



TAMILNADU TRADE PROMOTION ORGANISATION

Name of the work:

**Providing of Pest Control Services on Annual Rate
Contract Basis**

November -2017

TAMIL NADU TRADE PROMOTION ORGANISATION

(A Joint Venture of Govt. of India and Govt. of Tamil Nadu)

Chennai Trade Centre Complex

Mount Poonamallee Road, Nandambakkam, Chennai – 600 089.

Phone No: 044-2231 5552, 9176881000 Fax No: 044-2231 3555

Website: www.chennaitradecentre.org

Email: tntpo@chennaitradecentre.org

DISCLAIMER

The information contained in this tender document or subsequently provided to bidders, whether verbally or in documentary form by or on behalf of Tamil Nadu Trade Promotion Organisation (TNTPO) or any of its employees or advisors (collectively referred to as “TNTPO representatives”), is provided to the bidders on the terms and conditions set out in this document and any other terms and conditions subject to which such information is provided. This document is not an agreement and is not an offer. The purpose of this document is to provide interested parties with information to assist the formulation of their proposals.

This document does not purport to contain all the information each bidder may require. Each bidder should conduct its own due diligence, investigation and analysis and should check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.

The prospective bidder will be responsible for all obligations to its staff, their payments, complying with the labor laws, minimum wages Act and any other Act in respect of the staff employed by it for this assignment. Under no circumstances, TNTPO will be responsible for any non-compliance with statutory requirements in respect of the bidder’s staff.

TNTPO may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document from time-to-time, under intimation to the bidders. TNTPO reserves the right to accept or rejects any or all proposals without giving any reasons. The bidding process shall be governed by the laws of India and courts at the State of Tamil Nadu will have jurisdiction over the matter concerning and arising out of document.

INDEX

Section	INDEX	Page No.
I	Notice Inviting Tender	4 - 5
II	General Instructions to the Tenderer	6 - 11
III	Terms and condition of the contract	12 - 15
IV	Scope of Work	16 - 18
V	Resource requirements	19
VI	Annexure	
	Technical Bid format (Annexure – 1)	20 - 21
	Price / Financial Bid form (Part – A & B) (Annexure – 2)	22 - 24
	Contract Agreement form (Annexure – 3)	25 - 27
	Format of Experience Certificate (Annexure – 4)	28
	Declaration form (Annexure – 5)	29

SECTION - I



TAMILNADU TRADE PROMOTION ORGANISATION

Tender No.: 111/TNTPO/Admin/2017

Date: 05.11.2017

NOTICE INVITING TENDER

Tender Notice for “Providing of Pest Control Services for Tamil Nadu Trade Promotion Organisation on Annual Rate Contract basis”.

Sealed Tender is invited by Managing Director, Tamil Nadu Trade Promotion Organisation in two cover system (i.e.) Cover I: Commercial / Technical Bid, Cover II: Price Bid from the experienced Contractors for Providing of Pest Control Services as per the details given below:

Description of work	Tender No.	Cost of Tender Document Rs.	Estimated cost of the work Rs.	EMD Rs.	Sale of Tender Document	Last date of submission of tender document	Time, Date & Place for opening of Technical bid
Providing of Pest Control Services for Tamil Nadu Trade Promotion Organisation	111/TN TPO/Admin/2017	500/-	6 lakhs	10,000/-	05.11.2017 to 23.11.2017 between 10.00 AM to 05:00 PM on all working days and on 24.11.2017 from 10.00 hrs to 02.00 PM	24.11.2017 on or before 03.00 PM	24.11.2017 at 03.30 PM in the office of TNTPO.

PRE-BID MEETING:

21.11.2017 AT 03:00 PM onwards

MINIMUM QUALIFYING CRITERIA:

1. Average annual financial turnover of the company for reforming pest control services should not have been less than Rs. 6 Lakhs in the last three year i.e. 2014 – 15, 2015 – 16 and 2016 – 17. Copies of profit & loss account and balance sheets duly authenticated by a Chartered Accountant for the last three years should be enclosed.
2. The company or agency in lending to participate in the tender should have experience of three years or more providing pest control services to Central / State Government Department, PSUs, Autonomous Bodies, Large Industrial / Educational Campus / Corporate Super Speciality Hospitals (Evidence to be produced).

3. The Bidder should have an established functional office in Chennai existing before 31.03.2016.
4. The firm should be maintaining Pest Control Services in a minimum one building having area of 1,00,000 sq. ft. or more and building should preferably be a Central / State Government Department, PSUs, Autonomous Bodies, Large Industrial / Educational Campus / Corporate Super Speciality Hospitals.
5. The Bidders though may meet the above criteria is also liable be disqualified, on the ground of untrue or false representation in the forms, statements, attachments submitted, record of poor performance, previous record of incomplete execution of contract, inordinate delays in completion or financial failure, etc.
6. The satisfaction of minimum qualification criteria by the tenderer as stated above shall be assessed scrutinized based on supporting documents.
7. Tender document including forms, conditions of contract, specifications, etc. will be issued by the Managing Director, Tamil Nadu Trade Promotion Organisation, Chennai Trade Centre Complex, Mount Poonamallee Road, Nandambakkam, Chennai – 600 089 from 05.11.2017 to 23.11.2017, during office hours between 10:00 AM to 05:00 PM on all working days and on 24.11.2017 from 10:00 AM to 02:00 PM.
8. The cost of tender documents inclusive of tax shall be Rs. 500/- (Rupees Five Hundred only) payable through crossed Demand Draft / Banker's Cheque on any scheduled commercial bank drawn in favour of "Tamil Nadu Trade Promotion Organisation" payable at Chennai. The name and address of the tenderer shall be clearly marked on the application for issuing tender documents.
9. The tender document can also be downloaded from the website www.chennaitradecentre.org free of cost. In case the document is downloaded from website the cost of tender document shall be paid by means of DD/Banker's Cheque on any scheduled commercial bank drawn in favour of "Tamil Nadu Trade Promotion Organisation" payable at Chennai and same may be enclosed to the tender document while submitting it. If the cost of tender document is not enclosed to the tender documents downloaded from the website, the same will be summarily rejected.

The cost of tender documents will not be refunded under any circumstances.

Managing Director
Tamil Nadu Trade Promotion Organisation

SECTION - II

GENERAL INSTRUCTIONS TO THE TENDERER

1. The tender is “Two Bids’ document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Tender Fee & Earnest Money Deposit (EMD). The financial bid should contain only commercial document. In case, any bidder encloses the price bid within technical bid, **the same shall be rejected summarily.**
2. The tender Document can be downloaded from the website of TNTPO, Chennai i.e. www.chennai tradecentre.org. The Technical bid must accompany with the tender fee of Rs. 500/- in form of Demand Draft in favour of TNTPO, Chennai. The cost of tender document is non-refundable, non-adjustable and non-transferable and is payable through a demand draft on any scheduled bank drawn in favour of the **“Tamil Nadu Trade Promotion Organisation” payable at Chennai.**
3. The Tender should be typewritten or handwritten but there should not be any overwriting or cutting. Corrections, if any, shall be made by neatly crossing out, initialling, dating and rewriting. **The name and signature of bidder authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency’s letter head.**
4. The Contract concluded as a result of this Tender Inquiry shall be governed by the ‘Terms & Conditions’ and other relevant instructions as contained in this Tender Document.
5. The prices/rates quoted should be indicated in words as well as in figures. In case of any discrepancy between the price quoted in words and in figures, lower to the two shall be consider.
6. **Bidders are requested to quote their prices per month on a firm & fixed basis. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.**
7. Quotations, qualified by vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
8. Bidders are requested to enclose a copy of their valid certificate of PAN No., and GST No. or any other document as requested by the TNTPO to their tender.
9. Tenders received without the cost of Tender Fee and EMD amount by way of demand draft in favour of TNTPO, Chennai will not be considered at all and shall be summarily rejected.

10. **Refund of Earnest Money Deposit:** The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 15 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the performance security according to condition stipulated in the bid document.
11. Late/delayed tenders received in TNTPO due to any reason whatsoever will not be accepted under any circumstance.
12. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of TNTPO, Chennai (www.chennaitradecentre.org). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may at his discretion, extend the date and time for submission of tenders. If there is no extension of time, if circumstances do not warrant i.e., it cannot be questioned or challenged.
13. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. **The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. Only one representative per firm shall be permitted to attend the opening of the tender.** The name and address of permanent representative of the firm, if any, should also be indicated in the tender.
14. **DOCUMENTS COMPRISING THE BID:**

The bids prepared by the bidder shall comprise (1) The Technical Bid and (2) price Bid:

TECHNICAL BID: - To qualify in the Technical bid the firm should have the minimum eligibility criteria explained as under section I and the firm in this regard must submit the following documents in support of the eligibility criteria: –

- (a) Duly filled format of Technical Bid as per **Annexure “1”**.
- (b) Profile of the organization.
- (c) Copy of constitution or legal status of the sole proprietorship/ firm/agency/company etc.
- (d) **Financial status:** - The average annual turnover of handling similar jobs by the firm should have been less than Rs. 6 lakhs in the last three years. Copies of profit & loss account and balance sheets duly authenticated by a Chartered Accountant at last three years should be enclosed.
- (e) Experience of 03 years or more in the similar job.

- (f) The firm should be maintaining Pest Control Services in a minimum one building having area of 1,00,000 sq. ft. or more and building should preferably be a Central/State Govt. Dept., PSU's, Autonomous Bodies, Large Industrial/Educational Campus/corporate Super Speciality Hospitals.
- (g) The technical bid should be accompanied by demand draft for Rs. 500/- (Non-refundable) against tender fee and demand draft for Rs. 10,000/- (refundable) for EMD / bid security.
- (h) Copies of Income Tax Return Filed Acknowledgements for last three years.
- (i) List of Personnel including skills and competence in the organization
- (j) Copy of PAN Card.
- (k) Copies of EPF and ESI registration.
- (l) Copy of GST registration certificate.
- (m) The firm should be registered under The Shops and Establishment Act.
- (n) Details of clients where similar services (Pest Control) are presently provided by the agency separately for govt. and private clients along with address and telephone nos.
- (o) The bidder must have adequate experience of execution of similar work in Central/State Govt. Dept., PSUs, Autonomous Bodies, Large Industrial/Educational Campus/corporate Super Speciality Hospitals. Necessary supporting documents like work orders, work completion certificate, payment certificate etc for last three years to this effect must be submitted along with the offer.
- (p) The bidder must enclose a certificate stating that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and no police/vigilance enquiry/criminal case is pending against him or company/agency, as the case may be.

FINANCIAL BID: - The financial bid shall contain:

- (a) Price Bid Form [as per Annexure – “2”]

15. SUBMISSION OF BIDS

15.1. SEALING AND MARKING OF BIDS: The bidder shall wax seal the EMD, the Technical Bid and the Financial Bid in separate envelopes and keep them in a bigger wax sealed envelope. The envelope containing the EMD shall bear the name “EMD for Tender No.: 111/TNTPO/Admin/2017” for having Pest Control Services on Annual Rate Contract Basis. The envelope containing the Technical Bid shall bear the name “PRICE BID for Tender No.: 111/TNTPO/Admin/2017” for having pest control services. The envelope containing the Price Bid shall bear the name “PRICE BID for Tender No.: 111/TNTPO/Admin/2017 for Providing Pest Control Services on Annual Rate Contract Basis” on the envelope.

15.2. The bigger envelope containing EMD, technical bid and financial bid in separate envelopes shall be:

- (a) Addressed at the following address:
Managing Director,
Tamil Nadu Trade Promotion Organisation,
Chennai Trade Centre complex,
Nandambakkam, Chennai – 600 089.
- (b) All the envelopes shall bear the Tender name, the tender number and the words ‘DO NOT OPEN BEFORE’ (due date & time).
- (c) The envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared ‘late’ or rejected.
- (d) Bids shall be delivered in person and shall be dropped in the tender box placed in the office of the Managing Director, TNTPO, Chennai or shall be sent by Registered/Speed Post. **Bids sent by COURIER will not be entertained.** The Purchaser shall not be responsible if the bids are delivered elsewhere.
- (e) **Venue of Bid Tender Opening:** Tender (Technical Bid) will be opened in the office of the Managing Director, TNTPO, Chennai at 03:30 PM 24.11.2017 on the due date. If due to administrative reason, the venue/ time of bid opening are changed, it will be displayed prominently on the notice board of the office of TNTPO / Website.

16. **BID PRICES:**

- 16.1 The bidder shall give the total composite price inclusive of all levies and taxes (inclusive of taxes) as per price schedule given in Annexure-2. The offer shall be firm and in Indian Rupees only.
- 16.2 The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

17. **TECHNICAL EVALUATION:**

- 17.1 Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. TNTPO’s determination of bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. TNTPO shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.

- 17.2 The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, it is optional for the committee to have discussion/presentation in this regard.
- 17.3 Price bids of only those bidders who qualify the technical criteria will be opened, provided all other requirements are fulfilled.
- 17.4 A bid determined as substantially non-responsive will be rejected by TNTPO and shall not subsequent to the bid opening be made responsive by the bidder by making corrections.
- 17.5 TNTPO shall have right to accept or reject any or all tenders without assigning any reasons thereof.
18. **FINANCIAL EVALUATION:**
- 18.1 The price bids of only those bidders who have been found to be technically eligible shall be opened. The price bid shall be opened in presence of representatives of technically eligible bidders, who may like to be present. **TNTPO shall inform the date, place and time of the opening of price bid separately.**
- 18.2 The price Bids of unsuccessful bidders would not be opened and will be returned to respective bidders.
- 18.3 The rates must be quoted as per format prescribed. The agency shall include in its price, taxes and other costs while quoting for the tender, in “Annexure-2: Price Offer” to be kept in Envelop No. 2.
- 18.4 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by TNTPO. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the supplier does not accept the correction of the errors, his bid shall be rejected.
- 18.5 The evaluation and comparison of responsive bids shall be done on the price offered inclusive of GST as indicated in the Price Schedule in Annexure-“2” of the Bid Document.
- 18.6 TNTPO, Chennai reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.
- 18.7 The bidder is notified that in the event of him becoming that successful bidder the payment for his bills for providing services made shall be deduction it at source.

19. **AWARD OF CONTRACT: PLACEMENT OF ORDER**

TNTPO shall consider placement of orders for jobs on those bidders whose offers have been found technically, commercially and financially acceptable. TNTPO reserves the right to counter offer price(s) against price(s) quoted by any bidder.

20. **PERFORMANCE GUARANTEE (DD) & EXECUTION OF CONTRACT:**

- 20.1 Firm whose offer is accepted will have to furnish Demand Draft for an amount equal to 5% of value of the contract in favour of TNTPO, Chennai issued by any scheduled bank.
- 20.2 Successful bidder will have to execute an agreement on a Non Judicial Stamp Paper of Rs. 100/- in the prescribed form with the Managing Director, TNTPO, Chennai.
- 20.3 The Performance Guarantee shall be refunded within 15 days after completion of the contract as per order, or after the expiry of contract or on satisfactory completion of the same whichever is later.
- 20.4 No interest will be paid on Performance Guarantee / Earnest Money Deposit.
- 20.5 In case of breach of any terms and conditions of the contract or unsatisfactory performance, the amount of security deposit shall be ordered to be forfeited by Managing Director, TNTPO and his decision shall be final.
- 20.6 The expenses of completing and stamping the agreement shall be paid by the bidder.

SECTION - III

TERMS AND CONDITIONS OF CONTRACT

1. The Tenderer submitting his/her Tender would be deemed to have considered and accepted all the terms and conditions of Tender. No verbal or written enquiries shall be entertained in respect of acceptance or rejection of the Tender.
2. Terms and conditions of the contract may be modified with the written consent of the Tenderer by Tamil Nadu Trade Promotion Organisation, Chennai as and when necessary without affecting the basic nature of this Tender.
3. If the bidder gives deliberately wrong information to create conditions for acceptance of the tender, the Managing Director, TNTPO, Chennai, reserves the right to reject such tenders without assigning any reason. Not more than one tender will be submitted by one bidder for the same work. Legal action will be taken for furnishing wrong information.
4. The successful bidder shall be required to execute the formal contract on Rs. One Thousand non-judicial stamp paper within one week of the issue of offer for contract and shall start the contract on the date specified in the offer.
5. The successful Tenderer shall have to follow all the instruction; given to him/them from time to time by the competent authority or person nominated by him.
6. The successful Tenderer shall maintain a register for the routine instructions.
7. The successful Tenderer shall furnish the full particulars (Brief resume) of the staff engaged by him for the Pest Control Services at TNTPO, Chennai within fifteen days from the award of tender.
8. The successful Tenderer shall provide uniform and identity cards to his workers within one month from the date of commencement of work. The worker shall always possess the identity card while at work and produce the same on demand.
9. The successful Tenderer shall be liable to pay compensation for any loss or damage caused to the property of the CTC under the contract.
10. The contractor is responsible for any illegal activity of the employee done by him during his work / presence in the CTC.
11. The successful Tenderer shall comply with all instructions/direction/rules and regulations of any statutory authority and discharge all obligations, imposed upon him by the statutory authorities or under any law and shall indemnify TNTPO and officers/employees from any claim or consequences/damages for any lapse or non compliance thereof.
12. The successful Tenderer will be responsible for any accident or mishap or death of workers engaged by the successful Tenderer and any claim made on this account will be paid by the successful Tenderer, who will also indemnify TNTPO from any claim in this regards.
13. The successful Tenderer and his worker shall abide by the rules and regulations of the TNTPO as well as directions/instruction s issued by the Managing Director of TNTPO or on his behalf by the authorities from time to time and violation of which may result in cancellation of the contract.

14. The successful Tenderer should provide Pest Control Services with branded chemicals / medicine. The central insecticide board approved chemicals should only be used.
- 14.A. Dilution of Chemicals:- All chemicals have to be diluted as per the labelled recommendations of the manufacturer.
15. In the event of infringement of any law by any of the workers engaged by the successful Tenderer, Tenderer shall be under obligation to change the worker immediately on the instruction of the TNTPO authorities.
16. **DISPUTE:-**
 - i) If any dispute or difference arises between the parties relating to or concerning interpretation of the contract or any alleged breach thereof or any matter relating to the contract, the same shall be settled by the parties as far possible by mutual discussion and consultation between themselves, whether the same has arisen during the subsistence of the contract or thereafter.
 - ii) In the event of any dispute or differences arising in connection with the contract arising out of this Tender whether during the subsistence of the contract or there after not being settled in aforesaid manner, the matter shall be referred to the Managing Director, TNTPO, Chennai or his nominee for arbitration whose decision shall be final and binding on both the parties.
 - iii) The courts of Chennai shall have exclusive jurisdiction in all matters arising out of this Tender.
17. The workers of the successful Tenderer shall not be treated as employees of TNTPO in any case and successful Tenderer will be solely responsible for their affairs and will be under obligation to comply with the statutory obligation. These workers will have no claim whatsoever, to be treated as employees of the TNTPO.
18. The contractor shall have to ensure necessary payments on account of EPF, ESI and any other statutory liability as employer on behalf of persons deployed by him for this office to perform jobs, be made in time.
19. The successful Tenderer will have to abide by the Minimum Wages Act-1948 (as per Central Govt.) and other statutory Labour laws, rules and regulation as applicable in the Government. The wages to the employees should be made only through the Bank Account of the employee concerned.
20. All necessary requirements under the Explosive Act, 1884, Explosive Substances Act, 1908 and Drugs (Control) Act, 1950 for the performance of the contract if required will have to be arranged by the successful Tenderer. The TNTPO in no way will be responsible for any violation of these acts in case the Tenderer has the required certificate, under the provision of said Acts he may enclose the copy of the same with the Tender.

21. **The Tenderers are requested to carefully go through the terms and conditions of the document before offering their rates. The Tenderer is also advised to take a round of the entire Chennai Trade Centre complex during working hours to know existing setup and the nature of work. Any excuse this regard will not be entertained.**
22. **The successful Tenderer will have to take over the entire Pest Control Services at Chennai Trade Centre Complex, TNTPO, Chennai – 600 089.**
23. **PERIOD OF CONTRACT:** - The contract will be awarded initially for period of I (one) year from the date of execution of agreement and may be renewed further period subject to satisfactory performance report and recommendation for the same from the TNTPO on the written request of the Contractor three months before the expiry of the contract. The successful Tenderer will have to continue the work even after the completion of contract till the time new arrangement is made by the TNTPO. In case of extension of contract the contract is bound to extend the validity and/ or submit a fresh one to the tune of the contract value. The TNTPO will forfeit the security deposit in the event of abandonment of contract by the Tenderer before the one year from the date of execution of agreement. However, TNTPO reserve rights to extend the period of contract on its discretion.
24. **TAXES AND DUTIES:** - The total value of contract should be inclusive of all taxes except GST tax levied by the Central / State Government shall be paid on actual by the TNTPO subject to the production of documentary evidence/challan of deposit in the bank/statement of service tax account submitted to the service tax authorities against the receipts of payments received from the TNTPO by the successful Tenderer.
25. **PLACE:-**The place of Pest Control Services is Chennai Trade Centre complex, TNTPO, Chennai.
26. **PAYMENT:-**
- i) The payment will be made within a 30 days on monthly basis, subject to satisfactory performance during the month.
 - ii) No claim for any price escalation during contract period shall be entertained.
27. **PENALTY:** - Penalty will be imposed at the following rates for absence of Contractor's minimum nos. of workers.
- i) Absence of worker @ Rs. 500/- per day.
 - ii) Further in case of complaints, penalty as below will be imposed.
 - a) In minor complaints - If the firm does not attend within 24 hrs of the lodging of complaint, a penalty of Rs. 500/- per day will be imposed till the defect is rectified.
 - b) In major complaints- If the firm does not attend within 48 hrs of the lodging of complaint, a penalty of Rs. 1000/- per day will be imposed till the defect is rectified.

28. **NOTICE PERIOD FOR ABANDONMENT OF CONTRACT:** - Either party shall be entitled to abandon the contract after giving three month notice in writing to the other party regarding abandonment of contract. However, the successful Tenderer who is handling the contract shall have to continue the work even after expiry of the notice period of three months till an alternative arrangement is made by the TNTPO. No compensation of claim in the event of such abandonment shall be admissible to the successful Tenderer.

29. **TERMINATION OF AGREEMENT:-**

- i) After giving opportunity of being heard to the successful Tenderer, TNTPO may terminate/cancel the agreement on the following grounds:-
 - a) Breach of any or all terms and conditions of agreement.
 - b) Non-performance or unsatisfactory performance of work executed by the successful Tenderer.
 - c) If at any time during the subsistence of the contract, the document or information furnished by Tenderer is found to be forged or fabricated.
- ii) Notwithstanding any provision of the contract , if the contract is terminated by the TNTPO, and the TNTPO has to award the work to another party on higher rates, the successful tenderer has to compensate the difference of cost for entire remaining period of contract to the TNTPO.

30. **IMPORTANT INSTRUCTION:**

- i) All chemicals have to be diluted as per the labelled recommendations of the manufacturer.
- ii) Training Certificate of all pest control operator / technicians to be produced before the start of services.
- iii) Operators, technicians to be trained on use Personal Protective Equipments (PPE) and a certificate to be issued by the pest control company in this regard.
- iv) MSDS (Materials Safety Date Sheet) of all chemicals to be shared before the start of services.

SECTION - IV

SCOPE OF WORK

Sl. No.	Pest	Location to be covered	Operation	Frequency	Manpower Deployment
1	Mosquito control	<ul style="list-style-type: none"> • Admin block • Convention Centre • Hall 1 • Hall 2 • Hall 3 • Temporary huts • Utility area • STP area 	Fogging	Weekly Thrice	<ul style="list-style-type: none"> • One Shift – Two Personals • Duration of Shift: 06.00 PM to 10.00 PM (4 Hrs) • Minimum three shifts in a week. • Preferred day: Monday, Wednesday and Thursday
2	Fly and Larva control		Misting	Weekly Twice	
3	Rodent control		Baiting and Trapping	Weekly Twice	
4	General pest management		Residual spray	Weekly twice	
5	Snake Repellent services	External Area	Phorate Granules	On request (Additional cost)	
6	Honey Bee	External Area	Residual spray	On request (Additional cost)	
7	Termite	Internal and External	Drill / Fill / Seal	On request (Additional cost)	

List of Chemicals to be used:

Sl. No.	Chemical Name	Used in Service	Dilution Ratio
1	Imidacloprid	Fly Control	3 ml/ltr
2	Deltamethrin 2.5%	General Pest Management	15-20 ml/ltr
3	Propoxure 20%	General Pest Management	25 ml/ltr
4	King Fog	Mosquito	5 ml/ltr of diesel
5	Gel for roach control	Cockroach Management	Ready to use
6	Bromodiolone (Cake / Granules)	Rodent control	Ready to use
7	Glue Pads-Big	Rodent control	Ready to use
8	Glue Pads-Small	Rodent control	Ready to use
9	Bait stations	Rodent control	Ready to use
10	Rodent traps	Rodent control	Ready to use
11	Imidacloprid / Bifenthrin	Termite Management service	2.5 ml/ 20 ml / per ltr of water
12	Phorate Granules	Snake Repellent	Ready to use
13	Propoxure	Honey Bee	20 ml / ltr of water

(Note:- All chemicals have to be diluted as per the labelled recommendation of the manufacturer)

- The TNTPO reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out departmentally or otherwise and such alterations and variations shall not violate this agreement.

2. For execution of the above works, the agency shall follow the specific requirements mentioned as under:
 - a) Agency shall make arrangements of providing contract labour as and when required will perform their duties as per the directions instruction/ orders laid down by TNTPO, Chennai for each individual buildings and the surrounding area.
 - b) Within 24 hours of receiving the requisition from the TNTPO, Chennai, the agency will provide additional personnel as and when required by the TNTPO, Chennai at the same rate as specified in this agreement.
 - c) All personnel will be interviewed and screened by the authorised representative of the Managing Director, TNTPO, Chennai and after his approval only the personnel will be deployed on duty.
 - d) Agency shall not increase or decrease the total number of personnel without the prior approval of TNTPO, Chennai or its authorized representative.
 - e) Any personnel found misfit or including into indiscipline Act or found medically unfit shall be immediately removed and immediate replacement accordingly shall be made by the agency at the same time at no extra cost.
 - f) Representative of the agency shall meet authorised Officer daily to apprise the position and situation and or to discuss any matter concerning for personnel.
 - g) The service provider shall provide, manage and operate a comprehensive system of pest control management in accordance with the current industrial standards and the provision s of this service level specification.
 - h) Pest control services, Mosquito control & Crawling insects, Files control, control of rat, cockroaches, Lizard etc thrice a week in entire Chennai Trade Centre complex. Fuel of chemicals for the same will be borne by the Contractor.
 - i) **Any other integrated measures which are not specified but required shall be part of the scope of work.**
3. The agency shall be absolutely responsible for the payment of salary, and all other statutory obligations for the workers employed on account of wages bonus, arrears, employment, termination benefit, compensation or other claim whatsoever and the TNTPO, Chennai has no connection in relation to such matters.
4. **In case of any mishap sustained by employees of Contractor of whatsoever nature (minor/major) the responsibility of granting compensation, if any, on the count will be that of the Agency / contractor.**
5. The Contractor shall furnish the names, permanent & local addresses and Police Verification Report, of the Pest Control Workers being posted at Chennai Trade Centre, Chennai premises along with their latest Photographs.

6. **In addition to above mention scope of work, the agency will have to provide anti-termite services for which the cost of material consumed for that operation will be reimbursed on actual consumption basis after submission of original bill copy of materials. No extra labour charges, service charges will be paid to the agency.**
7. **Special Works:** The Contractor in addition to the above scope of work will have to provide special pest control services during the important functions / VVI's visits / International fairs / Events etc. The cost for the manpower will be paid as per the Tender rules. The actual cost of chemicals to be used for the special works will be met by TNTPO based on the receipt / voucher.

SECTION - V

RESOURCE REQUIREMENTS

The contractor has to provide the following:

1. The contractor has to provide all the manpower, equipments, tools, their accessories / refills/chemicals pertaining to Pest Control Services.
2. The contractor has to provide supervisory and management support by his own staff to get the maximum output from the Pest Control Services force provided to TNTPO.

Equipments: Minimum number of equipments, tools takers etc to be maintained by contractor in the TNTPO. Number can be increased as per requirement.

Uniform for the pest control staff, identity cards, Gloves, Dusters / mask, safety gear etc to be provided by the contractor as per requirement.

Manpower Requirements: Trained pest control staff in uniform should be posted. The numbers may be posted depending on the requirement.

SECTION - VI

ANNEXURE – “1”

TECHNICAL BID FORMAT

1	Name of the firm / company / proprietary concern registered		
2	Address of registered office		
3	Address of the office at Chennai (if any)		
4	Telephone Nos./Fax/E-mail at Chennai		
5	Tender Fee & Earnest Money Deposit (EMD) Yes/No		
6	Tender Fee & EMD Details	Tender Fee	EMD
	DD No.:		
	Dated		
	Drawn on Bank		
	Amount- (Rupees.....)		
7	Banker of Company / Firm / Agency with full address Telephone Number of Banker		
8	Copy of constitution or legal status of the sole proprietorship/firm/agency/company etc.		
9	PAN No. (Attach attested copy)		
10	E.P.F. Registration No. (Attach attested copy)		
11	E.S.I. Registration No. (Attach attested copy)		
12	GST Registration No. (Attach attested copy)		
13	Registration under the Shops and Establishment Act.		
14	Proof of financial status in form of audited balance sheet for the last two or three financial years. Average annual turnover must be at least Rs. Fifty Lakhs Only.		
15	Copy of Income Tax Return Filed Acknowledgements for last two years.		

16	Experience of 02 years or more of handling similar jobs (Evidence should be attached).	
17	The firm should be maintaining Pest Control Services in a minimum one building having area of 2 Lakhs sq.ft. or more and building should preferably be a Central/State Govt. Dept., PSUs, Autonomous Bodies, Large Industrial / Educational Campus / Corporate Super Speciality Hospitals.	
18	Details of clients where similar services (Pest Control) are presently provided ny the agency separately for Government and Private clients along with address and telephone nos.	
19	Experience of execution of similar work as per annexure “4: (Attach documentary proof in support)	
20	List of Personnel including skills and competence in the organisation	
21	Enclose an affidavit duly certified by (enclosed/Not enclosed) the notary at the location of the Agencies / Head quarters or at Chennai that the bidder has never been black listed or punished by any court for any criminal offence / breach of contract and that no police / vigilance enquiry / nor facing any criminal case.	
22	Have you / your expert physically inspected / surveyed the hospitals premises before submitting the tender (Yes/No)	
23	Write up about agency / company along with all relevant details which may help in qualifying tender be submitted.	

DECLARATION

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to the blacklisted/debarred by TNTPO for at least three years.

(Signature of Authorised person)

(Name)

(Designation)

Name of Firm/Company/Agency

Contact Details

PRICE / FINANCIAL BID FORM (PART-A)

To
 The Managing Director,
 Tamil Nadu Trade Promotion Organisation,
 Chennai Trade Centre complex,
 Nandambakkam,
 Chennai – 600 089.

Dear Sir,

- i) I/Wesubmitted the bid for Tender No.: 111/TNTPO/Admin/2017 dated 05.11.2017 for “providing Pest Control Services on Annual Rate Contract basis” to TNTPO, CTC complex, Nandambakkam, Chennai – 89.
- ii) I/We have thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.
- iii) I/We hereby offer to provide Pest Control Services at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract.
- iv) I / We Certify that we will use the chemicals approved by the Central Insecticide Board.
- v) I / We will implement and maintain check list.
- vi) I personally visited the entire complex and studied the existing set up and the nature of work involved before submitting Tender.

Sl. No.	Details of services	Details of Operation / Manpower	Amount Per Month (Rs.)	TAX (%)	Total Amount Per Month (Inclusive of Tax) (Rs.)
1	Rate for deployment of Manpower	12 shifts in a month			
2	Cost of following Chemicals to be used in a month: <ol style="list-style-type: none"> 1. Imidacloprid 2. Deltamethrin 3. Propoxure 4. King Fog 5. Gel for roach control 6. Bromodiolone (Cake / Granules) 7. Glue Pads-Big 8. Glue Pads-Small 9. Bait stations 10. Rodent traps 11. Imidacloprid / Bifenthrin 12. Phorate Granules 13. Propoxure 				
2a	Total cost for Month (Sl. 1 + 2)				

Sl. No.	Details of services		Details of Operation / Manpower	Amount Per Month (Rs.)	TAX (%)	Total Amount Per Month (Inclusive of Tax) (Rs.)
3	Spider control	Quoted rate including manpower with chemical to be used per item.	As when required			
4	Honey Bee		As when required			
5	Snake Repellent		As when required			

Note: 1. Rate should be quoted including the cost of Diesel and Petrol required for operation.

2. Serial No.: 3 to 5 will be used as when required and shall not be taken into account for price bid evaluation of this tender.

Total expenditure per month (1+ 2 column).

(Signature of Authorised person)

(Name)

(Designation)

Name of Firm/Company/Agency

Contact Details

PRICE / FINANCIAL BID FORM (PART-B)

RATE FOR SPECIAL WORKS:

During the important functions / VVIPs visits / International Fairs / Events etc pest control services should be provided by engaging special manpower work. Cost for the same is indicated below:

Sl. No.	Services to be offered	Manpower deployment	Rate per Unit (Rs.)	TAX (%)	Total Amount (Inclusive of Tax) (Rs.)
1	Mosquito Control, Fly & larva Control, Rodent Control and General pest management (IRS) – Crawling Insects by Fogging, Misting, Baiting & Trapping and Residual Spray	One Shift / 3 + 1(Supervisor)			
		Two Shift / 6 + 1(Supervisor)			
		Three Shift / 9 + 1(Supervisor)			

- The cost indicated above is only for manpower deployment excluding the cost of chemicals. Chemicals may be used depending upon the situation. Therefore the actual cost of chemicals to be used for the special works should be met by the TNTPO.
- The above rates shall not be taken into account for price bid evaluation of this tender.

(Signature of Authorised person)

(Name)

(Designation)

Name of Firm/Company/Agency

Contact Details

STAMP OF Rs. 100/-

CONTRACT AGREEMENT

Contract No. Dated

This is in continuation this office’s Notification of Award No. dated

1. Name and Address of the Supplier: -
2. Purchaser’s Tender Enquiry Document No. dated and subsequent amendments no..... dated (if any) issued by the purchaser.
3. Supplier’s Tender No. dated and subsequent communications no..... dated exchanged between the supplier and the purchaser in connection with this tender.
4. This agreement is made this day.....betweenReg office at herein after called “ Supplier” the first party which expression shall include his heirs, executors and administrators/ their successors and TNTPO, Chennai, herein after called “TNTPO”, the second party, acting through Managing Director, TNTPO herein after include his successors and assignees, shown as under :-
5. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as integral part of this contract:
 - a) General Instructions to the Bidder
 - b) Terms & Conditions of Contract
 - c) Tender Form furnished by the supplier
 - d) Price Schedule (s) furnished by the supplier in its tender
 - e) Purchaser’s Notification of Award
6. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:
 - a) Brief particulars of the goods and services which shall be supplied / provided by the supplier are as under:

Sl. No.	Details of service	Details of Operation / Manpower
1	Mosquito Control, Fly & larva Control, Rodent Control and General pest management (IRS) – Crawling Insects	Fogging, Misting, Baiting & Trapping and Residual Spray

Sl. No.	Details of service	Details of Operation / Manpower
2	Manpower Deployment	<ul style="list-style-type: none"> • One Shift - Two personals • Duration of Shift: - 06:00 P.M. to 10:00 P.M.(4 Hrs) • Minimum three shifts in a week. • Preferred day: - Monday, Wednesday and Thursday.
3	Rate for deployment of Manpower	12 shifts in a month
4	Details of cost of following Chemicals to be used in a month: <ol style="list-style-type: none"> 1. Imidacloprid 2. Deltamethrin 3. Propoxure 4. King Fog 5. Gel for roach control 6. Bromodiolone (Cake / Granules) 7. Glue Pads-Big 8. Glue Pads-Small 9. Bait stations 10. Rodent traps 11. Imidacloprid / Bifenthrin 12. Phorate Granules 13. Propoxure 	Chemicals required / to be utilised per month should be handed over / stored at the TNTPO before the commencement of every month.
5	Spider control	As when required
6	Honey Bee	As when required
7	Snake Repellent	As when required

Any other additional services (if applicable) and cost thereof:

b) Total (In figure) _____ (in words) _____

c) Details of Performance Security _____

7. The Performance Security would be encashed by second party in case first party fails to deliver services and/or breaches terms & condition of the aforesaid tender document.
8. Any notice/direction given under the terms of this agreement shall be considered to be duly served if the same has been delivered to, left for or dispatched by Registered Post to the Contractor at his last known address. Any notice to be given to the TNTPO shall be considered as duly served if the same is delivered to left or dispatched by the Registered Post to Managing Director, TNTPO, Chennai Trade Centre complex, Nandambakkam, Chennai – 600 089. Any notice so posted shall be prima facie proof of service at the expiration of the time in which in the ordinary course of post it would have reached the address to which it was sent.

9. That all the expenses for the preparation and execution of this deed including the stamp duty and conveyance fee shall be payable by the Contractor.

10. In accordance with the Tender document No. this agreement is effective till, as in the bid document as decided upon to do so by the second party on the same terms, conditions and rate.

11. Signature and legal addresses of the contracting parties:

In witness where of the parties here to have hereunder set their respective hands the day and the year above written.

Contractor:

TNTPO, Chennai

For & on behalf of

For & on behalf of TNTPO, Chennai

M/s. _____

The Managing Director,
TNTPO, Chennai.

(Name & Designation)

Address:
.....

Address:
.....

(Seal)

(Seal)

Witnesses:

1.

2.

FORMAT OF EXPERIENCE CERTIFICATE

Project Name	Name of the Employer*	Description of work	Contract No.	Value of Contract (Rs. In Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for delay & work completed

*Attach documentary proof in support of above details.

(Signature of Authorised person)

(Name)

(Designation)

Name of Firm/Company/Agency

Contact Details

DECLARATION

From

M/s.....
.....
.....

To

The Managing Director,
Tamil Nadu Trade Promotion Organisation,
Chennai Trade Centre Complex,
Nandambakkam,
Chennai – 600 089.

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor/Director authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of any Agency with which the Government have banned /suspended business dealings. Should the proprietor / partner(s) / Director of the agency on behalf of which this letter is furnished hold any office in any other agency and if such agency gets banned or suspended, I/we undertake to furnish information about it within 15 days from the date of receipt of such information.

Yours faithfully,

(Signature of the Bidder)

Date:

Name:

Place:

Designation:

Seal of the Agency:

Address: