

UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED

Name of the Bid: Bids for Providing Pest Control Services at Office premises at CBD Belapur and its Branch Offices .

General Information

UTI Infrastructure Technology And Services Limited (UTIITSL) advertises regarding tenders/ invitation to bids/ invitation of Expression of Interest and other information on the website regularly. We request you to visit the website www.utiitsl.com daily for updates and download the details and respond to the tenders on a regular basis.

The Tender documents can be downloaded free of cost from the website www.utiitsl.com.

Any information to the bidders on these tenders/ invitation to bids/ invitation of expression of interest and any other information will be uploaded on this website only.

Similarly, any corrigendum's or extension of dates or change in specifications or any other information will be uploaded for the information of the public on this website only. No individual letters / emails are sent regarding this.

The tender document consists of 3 parts:

I) General Conditions

II) Special Conditions

III) Bid Form

Signature of the Bidder

PART - I

General Conditions

1. Name of the Bid: Bid for providing Pest Control Services at office premises at CBD, Belapur and its Branch Offices.

2. Important Dates :

Last Date of receipt of sealed tender bids: The last date of receipt of sealed tender bids is upto **3:00 pm on 21st April, 2015**. After this time, no bids will be accepted.

Date of opening of the tender bids: The tenders will be opened on the same day (i.e. the last date of the receipt of the tenders) at 3:30 pm at the venue where the tenders are received. All the bidders are invited for the tender opening. In case, if due to a holiday or an emergency or due to some extra ordinary reasons, if the tenders remain unopened on this date, then, the tenders would be opened on the next working day at the same time and at the same venue.

2A. **Prebid Meetings / Queries :** There is a Pre-bid Meeting on 8th April, 2015 at 11.00 am for this tender at UTIITSL, Plot 3, Sector 11, CBD Belapur, Navi Mumbai.

1. **Name and Address for the submission of the bids:** The bids should be addressed to "Assistant Vice President (Admin), UTI Infrastructure Technology And Services Ltd, Plot 3, Sector 11, CBD Belapur, Navi Mumbai 400614" and deposited in the specified Tender Box at this address by the due date and time.

2. **Superscription:** The envelope containing the tender must be superscribed as "**Bid for providing Pest Control Services at office premises at CBD, Belapur and its Branch Offices.**"

If the tender is not superscribed then there are chances of accidental opening and for liable rejection of the tender, therefore it is advised that the tender be superscribed as above and deposited in the tender box kept for the purpose at the address given.

3. **Earnest Money Deposit (EMD):** The tender should be accompanied by a Demand Draft / Pay Order as Earnest Money Deposit (non-interest bearing) of Rs.5,000/- (Rupees Five Thousand Only)

The Earnest Money Deposit should be paid by way of Demand Draft/

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Pay Order in favour of “UTI Infrastructure Technology And Services Ltd, Mumbai” payable in Mumbai / Navi Mumbai.

For unsuccessful bidders, the same instrument may be returned without encashing. However, the EMD of successful bidder will be returned on the receipt of a Bank Guarantee as specified by UTIITSL either through the same instrument or through the cheque issued in their favour by UTIITSL.

If the EMD in the form of DD / Pay Order is to be placed in a specified envelope, and if the EMD is enclosed in the envelope other than the specified envelope or enclosed along with Price Bid, the bid will be considered valid only if the requisite amount of EMD is found in the form of Demand Draft / Pay Order.

If the EMD is not enclosed then UTIITSL reserves the right to reject the bid.

The EMD may be forfeited if the bidder fails to honour the terms and conditions of work order placed on the basis of the tenders or does not start the work or does not supply the goods or does not render the services, or fails to provide the requisite Bank Guarantee or fails to enter into an agreement, as the case may be, which in the opinion of UTIITSL may delay or adversely affect the contract.

4. **Tender Fee:** A non refundable tender fee of Rs.500/- (Rupees Five hundred only) should be paid by way of Demand Draft / Pay order in favour of “UTI Infrastructure Technology and Services Ltd” payable at Mumbai.

This tender fee should be in separate cover superscribed as “Tender Fee”.

5. **Bank Guarantee:** For successful bidder/s a Bank guarantee of appropriate amount as decided by UTIITSL will have to be given by the bidder at the time and date specified by UTIITSL. The EMD would be returned thereafter.
6. **Validity of the bids:** Generally, the bids will be valid for a period of ninety days (90 days) from the date of opening of the financial bid for acceptance, subject to increase in the validity of rates by mutual consent. However, in case of rate contract, the rates will be valid for a period of minimum two year, extendable by mutual consent for one more year. The agreement which would be entered into with the bidder / vendor or the work order which would be issued to the bidder / vendor would define the validity of the rates more specifically and that would be overriding this clause.

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In case of rate contract, the Purchase Order will be issued as and when the requirement arises.

7. **Authorized Signatory:** The bid can be forwarded by bidder or bidder's representative. Representative will have to enclose the Letter of Authority/ the Power of Attorney along with this offer or when demanded by UTI ITSL, otherwise the offer is liable to be considered null and void at any stage as per the decision of UTI ITSL.
8. **Conditions for tenders sent by post/courier:** The tenders may also be sent by post/courier to reach before the scheduled date and time as indicated above. The following are essential conditions to be followed for the tender sent by post, failing which the tender may not be opened and not considered or may be treated invalid:
 - A. Tender should be preferably sent by Speed Post or Registered Post if it is not possible to deposit the tender in the specified Tender Box.
 - B. Tender should be sent only to the address as given above in the name of the person / designation specified.
 - C. Acknowledgement will be given to Department of Post only for tender sent by Speed Post and Registered Post.
 - D. Tender should be superscribed as advised above. The tenderer has to necessarily superscribe the envelope, failing which the tender may not be considered and may remain unopened, or be opened with some other tender or may be accidentally opened before due date rendering it to be treated invalid as per the discretion of UTI ITSL.
 - E. UTI ITSL takes no responsibility for any tender not reaching in time.
 - F. UTI ITSL takes no responsibility for tender not reaching at all.
 - G. UTI ITSL takes no responsibility for tenders received in torn, opened or mutilated conditions. Such tenders may not be accepted at all and are liable for rejection.
 - H. In case of tenders sent by post or any other mode, if it reaches the address given for submission, duly superscribed, then the role of UTI ITSL is limited and restricted to put it in the appropriate tender box if the aforesaid tenders are received in time as stipulated in the conditions laid out.
 - I. It is, therefore, advised that prospective bidders should deposit the tender directly in the tender box to avoid any delay in submission of

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the tender or to avoid any tearing / accidental opening during sending by post. Tenders, which are not superscribed or which are not addressed properly, are liable to be not considered.

9. **Taxes, Cess, Duty, VAT, Excise, Sales Tax, WCT, Service Tax and other taxes:** The bid should be inclusive of all the applicable taxes, Cess and any other outgoing payable to any authority. The rates should be inclusive of any other present or future outgo (for the period of contract) by whatever name called. The Service Tax, GST, if applicable now, or if made applicable in future, would be on account of the bidder/vendor. TDS as applicable will be deducted by UTI ITSL.

It is clarified that the vendor should clearly indicate the base price and other taxes/all outgoing/cess as applicable thereon. These outgoing like taxes, cess, etc. should be specified with the percentage applicable at the time of submitting the tenders so that there is clarity on the base rates and the taxes, cess, etc.

UTIITSL reserves the right to call for the clarification on the break-up of the base rate, taxes, cess and other outgoing (and their percentages, etc.) with proof, if required, as and when needed to aid to evaluate the bids. However, the original quoted overall value would remain as quoted in the original tenders.

In any case, the bid should be inclusive of all the outgoing, by whatever name called, unless specifically indicated by UTIITSL.

10. **Central Excise:** Only in case of the applicability of the excise duty, the bidder/ vendor merely by filling the tender form confirms that the payment to the central excise would be on his account and that if required under the applicable government law, they would get registered with Central Excise. Merely by filling in this tender, the bidder indemnifies UTI ITSL of any liability from Central Excise by virtue of this contract coming into force.
11. **Insurance:** The insurance for the work carried out upto the stage of handover or insurance for the goods to be supplied upto the stage of handover and the requisite insurance policy as required by law for the personnel involved in the services to be rendered would have to be necessarily be taken by the bidder. In addition to this, the bidder should take insurance for any liability towards Third Party. Merely by filling in this tender, the bidder indemnifies UTIITSL of any liability on the part of UTIITSL.

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UTIITSL may at its discretion take insurance policy and deduct the amount from the payment to the bidder/vendor. However, this does not absolve the bidder of his responsibility of not taking the requisite insurance policy as required. To clarify, the bidder is responsible for taking the insurance policy and is also responsible for the consequences of not taking it.

12. The liability of the work carried out or the goods supplied would remain with the bidder / vendor till such time UTIITSL takes possession of the work / goods in writing. The bidder / vendor would be responsible for any loss before taking over by UTIITSL.
13. **Safety Norms:** The bidder hereby undertakes to follow all the safety norms as specified in the law for the assignment awarded to him through this tender. The bidder, merely by filling in this tender, indemnifies UTIITSL of any consequences due to non-adherence of the safety norms as prescribed by the law. It is also clarified that any order, whether verbal or written, given by any official / representative of UTIITSL, would not be valid if it is in contravention of any safety norms prescribed by law and the bidder is advised to follow the prescribed safety norms.
14. **Agreement:** A suitable agreement would have to be entered into with UTI ITSL, failing which the EMD/ the Bank Guarantee as given, may be forfeited or the work order would not be issued. If the terms and conditions of the agreement are not acceptable to the Vendor, then UTI ITSL reserves the right to reject the tenders or forfeit the EMD / revoke the Bank Guarantee. In the absence of any specific agreement, any offer made in response to this tender, when accepted by UTIITSL, will constitute a contract between UTIITSL and vendor / bidder.
15. **Right of Rejection:** UTIITSL reserves the right to reject all / any bids / quotations without assigning any reasons thereof and without entitling the tenderer to any claim whatsoever.
16. UTIITSL reserves the right:
 - i) To accept in its sole and unfettered discretion any tender for whole or part quantities/ part work.
 - ii) To award the contract to one or more number of bidders / vendors, either on lowest price, equal price or on different prices.
 - iii) To enter into parallel contracts simultaneously or at any time during the period of the contract with one or more tenderer(s) as UTIITSL may deem fit.
 - iv) To place adhoc order simultaneously or at any time during the period of the contract with one or more

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tenderer(s) for such quantity and for such jobs as UTIITSL may deem fit.

- v) UTIITSL does not bind itself to accept the lowest or any tender to assign any reason for non-acceptance of the same.
- vi) In the event the resultant L1 rate(s) obtained through this tender are perceived to be substantially higher than the rates at which the goods or services were being procured on the earlier tender then, UTITISL reserves the right to:
 - A. Request the L1 bidder of this tender to negotiate and try to match the rate on which the order was placed as per the earlier tender.
 - B. If L1 vendor agrees to do so, the work order will be placed to him. If not, this tender would be cancelled and the earlier bidder, who is presently carrying out the services / work would be then asked to continue on the old/ existing rates till new tender is floated and finalized.
 - C. The idea is to obtain the most beneficial rates for UTIITSL.
 - D. The decision of the Tender Evaluation and Awards Committee would be final in this case.

- 17. **Negotiation:** Generally, no negotiations would be carried out. However, if deemed fit, negotiation may be carried out only with the lowest bidder and if the order has to be split to more than one bidders then it could be done on L1 or negotiated rates with L1, whichever is lower.
- 18. **Testing:** UTIITSL reserves the right to get the material tested at the cost of the vendor/bidder.
- 19. **Samples:** Wherever required, the bidders are advised to acquaint themselves with the samples and specifications before bidding to have more clarity. For this, they may contact the designated officer to whom the tender has to be submitted as per the address given herein above.
- 20. **Eligibility:** The bidder should adhere to the eligibility criteria. In any case, they should have prior experience of not less than two years in the same area as put to bid, for supply/service to other organizations of repute. UTI ITSL reserves the right to check their credentials with the organizations they have been associated with and if found incorrect, the tender is liable to be rejected.

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21. **Availability of requisite permissions and licenses and compliance with the statutory provisions:** The bidder/agency/contractor is required to follow all the statutory acts as may be applicable for such type of work / supply / services for which they are bidding through this tender.

It may or may not involve manpower. In case manpower is required, then the bidder merely by filling the tender confirms that the bidder has all the requisite permissions and licenses to carry out all the works as stipulated by this tender. Further, merely by filling the tenders, the bidder reconfirms that the bidder has complied with all the statutory provisions of the central, state, local and municipal laws in force including manpower. The bidder also confirms merely by filling the tenders, to comply with any future laws that may be enforced upon by the statute.

Agencies which do not have requisite permissions / licenses or who do not comply with the statutory provisions are requested to fill in the tenders only if they are eligible in this respect.

Valid registrations viz., Sales Tax / VAT / Central Excise and with any other authorities as per requirement should be available with the vendor and be produced as and when required.

Consequences of insufficient permissions / licenses or compliances on the part of the vendor would be to the vendor's account and the vendor merely by filling in the tender indemnifies UTI ITSL of any or all such consequences.

22. **Blacklisting/Debaring:** The bidder merely by filling the tender confirms that the bidder has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or body. The bidder is advised not to fill in the tenders if they have been disqualified by any of the government agencies.
23. **False Information:** In case if it is found that the vendor has not given the correct information and flouted any condition or the vendor does not have all the appropriate licenses and all the statutory permissions, whatsoever required, to carry out the activity as required in these tenders and allied works then UTI ITSL reserves the rights to cancel the work order issued to him and award his quantum of work in the manner as deemed fit. This can be done at any stage.
24. **Indemnity:** Further, by submitting this bid, the vendor/bidder indemnifies UTI ITSL for any of the consequences arising out of non

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availability of any of the requisite permissions/ licenses / insurances / any other statutory permission whatsoever required for carrying out this work. Also by submitting this bid, the vendor/bidder indemnifies UTI ITSL for any of the consequences arising out of noncompliance of any of the conditions laid by the statute for vendors/bidders or their representatives/ officials in carrying out this work.

25. **Claim for increase in rates:** Any claim for increase in rates on account of any reason whatsoever will not be entertained for the period as stipulated in the agreement.
26. **Extension of contract:** As stipulated by UTI ITSL, after the period of expiry, the agreement can be extended on mutual consent for a further period of two years or upto the period till new contract comes in force. However this option can be exercised only by UTI ITSL.
27. **Readiness: The Agency should ensure that the manpower/ machine/materials are procured well in time to ensure quality of work and adherence to the time period and the work / supply / service is not interrupted / delayed irrespective of volume assigned.**
28. **Delay:** If the agency does not start the work or if it is felt at UTI ITSL that the pace of work is slow and is likely to delay the work/ service / supply, UTIITSL reserves the right to terminate the contract, levy the penalty and also reserves the right apart from legal remedies available, to carry out such work / service / supply at the risk and cost of the contractor / bidder.
29. **Right to reject the work/ service which is not as per the specifications or the terms:** UTI ITSL has right to reject the work/ services if they are not found to meet the specifications laid out or are not as per the terms of the tender / work order. No Charges will be paid for the defective work. UTI ITSL reserves the right to reject the items of brand other than specified. This can be done at any stage of the work.
30. **Penalty:** UTI ITSL reserves the right to levy penalty at its discretion for the delay in execution of the work/ delay in supply/ delay in service. The penalty amount would be one percent of the amount put to tender per week subject to a ceiling of 10% . This penalty would be more clearly specified in the agreement to be entered into.
31. **Termination of Contract:** In case it is found that the

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work/supply/service is not as per requirement / standards, time lines, or the frequency of corrective measures required is high then UTI ITSL retains the right to terminate the Contract with the selected vendor and in such case, the Vendor will not be entitled to claim any damages from UTI ITSL or make any claim for fees in respect of such unsatisfactory / substandard services / supply / work.

As also UTIITSL reserves the right to terminate this contract if it is established on the basis of price discovery that it would be beneficial for UTIITSL to go in for a fresh contract.

32. **Volume/Quantity of work:** Volume/Quantity is only indicative and the same may vary as per the requirement of UTI ITSL. The volume indicated is for two years or the period specified in the work order / tenders. The work order would be more specific and binding.
33. **Confidentiality:** The Agency shall maintain strict confidentiality of all the documents, information, data coming in possession of the Agency as a result of awarding the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the Agency.

Only if applicable to this tender, the Agency should certify in writing that the design / colour scheme of any document being printed/ processed for UTI ITSL is not used / shall not be used by the Agency for any other Organization / Entity under any circumstances. Any violation of the same will be liable for action under the law which shall entitle UTI ITSL to claim damages apart from taking action under the appropriate Law.

Only if applicable to this tender, the Agency will delete the data on daily basis, once the same is not legally required further. In short, no data / document of UTI ITSL should be with the agency once the work is over on a daily basis.

34. **Usage of data / documents / information :** The Agency shall ensure that the documents , data, information etc if imparted by UTIITSL or if come to the knowledge of the bidder, are / is not used or permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that authorized by UTI ITSL in writing. The confidential information will be safeguarded and the Agency shall take all necessary actions to protect UTI ITSL's, its customers, and Government of India's interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of

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the same will be liable for action under the law which shall entitle UTI ITSL to claim damages from the vendor apart from taking action under the appropriate Law. This is an irrevocable condition and it will continue to be in force even if the agreement between the vendor / bidder/agency is terminated with UTI ITSL.

35. **Breach of clause:** In the event of any breach or threatened breach of any clause by the Agency / bidder and/or individual assigned by the Agency for the performance of the services, the Agency shall be liable to pay damages as may be quantified by UTI ITSL. Apart from the above, UTI ITSL shall have the right to proceed against the Agency and/or its assigned person/s under appropriate law.
36. **Essence of contract:** The Vendor shall carry out the work / provide the services/ complete the supply as per the specifications and standards laid out within the stipulated time. **It is clarified that carrying out the work or providing services or supply of goods as per specified quality in specified quantity in specified time is the essence of the contract.** Not adhering to above shall entail UTI ITSL to rescind the contract and forfeit the security deposit and in which case, there shall not be any claims for damages against UTI ITSL by the Vendor. Further the UTI ITSL shall have the right to get the unfinished services done/supply made, if any by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the Vendor in default. The Vendor shall also indemnify UTI ITSL against any loss, damage, expenses, costs etc, incurred by UTI ITSL as a result of the said delay in timely completion of the said services / jobs, by the Vendor.
37. **Jurisdiction:** All matters pertaining to the present bid / tender / quote, shall be subject to the jurisdiction of the courts in Mumbai only.
38. **Submission of bills:** The Vendor shall submit the bills correct/accurate in all respects with required challans / receipts and with all relevant documents as specified by UTI ITSL from time to time, by 10th of every month (or any other date specified) for the work carried out / services rendered / material supplied in the previous month and the same shall be settled by UTI ITSL by the end of the month or earlier. Applicable TDS, etc. will be deducted at source as per rules. The bidder may choose to send the bills early if they decide to do so and UTIITSL will take required steps to settle the bill if it is complete in all respect and the goods/ services covered by it are rendered to the satisfaction of UTIITSL. All the bills will be settled in Indian Currency Only.

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The bidders/agencies / contractors/vendors are advised to submit the bills complete in all respects for immediate clearance.

39. **Inspection:** Wherever required, UTI ITSL reserves the right to depute its Officers, Auditors, other officials as it may decide etc. to visit the office / commercial / manufacturing site/s of the selected vendor/s for checking their infrastructure, man power and other related documents mentioned and for checking stock records, quality controls, work processes without advance intimation and the vendor/s will have to provide the necessary documents etc to UTI ITSL to help UTI ITSL ensure presence of appropriate and adequate controls on various processes. Inspection will be done, if so decided by UTI ITSL on periodic basis also.
40. **Nomenclature:** In the said tender, the bidder or the agency or the vendors or the contractor or the supplier and the service provider have the same meanings with reference to the context. As also, reference to any gender covers both the genders and reference to singular also covers plural also.
41. **Corrections:** All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication are liable to be rejected. This is an important condition as the correction may have a bearing on the rate/amount quoted resulting in altering L1 or L2 or L3 or any other position. Decision of UTIITSL will be binding in this case. The bidder/Vendor/ Agency merely by filling in this tender agree to this delegation of power to UTIITSL to decide in this matter.
42. UTIITSL reserves the right to give preference to Public Sector Enterprises/ Government undertakings.
43. The Bidder must stamp and initial all pages and sign all forms at the end. The Bidder's participation in the bid shall be deemed to imply unqualified acceptance of the Terms and Conditions.
44. UTIITSL reserves the right to call for further information / documents/ break-up of rates, taxes, etc. to decide on the tenders.

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PART II

Special Conditions

- A. **Specifications and Scope of Work**
- B. **Empanelment Procedure & Documents**
- C. **Schedules**
- D. **Right to place the orders**
- E. **Validity of Bids**
- F. **Unit Rate**

The bids are invited **for providing Pest Control Services at office premises at** CBD Belapur, Mumbai, Navi Mumbai and Thane for UTIITSL , its Branch Offices and its Clients Offices. The specification is as follows.

A. Specifications & Scope of Work:

The Agency should be capable of providing the following types of pest control methods i.e. Prevention, Baiting, Beneficial Insects, Chemical Pest Control & Traps. The work has to be carried out within the area of UTIITSL premises at CBD, Belapur (approx. 74,000 Sq. Ft Area & Surrounding Compound. The building consists of G + 7 storied, with 1 canteen, 24 washrooms) and its Branches as given in the Annexure.

Specifications

1. Rodent control, crawling insect control, flying insect control, migratory pest control and mite control.
2. Specialized pest management applications for standard insecticides, rodenticides, termiticides, thermal foggings, cold foggings, avicides, herbicides and fumigants
3. Service technicians must be trained & certified with necessary certification in the categories for the service being rendered.
4. Explain internal quality control monitoring of service work provided.
5. In addition to service application logs, specialized documentation will be required for certain services provided. Specific information relative to this additional documentation will be included under various services. All documentation will need to be maintained by the service provider & produced as and when required by UTIITSL.
6. Respond to request within 1 Day of notification.
7. No pesticides and/or equipment will be stored at UTIITSL premises.
8. All traps will be clearly identified with a self adhesive sign place at 4 feet.

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9. Rodent bait feeding stations will be deployed throughout the outside areas of the UTIITSL Premises. All rodent feeding stations will be "secured" in a manner acceptable in the pest control industry.
10. A fresh supply of Environment Protection Act registered rodenticides will be maintained in the rodent feeding stations.
11. All multiple catch traps will be placed according to the requirement/ recommendations of UTIITSL.
12. The technician/service man will determine the locations, whether or not to supplement the existing controls with nap traps and/or glue boards. The technician will inspect the areas near the site of any rodent activity to determine any surrounding infestation and any possible ways of entry.
13. The technician will use various methods and materials to probe and flush the various insects from their hiding and /or harborage areas. The results obtained from this probing and flushing, along with an inspection of the surrounding area, will dictate any secondary treatment procedures including application of appropriate pesticides, placement of baits, drilling of voids, placement of monitoring devices, etc.
14. A customized Pesticide Application Report will be required over and above the normal service ticket. This report must include all areas that are treated, the pesticides used and any findings within the areas relative to pest activity and / or sanitation. This report must be submitted at the conclusion of each month's service for the permanent records.
15. All areas will be treated once a month frequency.
16. Appropriate pesticides will be applied around the outside perimeters of all site buildings/present number of these applications may vary. The pesticides will be applied in sufficient quantities to not only affect a kill of existing pests, but also establish a preventive barrier against additional invaders.
17. Services to be administered using either mechanical and/or chemical controls on an as needed basis and at additional cost.

Scope of Work

The Pest Control services to be provided are:

The service provider will be licensed in State of Maharashtra where work is to be performed and be able to present proof of the licensing. The Integrated Service Provider will provide all necessary equipment, chemicals, and supplies to provide all required services. Services provided include but are not limited to:

The pest control treatment should include the following treatments.

1. Disinfestations Service
2. Termite Control
3. Rodent Control
4. General Pest Control
5. Wood borer

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General Pest Control:- For the cockroaches, ants, spider's etc. You should provide total and effective control of cockroaches and other common pest such as black and red ants, silverfish, and spiders. The service comprises use of proven intelligible treatment where in the highly potent active ingredient is applied at all cockroaches hideouts. Whenever necessary, spraying treatment should be applied in the areas like pantry, kitchen, and basement. Monthly treatment is to be done in kitchen area and dinning area. Complete internal area of the building will be sprayed with odorless chemical solutions.

Additional treatment to be given in case of uncontrolled pests found in or around the premises without any additional cost.

Rodent Control: - The terms rodent implies to Rats, Mice and bandicoots. This treatment should be targeted to provide the total and effective control of Rats, Mice and Bandicoots. This treatment is based on type of Rodent species, extent of infestation and its spread. Use of bait containing anticoagulant rodenticide should be part of rodent pest management operations and to be carried out wherever needed. It should targeted total control. Complete internal and external premises of the building will be treated for rodent. Treatment should be carried out Monthly.

Additional treatment to be given in case of uncontrolled rats found in or around the premises without any cost.

Wood borer management Services .This service should provide protection from wood borer and should be used for all kinds of wood units and when required. Rates should be per sq ft and for once in six months.

Additional treatment to be given in case of uncontrolled pests found in or around the premises without any additional cost.

Fogging: It should be part of general disinfestations, should provide protection from flies, mosquitoes and various other flying and crawling pests. Treatment should be monthly for external and internal premises.

Additional treatment to be given in case of uncontrolled pests found in or around the premises without any additional cost.

Termite (White Ants): The termite control treatment should comprise drilling holes in the junction of floor and wall, soaking them with the termiticide and sealing them. The intensive treatment will be carried out from basement. For the upper floors the treatment will also be extended to the areas where wood comes in contact with the wall and floor. The treatment should be completely odorless solution and should not cause any inconvenience threat to the staff health.

Premises to be treated: The infestation to be removed and the entire area will be treated with termicidal chemicals using thorough spraying. After the treatment is carried out the holes will be sealed with white cement in and black cement as deem fit. Drilling will not be allowed to carry out in cabins, bathrooms, terrace to avoid leakages. Treatment should be once in six months and should be under warranted protection.

Additional treatment to be given in case of uncontrolled pests found in or around the premises without any additional cost.

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B. Empanelment Procedure & Documents:

No.	Documents to be submitted	Issued by
1	Tender document duly signed on all pages by authorized signatory	Bidder
2	EMD Demand draft / Pay order of Rs.5,000/-	Bank
3	Duly filled in BID form signed by the authorized signatory	Bidder
4	Copy of PAN	Income Tax
5	Copy of Registration no. under Shop and Establishment Act.	Municipality
6	Copy of License issued by State Government Agriculture Department Thane	Issuing Authority
7	Copy of license for Pest Control Services	Municipal Corporation (shop & establishment act)
8	Experience certificate from 2 reputed organizations (preferably PSU, Banks, LIC etc.)	PSU/ Bank/ LIC/ company
9	Copy of Service Tax Registration no.	Issuing Authority
10	Any other requisite document	--

C. Schedules:

Table (I) For UTIITSL- CBD Belapur.

Sr. No	Type of Treatment	Area Covered	Frequency
1	General Pest Control	Ground + 7 Floors +Surrounding Compound	Monthly
2	Rodent Control	Ground + 7 Floors +Surrounding Compound	Monthly
3	Wood Borer	Ground + 7 Floors	Two Treatment in 1 year
4	Fogging	Ground + 7 Floors +Surrounding Compound	Monthly
5	Termite	Ground + 7 Floors +Surrounding Compound	Two Treatment in 1 Yr

Table (II) For UTIITSL- Branch Offices as given in the Annexure.

Sr. No	Type of Treatment	Location and Area in sq.ft.	Frequency
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Signature of the Bidder

1	General Pest Control	As given in the Annexure	Six treatments in 1 year for each branch
2	Rodent Control		
3	Fogging		

Additional treatment if required to be provided by the vendor without any cost for the above mentioned premises.

D. Right to place the orders : UTIITSL reserves the right to place the orders in parts with more than one vendor at L1 rates without assigning any reason whatsoever to anyone for the distribution of the work. The decision of UTI ITSL will be final in the distribution. Though not binding, the distribution will be as given below.

Ranking	Rate	Percentage Allocation
L1 (1st lowest)	L1 rate	100 %

E. Validity of bids:

As mentioned under the heading “Validity of the bids”, in General Conditions, it is clarified that this tender is a rate contract and accordingly the rates will be valid for a minimum period of one year and the supplies will have to be made as per the orders placed from time to time. During this period of one year, there shall be no increase in rates. This period is extendable by additional one year on the same terms and conditions as per the discretion of UTIITSL.

F. Unit Rate:

The Unit Rate is indicated above in the schedule of Quantity.

PART III

BID FORM

Note: (Bid Form to be typed on letter head)

Date:

The Assistant Vice President (Admin)
UTI Infrastructure Technology And Services Limited,
Plot 3, Sector 11, CBD Belapur,
Navi Mumbai 400614

Sir,

Sub: Bid for providing Pest Control Services at office premises at CBD Belapur and its Branch Offices .

This is with reference to your tender due on 21st April, 2015. We are interested in getting our Company / firm empanelled in your organization for **Pest control services at office premises at CBD, Belapur and its Branches .**

-
We have read and understood the details as given in the tender information (Part I, II & III) regarding the Scope of Work and Terms and Conditions for the selection of vendors for this tender and bidding for the contract. The tender conditions are acceptable to us. We have been given all the required information from UTIITSL. We have seen all the premises and have understood the area where pest control is to be done. We certify that we are eligible and qualified as per the said Terms. The duly signed copies of the terms are attached herewith. We understand that separate cost comparative statement will be prepared for items and L 1 (Lowest) will be decided by UTIITSL.

In case of any ambiguity between arithmetic calculations, the rates will be considered correct and the amount will be derived on the basis of the rates quoted and the quantity originally mentioned in the Tender. The supply of items / services will be done as per the specification mentioned in the tender form.

In case of difference in price quoted, the price in words will be taken as final.

An EMD of Rs.5,000/- (Rupees Five Thousand only) is enclosed .
A Tender fee of Rs.500/ is enclosed.

Signature of the Bidder

Table (I) UTIITSL- CBD Belapur Office (Per Month).

Sr. No	Type of Treatment	Lumpsum Charges per Month for all Pest Control Services put together (Rs. Ps) (inclusive of transportation, Sales Tax, Excise Duty, Cess, Sales Tax on works contract, VAT, Delivery charges and other taxes); Service Tax as applicable will be reimbursed by UTIITSL separately, on production of payment proof by Vendor / Agencies / Contractors
1.	General Pest Control (Service: Monthly)	Rupees _____ Paise _____ (In Figures)
2.	Rodent Control (Service: Monthly)	
3.	WoodBorer(Service:2 Treatments in 1 Year)	Rupees _____ Paise _____ (In
4.	Fogging (Service: Monthly)	Words)
5.	Termite (2 Treatments in 1 Year)	

Signature of the Bidder

Table (II) UTIITSL- Branch Offices (Six treatments in 1 year in each branch).

Sr. No	UTI ITSL Branches	Lump sum Charges for six treatments in one year for each branch for all Pest Control Services (General Pest Control, Rodent Pest Control, Fogging) (Rs. Ps) (inclusive of transportation, Sales Tax, Excise Duty, Cess, Sales Tax on works contract, VAT, Delivery charges and other taxes); Service Tax as applicable will be reimbursed by UTIITSL separately, on production of payment proof by Vendor / Agencies / Contractors
1.	Andheri	Rupees _____ Paise _____ (In Figures) Rupees _____ Paise _____ (In Words)
2.	Borivali	
3.	Dahanu	
4.	Fort	
5.	Ghatkopar	
6.	JVPD	
7.	Lotus Court	
8.	Panvel	
9.	Sion-Dharavi	
10.	Thane	
11.	Uran	
12.	Vashi	
13.	Virar	

Thanking you,
Yours faithfully,

Signature of Authorized Person

PAN Number of the agency:

Signature of the Bidder

Annexure

Details of Branch Offices for Pest Control Services

Sr. No.	Branch	Address	Area in Sq. ft.
1	ANDHERI	UTI Infrastructure Technology And Services Limited. Ground Floor, 2, Asha Deep Building, Azad Road, Andheri (East), Mumbai 400069	595.57
2	BORIVALI	UTI Infrastructure Technology And Services Limited. Kapoor Apt, No.1, A wing, Junction of Punjabi Lane & Chandavarkar Road, Borivali (W), Mumbai 400092.	860
3	DAHANU	UTI Infrastructure Technology And Services Limited. Janardhan Arcade, Shop no.23, Opp. Bank of Baroda, Main road, Dahanu (W) 401601	422
4	FORT	UTI Infrastructure Technology And Services Limited. Bombay Mutual Annexe Building, Ground floor, Behind Citibank, D N Road, Fort, Mumbai 400001	571
5	GHATKOPAR	UTI Infrastructure Technology And Services Limited. Sagar Bonanza Building, 1 st floor, Khot Lane, Near BATA Showroom, Ghatkopar (West), Mumbai 400086	400
6	JVPD	UTI Infrastructure Technology And Services Limited. Unit No. 2, Block -B-, Gulmohar Cross Road No. 9, JVPD Scheme, - JVPD, Mumbai - 400 049	400
7	LOTUS COURT	UTI Infrastructure Technology And Services Limited. Lotus Court, 196, Jamshedji Tata Road, Backbay Reclamation, Mumbai - 400 020.	400
8	PANVEL	UTI Infrastructure Technology And Services Limited. SAI ARCADE, Shop No. 15, Plot No. 20, Sector 15A, New Panvel (E), RAIGAD Pin Code - 410206	283
9	SION-DHARAVI	UTI Infrastructure Technology And Services Limited. Gold Filled Compound, Shop No. 18 82 H, Kala Killa, Sion Dharavi Main Road , Mumbai -400017	125
10	THANE	UTI Infrastructure Technology And Services Limited. Santoshi Niwas, Behind PNB, Shivaji Path, Thane (West)- 400 601.	396
11	URAN	UTI Infrastructure Technology And Services Limited. Shop no.9, Shreeraj Nagar, Kamatha Road, Uran - 400 702.	175
12	VASHI	UTI Infrastructure Technology And Services	340

Signature of the Bidder

		Limited. Welfare Chamber, Shop No. 55, Plot 73, Sector 17, Vashi, Navi Mumbai-400701	
13	VIRAR	UTI Infrastructure Technology And Services Limited Vishnu Prasad Complex, Shop No. G-1, Next To HDFC Bank, VIRAR (West), THANE 401303	500

Signature of the Bidder

Check list for submission of Bids

Forms for Submitting Bids for Pest Control Services at CBD Belapur and UTIITSL branches	Yes / No
1. Superscription on the envelope	
2. Tender fees - check if the tender fees is applicable and if it has been enclosed in form of Bankers Cheque / DD	
3. EMD of the required amount	
4. Signature on all the pages conveying the acceptance of all terms and conditions	
5. Check if all the required documents have been enclosed.	
6. All the Tender Documents duly stamped and signed by the authorized person	
7. In case the bidder is a non-individual, then the letter authorizing the signatory to sign the tender documents must be enclosed. This letter would be on the Bidders Letter Head	
8. Price Bid (Part - III) Price bid should be submitted only in the relevant format duly signed	
9. Sample of the material used	
10. (a) First Envelop containing EMD and Tender fee. (b) Second Envelop containing Tender document & Price bid form. (c) Third Envelop containing Envelop First (a) & Second (b) above with Superscription "Bids for Pest Control Services at CBD Belapur and UTIITSL branches".	

Signature of the Bidder

Signature of the Bidder