

Tender Reference No.: GGSIPU/GA/PestControl/2020-21/



**E-TENDER DOCUMENT
FOR
“ENGAGEMENT OF AGENCY TO PROVIDE PEST
CONTROL AND FUMIGATION OPERATION”
FOR**

O/o Guru Gobind Singh Indraprastha University
[A State University under Govt. of NCT of Delhi]
Sector -16C, Dwarka, New Delhi – 110078

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*Dy. Registrar (General Administration)
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GGSIPU, Sector 16C, Dwarka, New Delhi 110078
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NOTICE INVITING e-TENDER

On behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, e-tender is invited in Two-Bid system (Technical & Financial Bid) through e-procurement portal of GNCTD <https://govtprocurement.delhi.gov.in> from reputed and experienced firms to provide **Pest Control and Fumigation Operations** in Guru Gobind Singh Indraprastha University, Dwarka, New Delhi. The tender document can also be viewed on University website i.e. www.ipu.ac.in.

Name of Work	Pest Control and Fumigation Operations in Guru Gobind Singh Indraprastha University
Tender Number	GGSIPO/GA/2020-21/
Bid Validity days	120 days (From last date of opening of tender)
Period of the Contract	01 Years
Estimated Cost	Rs. 8,50,000/- (Rupees Eight Lac Fifty Thousand only)
Earnest Money Deposit (EMD)	Rs. 42,500/- (Rupees Forty Two Thousand Five Hundred only)
Tender publishing Date	31 st July, 2020
Pre-Bid Meeting	On 06/08/2020 At 12.00 Noon
Addendum will be communicated on or after January 29, 2020 if there are any corrections in the Tender Details after Pre-bid meeting	On or after 06/08/2020
Last date and time of online submission of (Technical & Financial Bid)	17/08/2020 1400 hrs.
Date and time of opening of Technical Bids-Online	17/08/2020 1530 hrs.
Date and time of opening of Commercial Bids – Online	Will be intimated after 17/08/2020
Performance Security	Rs. 85,000/- (Rupees Eighty Five Thousand only) 10% of the estimated cost.
No. of Covers (1/2/3/4)	02
Address for Communication	<i>Dy. Registrar (General Administration)</i> <i>Room No. 36, Ground Floor, Administrative Block,</i> <i>GGSIPO, Sector 16C, Dwarka, New Delhi 110078</i> <i>Contact Nos. 011-25302138-39</i> <i>Email: gabbranch@ipu.ac.in</i>
(No documents need to be submitted in hard copy other than EMD), as per details as given in the tender document.	

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INFORMATION & INSTRUCTIONS TO BIDDERS

1.0 Introduction

e-tender on behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, is invited in Two-Bid system (Qualifying/Technical & Financial Bid) through e-procurement portal of GNCTD <https://govtprocurement.delhi.gov.in> from reputed agencies for providing Pest Control and Fumigation Operations. The tender document can also be viewed on University website i.e. www.ipu.ac.in.

2.0 Scope of work:-

Pest Control and Fumigation Operations at University including General Pest Control, Rodent Control, reptiles, crawlers and Termite Control, as elaborated below:

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 without any cost.

University Campus is spread over 66 acres, which includes hostels, residential blocks, school blocks, academic/administrative blocks, Seminar Halls, Community Centre etc.. There is a need of an agency to do the pest/rodent control, fogging as well as termite control in the University in a scheduled manner.

The general scope of work has been prepared as under:

(A) General Pest Control:

It means eradication of Cockroaches, Mosquitoes, Flies, Lizards, Termite, bugs etc. through the use of permitted / approved 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 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 be 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 University building or force rats / rodents to move outside from buildings.
- e. 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:

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.

Pest control, mosquito control including winged pests, larva control and rodent control of the entire campus of the University in all covered and open area.

(D) Batting Control:

Weekly visit is recommended to control the bats and keep a constant visit on population and control should be

carried out by using related chemicals etc.

- (E) **Anti Larva operations** at stagnant water, pools, ponds, nallahs, terrace, open area which are identified as source of mosquitoes breeding in the inner area of University and outside the boundary wall.
- (F) **Bees Hives** (Chatta) removal by removing it from its position and shall be followed in that area to prevent re-formation of bee hives.
- (G) **Two experienced manpower** shall be available to execute the above work for 365 days.

3.0 **Definitions:-**

- 3.1 **GGSIPIU** means Guru Gobind Singh Indraprastha University, Delhi.
- 3.2 **University** means Guru Gobind Singh Indraprastha University, Delhi.
- 3.3 **Bidder/agency/firm/contractor** mean the individual, proprietary firm, partnership firm, limited company private or public or corporation.
- 3.4 **Authority** means the Registrar, GGSIPU or his nominee.
- 3.5 **“Year”** means “Financial year” unless stated otherwise.

4.0 **Who can apply:-**

- 4.1 The agency/firm should be registered with State Government / Central Government. A duly attested copy of such certificates has to be provided alongwith technical bid.
- 4.2 **Joint Ventures shall not be accepted.**
- 5.0 The **“Financial Bid”** must be uploaded on e-tender website i.e. www.govtprocurement.delhi.gov.in. Conditional tenders/bids shall be summarily rejected

6.0 **Earnest Money Deposit (Bid Security):-**

- 6.1 EMD shall be accepted with a minimum validity of 4 **months** in the form of DD or Bank Guarantee or Fixed Deposit Receipt (FDR) which shall be in favour of “Registrar, GGSIPU”, payable at Delhi. The EMD may also be deposited online for which the details are as follows :-

1	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2	Account No.	927860555
3	IFSC Code	IDIB000G082
4	Bank Name	Indian Bank
5	Micr Code	110019071
6	Accounts Type	SB (Saving)
7	CBS Code/Branch Code	02029
8	Branch Name & Address	GGSIPIU, Sector-16C, Dwarka, New Delhi -110078
9	Banker’s Phone No.	011-28035244

- 6.2 In the case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest.

7.0 Bid Submission & Technical Bid Evaluation Criteria: - Following documents forming part of Technical Bid must be uploaded on e-procurement website, No hard copies of technical bid are required other than the EMD which should only be submitted in the office by due date and time.

The “**Technical Eligibility Criteria**” prescribed as follows in respect of experience in similar class of works completed, Financial Turnover, Profitability and Valid Registration will first be scrutinized and bidder eligibility for the work will be determined. The agencies meeting the eligibility criteria as follows will be considered eligible in technical evaluation.

i.	The bidder should submit unconditional Letter of Transmittal	Annexure-1
ii.	Organizational Structure of the Agency / Firm	Annexure-2
iii.	The bidder should have Income Tax Registration (PAN card of firm/company/individual) & GST Registration Certificate.	Document of proof
iv.	The bidder should have minimum average annual financial turnover of Rs.15 Lacs (Rupees Fifteen Lacs Only) in providing Pest Control Services during the immediate last three (03) financial years ending March 2020. Financial turnover duly audited, signed & stamped balance sheet including Profit & Loss Accounts by a Chartered Accountant and counter signed by bidder to be submitted	Annexure-3 Annexure-4
v.	Should have minimum 5 years of experience of executing similar works experience	Document of proof
vi.	The bidder is eligible to submit the bid, provided he has definite proof from the appropriate authority/organisation, which shall be to the satisfaction of the Competent Authority, of having satisfactorily executed/completed similar works of magnitude in University/Reputed MNC's/Autonomous bodies/Local Bodies/Govt. Establishment. Agency should have satisfactorily executed /completed three similar works each costing not less than Rs.5 lacs Or two similar works costing not less than Rs.7.5 lacs Or one similar work costing not less than Rs.9.5 lacs during the last five years ending March 2020 Similar work shall mean work of providing/provided pest control services a) List of Jobs undertaken with details and value meeting the above conditions. b) Copies of work orders issued by customers. Details of three running contracts in the field of Pest Control with period/year, Name of the client with the address and contact number and contract value	Annexure-5 Annexure-6
vii.	The bidder should have not been blacklisted/debarred by any of University/Reputed MNC's/Autonomous bodies/Local Bodies/Govt. Establishment in last 2 years .	Annexure-7
viii.	An undertaking on the Letter Head of the agency should be attached that Employees & workers with no criminal/immoral back ground shall be provided to the University	Undertaking
ix.	Self attested copy of EMD/ bid security in the form of Bank Guarantee/F.D.R. of Rs _____/- (Rs. _____ Only) should be attached and uploaded. The Original to be submitted before the last date and time as specified above.	Attach copy
x.	A duly self attested document either of valid (Rent agreement/latest Telephone Bill/latest Electricity Bill etc in the name of bidder) providing the detail of having bidders office / sub-office in Delhi	Document of proof
xi.	If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should	Document of proof

	also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.	
xii.	Duly signed tender document along with all corrigendum, addendum issued in respect of tender document, if any, should also be submitted as part of technical bid. Each page of the Annexures, attachments, copies of testimonials etc attached with the Tender Document must be signed by the authorized signatory of the bidder	Document of proof
xiii.	The bidder should have a valid license from licensing department (Insecticides), Govt. Of NCT of Delhi for the stock and use of permissible insecticides for commercial pest control & Fumigation operation (Enclose copies of necessary certificates /Licenses duly attested and authenticated, as proof). License for commercial pest control (Form - VI-C)	Document of proof
xiv.	Certificate of registration from Indian Pest Control Association(IPCA) Registration No./Membership Certificate	Document of proof
xv.	Registration of Chemicals by Central Insecticide Board (CIB)	
xvi.	Self-attested copy of valid Provident Fund Registration number; Self-attested copy of valid ESI Registration Number; Self-attested copy of valid License and Number under Contract Labor Act and under any other Acts/Rules;	Document of proof
xvii.	License from Plant Protection Office for carrying out pest control works and dealing in pesticides and insecticides (as Domestic license) (Form-VIII)	
xviii.	The bidder should have a valid ISO 9001:2015 certificate to confirm the quality manage System Standard for providing Pest Control Services	

Special Terms and conditions of the contract shall be as under

1. Any pesticide / Insecticide chemical should not be issued by any un-authorized person in contract. The contractor will be responsible for any type of accident because of this reason.
2. Contractor's staff should be careful while spraying pesticide / Insecticide in kitchen, Canteen, Mess etc. for avoiding any mixing in foods etc.
3. All employees of contractor must be trained and well aware of the effects of these Pesticide / Insecticide at the time of using / handling / storing. Anti-dot of each chemical must be kept ready with contractor / authorized person for emergency use of un-expired date.
4. The contractor shall take necessary precautions for the safety of his workmen and he should follow all safety rules / guidelines required in connection with execution of such type of works. The contractor must provide hand gloves / face masks / safety goggles etc. to all his employees. The contractor must provide soap etc. for hand washing after use of these chemicals.
5. The contractor shall take proper care to avoid any damage to University property. If any damage does take place, the contractor will be fully responsible for the same and the loss so caused shall be recovered from the Agency. The decision of the Competent Authority of the

University in such case shall be final and binding on contractor.

6. The storage handling and disposal of chemical and its empty containers should be in an environment friendly and safe manner as specified by manufacturer or appropriate legal / regulatory authority. No Empty container shall be returned back to contractor.
7. The contractor shall make his own arrangement for his residing the supervisor near by the campus for execution / interest of work. If available the University can provide the accommodation at commercial rent (electric charge and water charge extra) as per rule.
8. All employees should be engaged after approval of the General Administration Branch. No minor worker will be allowed to work / recruited.
9. In case of any accident the 100% responsibilities lies with contractor.
10. The contractor's staff should be well mannered and of good behaviour with our township residents and University office staff. If any complaint is lodged with University official, the contractor shall be bound to replace the employee.
11. Contractor will have to ensure that the work places are entirely cleaned after completion of work.
12. In case if the contractor fails to arrange the work as per the requirement, the University will deduct the expenses to make alternate arrangement for the same.
13. The contractor must submit his valid licence issued by Government Authority, for handling, using & storing of poisonous / pesticides / insecticides materials. The contractor shall follow all relevant legislation / regulations etc including the legislation on the hazardous chemicals applicable to this work. The contractor shall provide "material safety data sheet" (MSDS) of all the hazardous chemicals insecticide / pesticide before the same is brought to University. the MSDS shall be deposited with the GA Branch. The successful bidder will be responsible for compliance to the Insecticides Act 1968 and Insecticides Rules 1971 use of banned insecticides will not be permitted. In case such insecticides are used action will be taken as per law and it will be treated as breach of contract. The contractor will have to depute a representative who shall (in the absence of the contractor) report to the department on all working days and liaison with the supervisor / in charge for the works to be undertaken.
14. All materials brought at site should be of the brand & quality confirming strictly to appropriate legal / regulatory / government authority / our specifications. All materials should be got verified / approved by the Supervisor / Incharge for the work before application.
15. The contractor shall undertake the work strictly as per the offer under the supervision of the Supervisor of University / Incharge.
16. The mixing / dilution of the insecticide / pesticide shall be done in presence of experienced Authorised person of the Agency. The dilution chemical is liable to be rejected in case dilution is not done in the presence of Supervisor / Incharge of the University.
17. The chemical brought to the University shall be stored in the storeroom for this purpose located in University premises under the supervision of Incharge.
18. The contractor shall be 100% responsible to settle / contest / defend any legal / police case arising due to effects / bad effects of misuse / accident of the insecticide/ Pesticide.

Special Conditions of Contract

- 21 The payment shall be made on the basis of measurement as per unit given in schedule and as per the rates of Financial Bids as quoted by the Contractor. The contractor or his supervisor / authorized person should maintain a register and entry the work / measurement

- immediately and get it verified daily / after the work by University supervisor.
- 22 The contractor should be capable to arrange required Tools, Plants & Machinery.
 - 23 The contractor should be capable to arrange technical and skilled manpower.
 - 24 Contractors are advised to inspect the site and understand the scope of work well before quoting their rates.
 - 25 Monthly bill shall be prepared in accordance with the rates as mentioned in the Financial Bid of the Tender and as approved by the University the based on satisfactory report obtained from the various department / schools for the work. In addition to the same a certificate issued by the Sanitation Incharge that the entire work as stipulated in the tender specifications has been completed in all respect to the entire satisfaction of University. The Contractor shall give unqualified 'No claim' and 'no demand' certificate.
 - 26 The contractor shall have to make his own storage sheds for materials to be issued by University. If deemed necessary by Supervisor / Incharge, the contractor shall make separate store for material with double lock system on the space provided by the University.
 - 27 Electric power for the legitimate use in the work shall be provided free of cost.
 - 28 Necessary quality checks for Mosquito & general Pest control materials shall be conducted. The cost for these tests shall be borne by the contractor.
 - 29 The actual quantity will be calculated as per work given. The quantity may vary as per requirement. The contract may be awarded on overall lowest basis only.
 - 30 University reserves the right to suspend performance of any or all of its obligation under the contract . Such notice shall specify the obligation of which performance is to be suspended, the effective date of the suspension and the reasons therefore. The contractor shall thereupon suspend performance of such obligations until ordered in writing to resume such performance by the same authority that ordered for suspension.

8.0 Terms & Conditions

1.	<p>Pre-Bid Meeting</p> <ol style="list-style-type: none"> i. There shall be pre-bid meeting, which is proposed to be held in the Seminar Hall, Administration Block, Sector 16C, Dwarka, Delhi-110078, at 12.00 noon on 06/08/2020 for intending applicants in which any of their doubts in writing shall be clarified beside discussion or any other related issue proposed by the prospective bidders in writing. ii. Decision of the Committee after pre-bid meeting will be uploaded on the E-portal site. No representation shall be entertained after the pre-bid meeting.
2.	<p>Opening of Financial Bid, Evaluation & Selection Criteria</p> <ol style="list-style-type: none"> i. The bids shall be opened online. The financial bids of only those bidders who qualify the initial eligibility criteria as (Technical Bid) will be opened. The date, time and place of opening of financial bid shall be notified thereafter on e-tender website i.e., www.govtprocurement.delhi.gov.in. ii. After the Technical Evaluation of the Bids, the University will open the 'Financial Bids' of the bidders who have qualified in the Technical Eligibility Criteria as per Clause 7
3.	<p>Financial Bid</p> <ol style="list-style-type: none"> i. The bidder shall quote unit item rates in Indian rupees (INR), both in words and figures in each part of the financial bid only which shall be submitted online. All payment shall be made

	<p>in Indian Rupees</p> <p>ii. No alterations in the form of tender, in the schedule of quantities or additions etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct.</p> <p>iii. No changes in unit rates shall be allowed.</p>
4.	<p>General Conditions about the tender</p> <p>i. All information called for in the enclosed forms should be furnished against the relevant places in the forms. Even if no information is to be provided in a column, a “nil” or “no such case” entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as “not applicable”. The bidders are cautioned that supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.</p> <p>ii. The bid document should be legibly written. The bidder should sign each page of the bid.</p> <p>iii. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered.</p> <p>iv. References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization.</p> <p>v. The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.</p> <p>vi. Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU.</p> <p>vii. The contractor shall indemnify the University against all other damages/charges for which the University may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The University shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.</p> <p>viii. University will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the University recognizes no employer-employee relationship between the University and the personnel deployed by the contractor.</p> <p>ix. Person who is in Government service or an employee of this University should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.</p> <p>x. The successful bidder shall furnish a list of University employees related to him, if any, if the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-</p>

	<p>bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the successful bidder.</p> <p>xi. Without prejudice to any of the rights or remedies under this contract if the successful bidder dies, the University shall have the option of terminating the contract without compensation to the legal heir of the successful bidder.</p> <p>xii. University will have right to add, delete, modify any clause of the tender before award of the work.</p> <p>xiii. University reserves the right to reject any tender including of those tender which fails to comply with the instructions without assigning any reason whatsoever & does not bind itself to accept the lowest or any specific tender.</p> <p>xiv. If the bidder is an individual, the application shall be signed by him above his full type written name and current address.</p> <p>xv. If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.</p> <p>xvi. If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.</p> <p>xvii. If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.</p>
5.	<p>BID VALIDITY</p> <p>i. All the Bids must be valid for a period of 120 days from the last date of submission of the tender for execution of Contract. However, the quoted rates should be valid for the initial/ extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original Contract period.</p> <p>ii. A bid valid for a shorter period shall be declared as non-responsive</p> <p>iii. In exceptional circumstances, prior to expiry of the original time limit, the University may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 120 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.</p>
6.	<p>Termination of Contract & Arbitration</p> <p>i. If the contractor fails to fulfil his obligations of the contract at any time during the contract period and/or on persistent complaints of users, related to works and/ or services, University shall have the power to terminate the contract and in that case the Performance Security deposited by the contractor shall be forfeited and/or the right to debar the vendor for a period of five (5) years to participate in any tender of the University. The decision of Hon'ble Vice Chancellor, Guru Gobind Singh Indraprastha University in this regards would be final and binding.</p>

- ii. In the case of dispute or differences arising out of or in a way concerning the agreement shall be referred to the Arbitration by sole Arbitrator as per the provision of Arbitration & Conciliation Act, 1996. The Arbitrator shall be nominated by Hon' able Vice Chancellor, Guru Gobind Singh Indraprastha University, Delhi. The award of the arbitrator shall be final and binding on the parties.
- iii. In case of any accident or theft etc. all the claims arising out of it will be met by the agency and University shall not be responsible for any claim.
- iv. The successful contractor shall not engage any sub-contractor or transfer the contract to any other person/firm/agency in any manner. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- v. Any dispute shall be subject to the Delhi jurisdiction.
- vi. The University reserves the right to reject any or all the tenders without assigning any reason thereof.
- vii. The University reserves the right to cancel the contract at any time without assigning any reasons, whatsoever.

7. **Performance Security**

The Performance Security of 10% of the estimated cost of 12 **months** from the award of work. The Performance Security shall be accepted in the following form and shall be in favour of "Registrar, GGSIPU", payable at Delhi with a validity of 18 **months** as under :-

- i. Fixed deposit receipt (FDR) of a nationalized OR
 - ii. Bank Guarantee (As per Annexure-G). However, if the contract of the selected bidder is extended further, the selected bidder shall be required to extend the period of FDR/Bank Guarantee for a period of three **months** over and above the period of extension (s).
- a. In case of non submission of Performance Security along with the Agreement within specified time, the earnest money will be forfeited and the successful bidder will be debarred/blacklisted.
 - b. The Security Deposit can be forfeited wholly or partially, by order of the competent authority in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non- acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by University sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit on the account of firm's bill has been received and examined.
 - c. In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the successful bidder to the University as part of the Performance security and the Bank is unable to make payment against the said instrument, the loss caused thereby shall fall on the successful bidder and the successful bidder shall forthwith on demand furnish additional security to the University to make good the deficit.
 - d. Any loss to the University due to the negligence/lapse on the part of the agency/firm shall be

	borne by the agency/firm. Alternatively, the amount of loss will be deducted from the amount payable to the agency.
8.	<p>Right of Acceptance of Work</p> <ul style="list-style-type: none"> i. University will have right to add, delete, modify / amend any clause of the tender before award of the work. ii. University reserves the right to reject any tender including of those tender which fails to comply with the instructions without assigning any reason whatsoever & does not bind itself to accept the lowest or any specific tender.
9.	<p>Agreement & Validity of Rates:-</p> <ul style="list-style-type: none"> i. The bidder will have to enter into regular agreement “Annexure-I” on the receipt of acceptance of the tender and shall abide by the same for 1 Year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than 01 Year at a time (up to a maximum of 03 years) on review of performance, depending upon the requirement and administrative convenience of the University. ii. During the period of contract including the period of extensions, if any, the rates will not be revised on any pretext and Performance Security also be extended accordingly. The prospective contractor may quote the rates accordingly taking into consideration of this aspect. iii. The successful bidder will have to sign an agreement on a non judicial stamp paper of Rs.100/- and submit the Performance Security at the rate of 10% of the tendered /contract value within 07 days of the award of Contract. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder. iv. Income tax, GST, TDS and any other tax at the rates in force during the period of contract that will be in force from time to time shall be recovered / deducted from the released payment amount. v. Taxes payable as per rules i.e. GST, State Taxes to the agency will be paid by the University separately.
10.	<p>Payment</p> <ul style="list-style-type: none"> i. No advance will be made. ii. Payment will be released after submission of bills along with duly signed Satisfactory reports & other relevant documents, which fulfilled approved rates, term & conditions within 60 days. However, no interest/penalty would be paid by University in case of delay in payment due to official reason. iii. The bills in triplicate should be made date-wise by the contractor and submitted to the Registrar, GGSJ University iv. The University will deduct Income Tax at source as per provision of Income Tax Act from the contractor at the prevailing rates. PAN No. and GST No. should be quoted on the body of the bills.

	v. No overwriting in the bill & report is acceptable, if any change, the counter signature of the user is to be recorded.
11.	<p>Penalties</p> <p>The vendor engaged for work shall be liable to pay the following penalties in case of deficiencies of service.</p> <p>The penalty @1% per week or part thereof subject to maximum 10% of the delivery price will be deducted from the balance payment, if supply, installation, testing, commissioning & Configuring is not completed within permitted period.</p>
12.	<p>Force majeure</p> <p>The right of the contractor to proceed with the work shall not be terminated because of any delay in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including but not limited to acts of God, or of the public enemy, restraints of a sovereign state, floods, unusual severe weather conditions.</p>

LETTER OF TRANSMITTAL

Date:

To
The Registrar
GGS IP University
Sector 16C, Dwarka,
New Delhi -110078

Tender no. : _____ **Dated** _____

Sub: Submission of Tender Document for “Engagement of Agency _____”.

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant true & correct information:-

1. I/we hereby certify that all the statements made and information supplied in the enclosed Annexure /Forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we also authorized the GGSIPU to approach individual, employers, firms, and corporation to verify our competence and general reputation.
4. I/we have read and examined the NIT, all terms & conditions are acceptable to me as mentioned in the tender document.
5. Having read the terms and conditions of the above-mentioned tender and services to be provided.
6. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc. and agreement will be binding on us.
7. If our Bid is accepted, we will obtain the bank guarantees from a Scheduled Bank for a sum as mentioned in this tender document for due performance of the contract.
8. We agree to abide by this bid for a period of 75 days from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
9. Until an agreement is signed and executed, this bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
10. Bid submitted by us are properly sealed and prepared so as to prevent any subsequent alteration and/or replacement.
11. We understand that you are not bound to accept the lowest or any bid, you may receive.
12. GGSIP University reserve the right to cancel the tender without assigning any reason.
13. GGSIP University reserves the right to reject any or all tenders without assigning any reasons whatsoever.

Place

Name & Signature(s) of Bidder(s) with seal of the Firm

Date

Name of Bidder(s) _____

ORGANISATIONAL STRUCTURE OF THE BIDDER

1. Name & Address of the Vendor(s)*:
(Attach photograph)
2. Telephone No. /Fax No. / E-mail :
3. Legal status of the Bidder (attach attested copies
of original document defining the legal status)
 - a) An Individual
 - b) A Proprietary firm
 - c) A Firm in Partnership
 - d) A Limited Company or Corporation
 - e) A Public Sector Undertaking
4. Particulars of registration with various Government Bodies (Attach attested Photocopy)
Organization /Place of registration Registration No.....
5. PAN Card No. _____ GST No _____
6. Names and Titles of Directors &Officers with Designation
to be concerned with this work. :
7. Name & Designation of individuals authorized to act for the organization:
(Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory)
8. Has the Vendor/ Contractor/Agency ever abandoned the awarded :
Work before its completion in the last three (3) years from the last
date of bidding ? If so, give name of the work and reasons for abandonment.
9. Has the Vendor/ Contractor/Agency, or any constituent partner in
case of Partnership firm, ever abandoned the awarded work before
its completion in the last three (3) years from the last date of bidding?
If so, give name of the project and reasons for abandonment. :
10. Has the Vendor/ Contractor/Agency ever been debarred/ blacklisted
For tendering in any organization in the last three (3) years from the
last date of bidding ? at any time? If so, give details. :
11. Has the Vendor/ Contractor/Agency ever been convicted by a Court
of Law in the last three (3) years from the last date of bidding ? If so,
give details. :
12. Any other information considered necessary but not included above. :

* In case of Individual/Proprietary firm, the photograph should be of the individual/proprietor. While in case of others,
All partners' photographs or the photograph of the authorised person be pasted above.

I/We the undersigned being contractor as mentioned above, hereby apply to the University for providing _____ Services as described above in accordance with the terms & conditions of the Tender. I/We have read and understood the terms & conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the Tender & N.I.T. are also signed and being submitted with the tender form. **I/We hereby declare that the information furnished above is true and correct.**

Place

Name & Signature(s) of Bidder(s) with seal of the Firm

Date

Name of Bidder(s) _____

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To

The RegistrarGGS IP University
Sector 16C, Dwarka,
New Delhi -110078

Sub: Authorization for release of payment / dues from Indian Institute of Technology Jammu through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City _____ Pin Code _____

E-Mail ID _____ Mob No: _____ Permanent Account Number _____

3. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Indian Institute of Technology Jammu responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____ Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

FINANCIAL TURNOVER INFORMATION

- 1) Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be uploaded)

Item	2014-15	2015-16	2016-17	2017-18	2018-19
Gross Annual turnover on works(with paper proof) (In Lakhs)					
Profit/Loss(In Lakhs)					

- 2) Proposed financial arrangements for carrying out the proposed work.

Note: Attach certified copies of Balance Sheet of all years (2014-2019) audited, signed & stamped by Chartered Accountant.

Signature of Chartered Accountant with Seal

Place

Name & Signature(s) of Bidder(s) with seal of the Firm

Date _____
Bidder(s) _____

**DETAILS OF ALL WORKS OF SIMILAR NATURE EXECUTED COMPLETED DURING
THE LAST FIVE YEARS ENDING LAST DAY OF THE MONTHS OF MARCH 2019**

S. No .	Name of Work and Location	Owner of organization	Value in Lacs of rupees	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Name and address/ telephone number of officer to whom reference may be made	Remarks (whether services rendered was satisfactory or not)
1	2	3	4	5	6	7	9	10

- i. "Value" shall mean gross value of the completed work. This should be certified by an officer of the client organization on their letter-head.
- ii. Work completion certificate shall be attached.

* Indicate gross amount claimed and amount awarded in the Litigation/ arbitration.

Signature of Bidder(s) with Seal

ANNEXURE- 6

List of University/Reputed MNC's/Autonomous bodies/Local Bodies/Govt. Establishment for whom the Bidder has undertaken such work

List of University/Reputed MNC's/Autonomous bodies/Local Bodies/Govt. Establishment for whom the Bidder has undertaken such work during last three years (must be supported with work orders)		
Name of the organization	Name of Contact Person	Contact No. & e-mail

Place.....
Date.....

Name & Signature(s) of Bidder(s) with seal of the Firm
Name of Bidder(s)_____

DECLARATION FOR FAIR BUSINESS BY THE VENDOR

(Affidavit on Non-Judicial Stamp Paper of Rs.100/- duly attested by Notary/Magistrate)

I/We _____ S/o Sh _____ Resident of (Address) _____ do solemnly pledge and affirm:

That I/We certifying that I/We, M/s _____ in submission of this offer confirm that:-

- i) I/We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) I/We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Our business has not been banned by any Govt. Organization/PSUs/Institutions/Schools/Universities in the last three years up to the submission date of bidding.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the bid by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understand that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be forfeited and we shall be liable for blacklisting, banning or forfeited, cancellation, penalty as deemed fit by the University.
- vii) That no criminal case has been registered against I/we in last three years on the date of bid submission.
- viii) We have not been blacklisted/debarred by any of the Government/Public Sector Agency in last three years.
- ix) None of our relative is working in the University.
- x) I/We undertake to provide Manpower without any criminal/immoral background.
- xi) I/We will fulfill all the Terms and Conditions of the tender and undertake to provide services as per Terms and Conditions including the contract entered with the University.

**Place
Firm
Date**

Name & Signature(s) of Bidder(s) with seal of the

Name of Bidder(s)_____

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY
(Refer Clause 6 of the NIT)
(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (hereinafter called the “Bank”) of the one part and _____ (Guru Gobind Singh Indraprastha University, Delhi) (hereinafter called the “Department”) of the other part.

2. WHEREAS _____ (Guru Gobind Singh Indraprastha University, Delhi) has awarded the contract for providing **Services** for Rs. _____ (Rupees in figures and words) (hereinafter called the “contract”) to M/s _____ (Name of the contractor) (hereinafter called the “contractor”).

3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. _____ (Amount in figures and words).

4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Guru Gobind Singh Indraprastha University the full amount of Rs. _____ (Amount in figures and words) as stated above.

5. After the Contractor has signed the aforementioned contract with the Guru Gobind Singh Indraprastha University, the Bank is engaged to pay the Guru Gobind Singh Indraprastha University, any amount up to and inclusive of the aforementioned full amount upon written order from the Guru Gobind Singh Indraprastha University to indemnify the Guru Gobind Singh Indraprastha University for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Guru Gobind Singh Indraprastha University immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Guru Gobind Singh Indraprastha University any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of 18 **months** from the date of signing. (The initial period for which Guarantee will be valid must be for at least six **months** longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the Guru Gobind Singh Indraprastha University agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Guru Gobind Singh Indraprastha University and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.

9. The neglect or forbearance of the Guru Gobind Singh Indraprastha University in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Guru Gobind Singh Indraprastha University for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions "the Department", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Months) _____ (year) being herewith duly authorized.

For and on behalf of the _____ Bank.

Signature of authorized Bank official

Name _____

Designation _____

I.D. No. _____

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness-1.

Signature _____

Name _____

Address _____

Witness-2.

Signature _____

Name _____

Address _____

FINANCIAL BID

Financial Bid
For Pest Control at DGCA offices as mentioned in preface

1. Name of Bidder
2. Address & Contact No. of the bidder:
3. Amount quoted for providing Pest Control Services GGS IP University

S. No.	Nature of Services	Frequency of services	Total Amount
1.	Integrated pest control and fumigation operations to be taken care of at your end shall be such that entire University Campus shall be free from Rodents, Bats, Reptiles, Crawlers, Bee Hives, Anti Larva Activity, Cockroaches, bedbugs, Spider, Ants-Red / Black, House Flies, Rats, Mice, Bandicoots, Mosquitoes, etc. Details of material techniques to be used with frequency details of using each chemical.	Daily basis for all 365 days of the year	(Rates Annually)
2.	Termite Control for entire building with five year warranty. Details of material techniques to be used with frequency details of using each chemical.	On requirement Basis	(Rates per Sq. Ft.)

Note : L1 shall be decided on the basis of total of S. No. 1 & 2.

The above quoted rates are irrevocable and quoted by us with full awareness and without any pressure. I understand that these rates, if accepted by the university will be acceptable to me and services will be provided by us for the entire duration of contract at these quoted rates.

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

Date:

Place:

Signature of the authorized Person of the concern

Name , Designation, Company Seal

AGREEMENT

The agreement is made on this _____ day of (**months**)_____ (year) between the Registrar, GGSIP University (herein after called the purchase) acting through its authorized officials _____ (respective GGSIPU) and _____ (Herein after called the contractor), whose address is _____.

The contractor shall provide **services** on the terms and conditions contained and the rates as mentioned. Now, these present witnesses as and hereby agreed and declare by and between the parties these present as followings.

The transporter/contractor/firm/agency shall during the period of contract that is to say from date of execution of agreement to _____ or until this contract is determined by such notice as herein after mentioned will provide services

- i) The contractor shall comply with all the terms and conditions of the tender document no. - _____ dated _____ which are part and parcel of this agreement and forms integral part of this agreement and also the following.
- ii) **The authorised officers of GGSIP University shall place orders for their requirements on the official order form and will receive acknowledgement from the contractor for supply of services.** It is anticipated that the contractor will supply services to these authorities on regular basis until such time the contract is valid and the parties in agreement are satisfied with the performance of the contract.
- iii) If the contractor fails to provide the services to GGSIP University and if the service is not found satisfactory enough, the GGSIP University shall have the right to terminate the contract in whole or part.
- iv) In case of any accident resulting in loss or damage to property or life, the sole responsibility for any legal or financial implication would vest with the contractor. GGSIP University shall have no liability whatsoever.
- v) The tender **document no.**_____ Which is annexed to this agreement is an integral part of this agreement.
- vi) For any legal dispute claims that may arise during the currency of the agreement in respect of services provided by contractor. GGSIP University will not be liable for any loss, damage, etc. suffered / to be suffered by the contractor or third party, as the case may be, and the contractor shall bear the sole liability arising out of such disputes.
- vii) If any reason GGSIP University is dissatisfied in any way with the standard of the services or felt deficiency in service during the Tender period, it will be reported to the contractor on writing by the GGSIP University. The contractor without raising any dispute on such assessment by the GGSIP University regarding the standard of the services provided or quality of service rendered by them, may immediately replace it with another vendor on receipt of such complaint.
- viii) In the event of any question, dispute or differences arising under the agreement or in connection there with (Except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration GGSIP University. The agreement to appoint an arbitrator will be in accordance with the Arbitrator and Conciliation Act 1996.
- ix) All disputes are subjected to the jurisdiction of the court at Delhi Only.

In witness whereof the parties present have here into set their respective hands and seals the day. Year
in _____

Above written:

(_____)

Signature on Behalf of GGSIP University

Name:
Designation:
Seal:

(_____)

Signature on Behalf of Contractor

Name:
Designation:
Seal:

Agreement signed in the presence of

Witness 1:

Signature:

Name:

Witness 2:

Signature:

Name: