration Certificate with upto date renewal is enclosed at page No.)	
6.	Whether the Turn over of the bidder is atleast 25 Lakh per year for last three years.	
7.	A. Whether the Agency is Registered Partnership Firm or Company/ Society (copy of proof enclosed at page No.) B. Registered from (Name & Address of the department)	

8.	Permanent Account Number (PAN) of the Firm.(copy of proof enclosed at page No._____)	
9.	Service Tax Registration/ GST Number (copy of Registration Certificate enclosed at page No._____)	
10	E.P.F Registration Number (copy of Registration Certificate enclosed at page No._____)	
11	I.S.O. Certificate, if any (copy of Registration Certificate enclosed at page No._____)	
12	E.S.I. Registration Number (copy of Registration Certificate enclosed at page No._____)	
13	Welfare Fund Registration Number, if any (copy of Registration Certificate enclosed at page No._____)	
14	T.A.N (copy of proof enclosed at page No._____)	
15	Have you cleared all statutory obligations in the previous contract(s)	
16	Details of experience in the relevant field (copies of proof enclosed at page No._____)	
17	Period for which services being offered.	

18	Are you defaulter/back listed for not providing satisfactory service/defaulters of non-depositing EPF/ESI etc.	
19	List of legally permitted chemicals to be used by service provider for general pest and rodent control	
20	Any other information.	

Form 'A'**FINANCIAL INFORMATION**

1. Financial Turnover of the Agency for the past 3 years:

Financial	Turnover (in Rs.)		Profitability (in Rs.)		Page reference
	In figures	In words	In figures	In words	
2014-2015					
2015-2016					
2016—2017					

2. Also submit certified copy of the balance sheet by Chartered Accountant.

Form ' B'**Details of all Contract of Similar nature completed during Last 3 Years:**

S.No	Name of Contract/ and location	Owner /organization Department	Value of Contracts	Nos. of workmen deployed	Name & Address Telephone of officer to whom reference may be made	Page reference	Remarks
1	2	3	4	5	6	7	8

(SIGNATURE OF APPLICANT)

Form 'C'**Name of the Contract under Execution or Awarded**

S.No.	Name of Contract /and Location	Owner /organization Department	Area (Sqmtr)	Date of Commencement as per contract	Period of contract	Name & Address Telephone if officer to whom reference may be made	Remarks (indicate whether any show cause notice issued on account of the poor services, if any ?)	Page reference
1	2	3	4	5	6	7	8	9

Certified that above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

(SIGNATURE OF APPLICANT)

Form 'D'**Performance Report of works Referred in Form 'B' & 'C'**

(Furnish this information for each individual contract from the employer for whom the services was provided)

1. Name of the Contract & Location :
2. Agreement No, if any? :
3. Contract Value :
4. Performance report :
5. (a) Quality of services : Excellent /Very Good / Good
/Fair
- (b) Resourcefulness : Excellent /Very Good / Good
/Fair

Date

**Security Officer/
Incharge or Equivalent
(Seal of the Organization)**

Form 'E'
Structure of the Organization

Sr.no	Information to be supplied	Particulars	Page Nos.
1.	Name and address of bidding firm		
2.	Telephone No/Fax No./email address		
3.	<p>Legal status (Attach copies of original document defining the legal status.)</p> <p>The applicant is :</p> <p>a) An individual b) Proprietary Firm c) A Firm in partnership d) A Limited company or corporation</p>		
4.	<p>Particular of registration with various Govt. bodies (Attach attested photocopies)</p> <p>a) Registration Number b) Organization /place of registration c) Date of validity</p>		
5.	Name and title of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.		
6.	Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.)		
7.	Have you or your constituent partner (s) been debarred /black listed for tendering in any organization at any time? If so, give details.		
8.	Any other information considered necessary but not included above.		

Form 'F'

Details of technical & administrative personnel with the firm

S.no	Designation	Total Number	Number available for this contract	Name	Qualification	Professional experience and details of works carried out	In what capacity these would be involved in this work	PF No./ ESI No.

(SIGNATURE OF APPLICANT)

FINANCIAL BID

1.	Name of Applicant		
2.	Address and Phone No. of Applicant Firm		
3.	Contact Person Name Mobile no: E-Mail ID:		
4.	To provide services for General Pest and Rodent control		
	Sr. No.	Type of Service	Rates Offered
	1	To provide services for General Pest and Rodent control	Rs.....per month. Note: <u>No service charge shall be paid on EPF, ESI & Service Tax.</u>

Verification:

I solemnly declare and affirm that the above facts are true to the best of my knowledge and nothing has been concealed.

Date:

Signature with Seal of the Contractor

LIST OF ENCLOSURES

Sr.no	Type of Form	Enclosed Yes- Y/No-N Tick as applicable	Supporting Document(s) (please specify the page No.also)
1.	Form 'A' Financial information		
2.	Form 'B' Details of all works of similar contract executed during the last 03 years.		
3.	Form 'C' Works/Projects under execution /awarded		
4.	Form 'D' Performance Report of works referred in Form-B & C .		
5.	Form-'E' Structure of the organization and details of employees		
6.	Any additional information (If not included in Form-A to E)		

UNDERTAKING

- (I) I undertake that all the eligibility condition mentioned in the tender document are fulfilled .Further, all supporting document have been attached herewith.
- (II) I have gone through and fully understood the terms and conditions supplied in the tender form and Haryana State Govt. Govt.of India instruction issued from time to time and I hereby undertake to abide by all terms and conditions and also undertake to abide by the instructions to be issued by SUPVA from time to time for due discharge of Service Agreement .
- (III) It is declared that all the entries made in this form are correct. In case of detection of any false entry and incorrect information /document , the submitted tender may be rejected.
- (IV) It is understood and agreed that in case any deficiency /false Statement (s)/adverse finding (s) is/are discovered prior to or after allotment of the tender ,then University will reserves the right to terminate the contract and other necessary action as deemed fit may be taken as per law.

Signature with seal of Service Provider

Annexure A

AGREEMENT FOR APOINTMENT OF SECURITY SERVICES AT SUPVA, ROHTAK (SPECIMAN COPY)

Contract Agreement

No _____ Dated _____

An Agreement made this _____ day of _____ State University of Performing and Visual arts, Rohtak represented hereafter refereed as university on the part and _____ carrying on business at _____ under the name of _____ (hereinafter refereed as the agency which expression shall be deemed to include his/their respective Heirs, Executors, Administrators, Legal Representative, Successors and Assigns) on the other part for the purpose of _____ services at the rates and under the terms and conditions specified in the form its annexure.

Whereas the Agency has agrees with the University to perform all the operations set forth in the form and its annexure, which shall be treated as an integral part of this agreement, upon the terms and conditions governing contract annexed.

In consideration of the payment to be made by University, the Agency shall duly perform the said operations in the said form and its annexure set forth and shall execute the same with great promptness, care and diligence in a workman like manner to the satisfaction of university and will carry out the work in accordance with the terms and conditions of contractor with effect from _____ day of _____ up to _____ of _____ and will observe, fulfill and honor all the conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the same has been fully set forth therein) and University hereby agrees that if the Agency observe and honor the said terms and conditions of the contract, University will pay of cause to be paid to the Agency for the operations, on the completion thereof, the amount due in respect thereof at the rates borne by Agency. In witness whereof the said parties have hereunto set their hands the day year first above written.

Agency

Registrar
SUPVA, Sec-6, Rohtak

WITNESS
1. _____
2. _____

WITNESS
1. _____
2. _____

Annexure B

PERFORMANCE GURANTEE / SECURITY DEPOIST IN THE FORM OF BANK GURANTEE

1. In consideration of State University of Performing and Visual Arts, Rohtak (hereinafter called the University), having its heads office at State University of Performing and Visual Arts, Rohtak agreed to permit M/s _____ (hereinafter called the said Agency) to provide _____ services on its behalf as custodians of the University on the terms and conditions of the agreement for and on production of a Bank Guarantee for 10% of total Tentative cost. We _____ promise to pay to University, an amount not exceeding 10% of total Tentative cost against any loss or damages caused to or suffered by University, by reason of any failure of the Agency to provide security services in contravention of the terms and conditions in the said agreement.

2. We _____ Bank, do hereby undertake and promise to pay the amount due or payable under this guarantee without any demur, merely on a demand from the University, stating that the amount claimed is due by way of loss or damage caused to or would be caused of suffered by the University, by reason of any failure of the said Agency to perform the said operations safely without damaging the materials/goods. Any such demand made on the Bank shall be under this guarantee. However, our liability under guarantee shall be restricted to an amount not exceeding 10% Tentative cost.

- 3.1 we _____ Bank, further agree that the guarantee herein contained shall be taken for the performance of the said agreement and that it shall continue to be till all of the University, under off by virtue of the said agreement have been fully paid and its claim satisfied of discharge or guaranteed unless a demand or claim under this agreement is made on us in writing on or before three months after the date of completion of the contract, we shall be discharge from all liability under this guarantee thereafter.

- 3.2 Now withstanding anything to the contrary herein the liability of the Bank under this guarantee will remain in-force and effect until such time as this guarantee is discharge in writing by the university, or until the date of the expiry of the contract (whichever is earlier)and no claim shall be valid under this guarantee unless notice in writing thereof, is given by the University, within three months from the date of aforesaid agreement.

4. we _____ Bank, further agree with the university shall have the fullest liberty without our consent and without affecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said contract from time to time or postpone foe any time or from time to time any of the powers exercisable by the University, against the said Agency and forebear

of enforce any of the terms and conditions of the said agreement and we shall not be relived from our liability by reason of any such variation or extension being granted to the sad Agency or for any bearance act or commission on the part of University or any indulgence by the matter of thing whatsoever which under the law relating to sureties but for the said reservation would relive us from the liability.

5. This guarantee will not be revoked by any change in the constitution of the Bank or of the surety.
6. We _____ Bank lastly undertake not to this guarantee during this agency currency except with the previous consent of University in writing.

OFFICER'S SIGNATURE WITH BANK SEAL

DATE

