



**MMTC LIMITED : REGIONAL OFFICE : BHUBANESWAR (MMTC)**

No. MMTC/BBSR/ADMN/PCS/ TENDER/01

Date: 05/07/2018

**NOTICE INVITING TENDER FOR PROVIDING PEST CONTROL SERVICE**

MMTC LIMITED(MMTC) REGIONAL OFFICE, BHUBANESWAR invites sealed tenders from different agencies for Providing Pest Control Service to different offices and staff quarters of SRO, Paradip as well as MMTC, Regional Office, Bhubaneswar. The tender document with all information relating to the tender process such as cost of tender paper, EMD, Eligibility Criteria, Terms & Conditions, etc. are available on the website [www.mmtclimited.com](http://www.mmtclimited.com), which may be downloaded for use. Interested parties may submit their tenders super-scribing as "Tender for Providing Pest Control Service in reference to Advertisement No.-----dt.-----" to the undersigned through Speed Post/ Registered Post only, which should reach on or before 4 P.M. of 27.07.2018 positively and the same will be opened at 4.30 P.M. on the same day by a Committee in presence of the Participants, who wish to attend the Tender Opening Meeting. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-

General Manager

MMTC LIMITED, REGIONAL OFFICE, BHUBANESWAR

TERMS AND CONDITIONS FOR PROVIDING PEST CONTROL SERVICE

1. Sale of tender paper: The prospective bidders may download the complete set of the tender documents directly from the website [www.mmtclimited.com](http://www.mmtclimited.com) and submit the same to MMTC. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the Office notice board of MMTC or download from the above mentioned websites before last date & time of submitting the tender document.
2. The tender should reach the office of the General Manager, MMTC, Bhubaneswar by 4 P.M. of 27.07.2018 and the tenders will be opened at 4.30 P.M. on the same day. In case this date happens to be a holiday for MMTC for any reason, the tender will be received and opened on the immediate next working day at the same designated time & place.
3. Bidders may be present in person or through their representative (s) during the opening of tender at 4.30 P.M. on 27.07.2018.
4. Tender shall remain valid for a period not less than 120 days after the last date of submission specified in the tender.
5. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.
6. Policies shall be part of this tender :
  - a) MMTC's Policy for Holiday listing of an agency mutatis mutandis applies.
  - b) Fraud Prevention Policy of MMTC which is available MMTC's website at [mmtclimited.com](http://mmtclimited.com).
  - c) Public Procurement Policy for Micro and Small Enterprises (MSEs) order,2012 dated 23rd March 2012 issued by Ministry of Micro, Small and Medium Enterprises Office of Development Commissioner(MSME) shall also be part of this tender and agreement subsequently.
7. Bid Price:
  - a) The tender shall be submitted in two bid system i.e. Technical Bid (Cover A) & Financial Bid (Cover B). The Financial Bid shall contain only the Price Bid and the Technical Bid shall contain all other documents as per the tender terms except Price Format. The Technical Bid & Financial Bid should be covered in two

separate envelopes clearly writing on the top of the envelop as Technical Bid & Financial Bid respectively and these two bids shall be covered in a Big envelop writing on the top of that “Tender for Providing Pest Control Sservice in reference to Advertisement No.-----dt.-----”

- b) The quoted rates shall include all duties and taxes.
- c)The contract shall be for two years from the date of signing of contract.
- d)The price as quoted by the Agency shall remain unchanged during pendency of the contract.
- e. After expioration of contrcat, same could be extended for a further period upon mutual consent of both the parties.
- f)There shall be a price escalation of 5% for the third year of operation.
- g) Approximate areas are to be covered

<u>Sl.No.</u>	<u>Name of offices</u>	<u>Area in Sq.ft</u>	<u>Remarks</u>
<u>1</u>	MMTC , Regional Office, Bhubaneswar	7149 Sq.ft	
<u>2</u>	MMTC, Sub-Regional Office,, Paradip	2700 Sq.ft	

#### 8. Scope of Work:

##### A) General Pest Control:

- i. Eradication of Cockroaches, Mosquitoes, Flies, Lizards, bugs, etc. through the use of permitted insecticides as per Government of India and WHO norms.
- ii. The Pest control should cover all the places like space under the tables, chairs, admirals, on and around the pile of files, wooden furniture, false ceiling, staircases, lift lobby, all toilets drain ducts, stores and any hidden space under the furniture and no space should be left unattended. Spraying of larvicide to control mosquito breeding at open drains, stagnated water, dustbins, garbage area, receiving area entry point's front and rear area of the plant under the bushes damp area along the walls, etc.

B) Rodent Control:

- i. This service will be carried out for controlling rat problem inside as well as outside the premises and safeguarding the important files, papers, Boxes, carpets, electrical and Telephone wiring, wooden ceiling, paneling, cardboards, raw materials, etc. from rodents damage.
- ii. This service will be provided in the entire office area inside the building area including office cabins, rooms, toilets, corridors, false ceiling etc. and outside the building premises.
- iii. Rats and rodent shall be controlled by -
  - a) Placing a glue mat or
  - b) Placing ultra sound devices as may be required in multiple numbers on all floors or
  - c) Doing permitted spray or putting herbal/ chemical tablets, etc. to keep rats and rodents away from the building or force rats/ rodents to move outside from the building or
  - d) Combinations of any of the above.

It would be endeavor of the agency that by using chemicals, rats/ rodents should not die inside the building or above the false ceiling. If so happens, it would be located and sanitized by the agency.

9. The pesticides, etc. used for pest/ rodent control should not create adverse impacts on human health.
10. The site-wise approximate area to be covered is given at Annexure II.
11. Staff deployed by the agency should be trained in pest control work, should be of good conduct, should be physically fit for the work and should not be suffering from any chronic or contagious diseases for carrying out the maintenance works. MMTC shall not provide any personnel for the work.
12. None of the deployed Staff should enter or remain in the MMTC's premise beyond the specified time limits unless and absolutely necessary.
13. Service should be provided by the tenderer directly. Any attempt to sublet the work to any other party shall not be entertained.

14. The Agency is to be liable for any damage caused to MMTC or its premises or any part thereof or to any fixtures or fittings thereof or any property of MMTC and therein by any act, omission, default or negligence of the Agency or its Staff.
15. Authorized Persons of MMTC shall monitor the work of the agency at regular intervals.
16. The Agency shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State/ Central Government or any local body or authority. The agency shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts licenses, clearance certificates etc. as may be required by MMTC from time to time.
17. The Agency shall be solely responsible for compliance of all statutory provisions like payment of minimum wages to the personnel deployed, ESI, Insurance, PF, etc. MMTC shall have no liability in this regard. Any revisions or amendments made to these laws/Acts by the State/Central Government will be automatically applicable for compliance by the Principal Employer and the Service Provider without any separate sanction for the same.
18. The Agency is responsible for compliance to the provisions of various labour and industrial laws relating to the personnel deployed by it for the purpose or for any accident caused to them and MMTC shall not be liable to bear any expense in this regard.
19. MMTC shall not be held responsible for any statutory non-compliance on the part of the Agency with respect to the Labour Laws including PF, ESI, Workman Compensation, Insurance, Minimum Wages Act, Labour Safety, etc. or Otherwise. And in no circumstances, MMTC shall be made a party to it in case of any dispute arising out of such non-compliance
19. Income Tax, as applicable, shall be deducted by MMTC from the bill unless exempted by the Income tax Department.
20. Any non- performance, damage/ theft caused by the workmen of the service provider shall be recovered from the monthly bills of the service provider.

21. Notwithstanding the above, MMTC reserves the right to accept or reject any or all bids and to cancel the bidding process at any time prior to the issue of Work Order.

22. Performance Security:

- a) The successful Bidder will submit Performance Security for Rs.10,000/- (Rupees Ten Thousand) only in shape of Account payee Demand Draft/Pay Order from any Nationalized/ Scheduled Bank in favour of "MMTC Limited", payable at Bhubaneswar.
- b) The Performance Security of the successful Bidder will be returned to the Bidder without interest only after successful completion of the work as per order.

23. If the successful Bidder fails to execute the order, the performance security will be forfeited and action will be taken to blacklist the firm.

24. Eligibility Criteria

The Bidders must fulfill the following eligibility criteria to participate in the tendering process -

- a) Must have either its registered office or operating office in Odisha. (Self-Attested copy of documentary evidence in this respect to be enclosed.)
- b) Must have appropriate Govt. License for Pest Control/ Pesticides / Insecticides/ Chemicals for the purpose of Pest Control. (Self-attested copy of License to be furnished.)
- c) Must have provided Pest Control Services to at least two Government/ Semi-Government/ Public Sector Undertaking/ Corporate Clients during last three Financial Years i.e. 2014-15, 2015-16 & 2016-17. (Self-attested copies of Work Orders/ Completion Certificates from the Employers to be furnished.)
- d) Must have successfully completed Pest Control Services of one work of at least Rs. 30,000/- in any of the last three Financial Years i.e. 2014-15, 2015-16 & 2016-17. (Self-attested copies of Completion Certificate from the Employer to be furnished.)

- e) Must have provided Pest Control Services in a minimum area of 10,000 sq. ft. in any of the last three Financial Years i.e. 2014-15, 2015-16 & 2016-17. (Self-attested copies of Work Orders/ Completion Certificates from the Employers to be furnished.)
- f) Must have minimum Annual Turnover of Rs. 1 Lac during each of the last 3 Financial Years i.e. 2013-14, 2014-15 & 2015-16 or 2014-15, 2015-16 & 2016-17. (Self-attested copy of Annual Turnover Statement (original) certified by a Chartered Accountant (provisional turn over shall not be considered) as in Annexure III to be furnished.)

Apart from above, the Bidders shall also furnish the following documents-

Self-attested copy of Registration Certificate of Firm

Self-attested copy of PAN Card

Self-attested copy of GST Registration Certificate.

Information in Annexure I

Quotation in the prescribed Format in Annexure IV.

Undertaking that the firm has not been blacklisted by any Govt. Organization.

## 25. Evaluation and Selection

- a) The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Bids shall be opened of those bidders who will qualify in the technical evaluation.
- c) Financial Bids shall be opened in the presence of the technically qualified bidders' representatives, who choose to attend in person at the address given below –

26. Date of Opening of Financial Bids shall be communicated to the technically qualified bidders.

General Manager  
MMTC LIMITED, Alok Bharati Complex, 7th Floor, Sahid Nagar  
Bhubaneswar-751007, Odisha.,

## 27. Award of Contract

27.1 The contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has offered the lowest evaluated bid price.

27.2 In case two or more technically qualified Firms quote the same lowest price, the Firm having the highest average annual turnover during the last 3 Financial Years i.e. 2013-14, 2014-15 & 2015-16 or 2014-15, 2015-16 & 2016-17 among the lowest bidders shall be awarded the contract.

27.3 The contract shall be for two years from the date of signing of contract. The periodicity can be extended by one year on mutually agreed terms and conditions.

27.4 Any effort by a bidder to influence MMTC in its decision on bid evaluation or placement of Work Order may result in rejection of the bidder's offer.

## 28. Payment

Payment shall be made on completion of the work and after submission of bills in triplicate, duly counter-signed by the respective RO/SRO Administration In-Charge.

## 29. Arbitration

MMTC and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter will be referred to General Manager, MMTC, Regional Office, and Bhubaneswar whose decision will be final and binding on both the parties. The arbitration proceedings if any shall be held in Bhubaneswar.

## 30. Legal Jurisdiction

All legal disputes are subject to the jurisdiction on Bhubaneswar courts only.

31. The MMTC LIMITED reserves the right to reject or to accept any quotation, whole or in part, without assigning any reason thereof.

Sd/-

General Manager



BIDDER'S INFORMATIONCover A (Technical Bid)

(to be submitted in technical bid envelop)

1.	Name of the Organization	
2.	Address of the Organization with telephone no. & FAX	
3.	E-mail id of the Organization	
4.	Name of authorized signatory	
5.	Telephone number of the authorized signatory	
6.	Self-attested copy of Govt. License for Pest Control/ Pesticides/ Insecticides/ Chemicals for the purpose of Pest Control.	
7.	Registration No. of the Firm (Attach self-attested copy of the Registration Certificate of the firm)	
8.	GST Registration (Attach self-attested copy of GST Registration Certificate)	
9.	PAN (Attach self-attested copy of PAN Card)	
10.	Turnover for last 3 Financial Years i.e. 2013-14, 2014-15 & 2015-16 or 2014-15, 2015-16 & 2016-17 (Attach self-attested copy of Annual Turnover Statement (original) certified by a Chartered Accountant (provisional turn over shall not be considered) as in Annexure III)	
11.	Self-attested copies of Work Orders/ Completion Certificates received from Government/ Semi-Government/ Public Sector Undertaking/ Corporate Clients during last three Financial Years i.e. 2014-15, 2015-16 & 2016-17.	
12.	Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization	

DECLARATION

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my/our knowledge. I / we understand that in case of any deviation in the above statement at any stage, the Firm/Agency will be blacklisted by your office and will not have any dealing with your office in future.

(Signature of the authorized signatory)

Place

Seal

Date

\_\_\_\_\_ [       ] \_\_\_\_\_

ANNUAL TURNOVER STATEMENTCover A (Technical Bid)

(to be submitted in technical bid envelop)

I hereby certify that M/s. \_\_\_\_\_ (Name & address \_\_\_\_\_) is having the following annual turnover and the statement is true and correct -

Sl. No.	Financial Year	Turnover (Rs.)
1.	2014-15	Rs. _____ (Rupees _____) only
2.	2015-16	Rs. _____ (Rupees _____) only
3.	2016-17	Rs. _____ (Rupees _____) only

\* Strike out whichever is not applicable.

Signature of the Bidder:

Date:

Signature of Auditor/ Chartered Accountant

Membership No.:

Seal:

Cover B (Financial Bid)

(to be submitted in financial bid envelop)

Name and Address of the Bidder:

Particulars	Rate per Sq.Ft (Including all taxes(Rs.))
Providing Pest Control Service at RO, BBSR & SRO, Paradip	

Date:

Place:

Authorized Signatory

(Signature and seal of the authorized signatory)