



**UNION PUBLIC SERVICE COMMISSION**

**(M & M Section)**

**Shahjahan Road, Dholpur House,**

New Delhi-110 069

**e-Tender No. F.No.5.2(4)/2019-M&M**

Date 22.11, 2019

**E-Tender Notice**

**Sub: Rodent & Pest Control in Union Public Service Commission for a period of three years**

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Online e-tenders are invited by the Union Public Service Commission for Rodent & Pest Control for a period of three years in UPSC Complex including Deptt. Record Section, Recreation Club in Jam Nagar House. The office maintains a Guest House (Advisor's Suites) situated in two buildings comprising of reception, kitchen, dining halls, suites, rooms, toilets, etc as are the essentials of any normal guest house.

2. The bidders may visit the office complex and inspect the buildings for treatment of Rodent & Pest control before quoting the rate for the same. They may visit the office for the purpose of inspection on any working day from 3:00 PM to 4:00 PM between 26.11.2019 to 3.12.2019 after seeking appointment from the Sr. EM&MO/EM&MO.

3. The tender documents can be downloaded from the websites of Central Public Procurement Portal (CPPP) <http://eprocure.gov.in>.

4. The interested bidders may submit the tender online at <http://eprocure.gov.in>, in a two bid system in the prescribed proforma. Tender is to be submitted only in **on line mode** through e-Procurement Portal <http://eprocure.gov.in>. All the documents in support of eligibility criteria etc., are to be scanned and uploaded along with the tender documents. Tenders sent by

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any other mode **other than on line mode** will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

5. General Terms and conditions of the Rodent & Pest Control in UPSC Complex for a period of three years are given in the Tender document. Prospective bidders are advised to follow the instructions provided in the "Instructions to the Contractors / Tenderers" for the **e-submission** of the bids online through the CPPP at <http://eprocure.gov.in>.


6. The original Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of account payee **Demand Draft/Bankers cheque** drawn in favour of Secretary, Union Public Service Commission, New Delhi or the **EMD Exemption Certificate, physically** must be dropped in a sealed cover duly superscribed "**NIT for Rodent & Pest Control in UPSC Complex**" addressed to the Under Secretary (M&M), Union Public Service Commission, Dholpur House, New Delhi **only in Tender Box** placed near Reception (Gate No. 2) of Union Public Service Commission, New Delhi from 25.11.2019 to 19.12.2019 upto 3PM. **In case original EMD/EMD Exemption Certificate has not been submitted/dropped physically during the above date and time, the bids will be rejected summarily. However, scanned copy of the Bank Draft/EMD Exemption certificate must be uploaded electronically on <http://eprocure.gov.in>.** Bids received after the prescribed date and time shall not be considered and any correspondence pertaining to such bids shall not be entertained. In case, any of the bidders is exempted from enclosing EMD either by NSIC or any other Government Agency, the scanned copy of such Exemption Certificate be uploaded electronically on <http://eprocure.gov.in>. Simultaneously, a copy must be dropped in Commission's Office as stated above. If the bid is received without EMD/EMD Exemption Certificate, it would **not** be considered and would be rejected summarily.

7. The bids will be opened online by a Committee of 3 officers in the Union Public Service Commission on 20.12.2019 at 3.30 PM in Room No. 101, Ayog Sachivalaya Building, New Delhi. In case the specified date for submission of bid falls on or is

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subsequently declared as a holiday or closed day for this Office, the bids will be received upto the appointed time i.e. 3.00 PM on the next working day of this Office and will be opened on the same day at 3.30 P.M. The Tender Evaluation Committee (TEC), after evaluation of the bids, will give its specific recommendation(s) which will be uploaded and can be viewed by the bidders.

8. The Competent Authority in the Union Public Service Commission reserves the right to cancel the tender at any time or amend/withdrawn any of the terms and conditions contained in the Tender Document, without assigning any reason there for.

  
( **Ravish Joiya** )  
**Under Secretary (M&M)**

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2. Guard File

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No. 5.2(4)/2019-M&M  
UNION PUBLIC SERVICE COMMISSION  
(M & M Section)  
Dholpur House, Shahjahan Road  
New Delhi-110 069

Date : \_\_\_\_\_ 2019

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Notice inviting tender for Rodent & Pest Control in UPSC Complex for a period of three years.**

Dear Sir,

On line Bids are invited for **Rodent & Pest Control in UPSC Complex for a period of three years.**

2. The BID for **Rodent & Pest Control in UPSC Complex** should be submitted on line.
3. Original Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five thousand only) in the form of Demand Draft/ Pay Order/Banker's Cheque in favour of Secretary U.P.S.C. payable at Delhi/New Delhi or the F.D.R. Copy of EMD Exemption Certificate must be dropped in a sealed cover duly superscribed "**NIT for Rodent & Pest Control in UPSC Complex**" in the Tender Box placed at Felicitation Counter of UPSC between 25.11.2019 to 19.12.2019 upto 3 PM. A scanned copy of the EMD/EMD Exemption Certificate must also be enclosed with the Bid (Technical Bid).
4. Successful bidder will have to deposit 7% of the total Cost as 'Performance Security' in the form of Demand Draft/Pay order/F.D.R. drawn in favour of Secretary, UPSC within 7 days of issue of Letter of award of contract. The 'Performance Security' should be valid for a period of sixty days beyond the date of completion of all contractual obligations. However, EMD would be

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refunded to the successful bidder on receipt of the 'Performance Security'.

5 The Technical Bids will be opened on-line at 03:30 PM on 20.12.2019 in the room of the undersigned in the presence of bidders or their representatives who may wish to be present.

### **Eligibility criteria**

6 The agency applying should possess a valid PAN No and GSTIN/GST Registration. The Agency should have experience of providing such services in Government Ministries / Departments at least for three years. **The annual turnover of the firm should be more than 10 lakh.** Copies of the following documents may be enclosed with the Bid in **Annexure-I**.

- i. Annual turnover of the firm indicating inter-alia their net profit/loss during the last three financial years viz 2016-17, 2017-18 and 2018-19 duly certified by their Chartered Accountant.
- ii. Copy of G.S.T. Registration Certificate of the firm.
- iii. Copy of Income Tax PAN no of the firm.
- iv. Copy of Income Tax Return for the last three financial years viz. 2016-17, 2017-18 and 2018-19.
- v. Documents regarding experience of providing similar services in Government Ministries / Departments for period of three years viz 2016-17, 2017-18 and 2018-19. The contract may be for each of the years mentioned above or a single contract spanning the total period of 3 years.
- vi. Copy of the on-going contract(s) in Government Ministries/Departments etc.
- vii. Valid license to stock and use of permissible insecticide for commercial pest control operation. Copy of License should be submitted along with the technical bid.
- viii. Submission of certificate as per **Annexure II** of the NIT.

## Scope of work

7. The work under the NIT mainly includes General pest control/Anti termite which means eradication of bed bugs, cockroaches, mosquitoes, flies, lizard, termite etc. The services will be carried out for controlling rat problem inside as well as outside the premises and safeguarding the important files, papers, box carpets, electrical and telephone wiring, telephone exchange, wooden ceiling, paneling, cardboards, false ceiling, on all staircases, on lift lobby, drain ducts, on all pantry rooms basement, AC units, AC ducts, AC plant in all stores and any hidden space under the furniture and should leave no space unattended.

- i. This treatment will be carried out by mechanical trapping, rat cage, glue pads and also changing and replacing the glue pads/bait stickers etc as and when required.
- ii. Controlling all types of crawling insect by disinfestations services & vector control service like mosquitoes' breeding etc.
- iii. The Agency must ensure that the pest control once done shall remain effective upto the next pest control failing which it shall have to be done again without any cost.
- iv. Anti fly, anti mosquito & cockroach/Rodent, bed-bugs and Pest control services have to be provided on regular basis at least thrice in a week before or after closing hours and on holidays or as frequently as it is necessary to control the pests and rodent etc. In case of any emergency/problem, above services would also have to be provided as and when required. For the emergency service, no extra payment will be made to the firm. Vendor worker who will visit this office for rendering services of Rodent/Pest control should have all type of mechanism/pesticides, materials with him.
- v. The Rodent & Pest Treatment in the kitchen area / food area / dining hall & Advisor's room would be carried out

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by the vendor only in the presence of In-charge Advisor suites at the time / day specified by the in-charge advisor suites, irrespective of whether it is a working day / off-day. Non-toxic types of treating substances have to be used in areas such as kitchen and in places where utensils are kept.

The vendor shall undertake in **Annexure III** that the rates quoted are not exceeding the rates quoted by them for any other Ministry/Govt. organization for similar work.

### **Submission of NIT**

8. The bids should be submitted through on-line mode containing following 2 covers:

- (a) Technical Bid: The first bid should contain all technical details alongwith Annexure-I, II & III duly signed with mobile number with seal. Bids submitted without supplying documents will be rejected.
- (b) Financial Bid: The second bid should contain "Financial Bid for Rodent & Pest Control in UPSC Complex" and it should contain the overall rates in **the BOQ forms available online**. If two bids with similar overall rates are received, the bid of the firm with higher turnover will be accepted.

9. The successful bidder/bidders are required to accept the Award Letter within 7 days from date of issue of Award Letter. The contract will be valid for a period of three years and the date of commencement shall be reckoned from date of acceptance.

10. If performance of firm/contractor is found to be unsatisfactory by the Commission, the Secretary, UPSC will have right to reject whole or part of tender any time.

### **Evaluation of Bid:**

11. The Financial Bid **of only those bidders shall be considered whose Technical Bids are found in order by the Technical Evaluation Committee (TEC)**. The evaluation of bids



will be done on the basis of rate (exclusive of Taxes). **The Financial bids must be submitted online in BoQ format only.**

12. The firm shall quote rates for all the works under each head mentioned in **the BoQ**. L-1 firm will be decided on the basis of NPV of overall rates (Grand Total) of all items **exclusive of Taxes in the BoQ**.

13. Rates quoted by the firm/bidder should be reasonable and justified.

### **Method for deciding L<sub>1</sub> Bidder**

14.

a. The Bidders should quote rates for each of the three years. The prices for each year should be firm. In order to equitably compare rates for different years, NPV (Net Present Value) would be used at a rate of discounting of 10% annually to bring the rates at the same footing and L-I will be decided accordingly on rates **exclusive** of taxes.

b. The rate of discounting and of NPV calculation is pre-disclosed in the tender document as under:

$$\text{NPV} - \{ Y1 + Y2/(1+0.1)+Y3/(1+0.1)^2 \}$$

where:

NPV stands for Net Present Value

Y1 stands for Rate quoted for 1<sup>st</sup> Year

Y2 stands for Rate quoted for 2<sup>nd</sup> Year

Y3 stands for Rate quoted for 3<sup>rd</sup> Year

Since NPV calculation is being introduced in the NIT, it is therefore also proposed that the calculation may be illustrated through an example in NIT which is as under

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**For example**, if rate quoted for first year (Y1) is 1000, that for second year (Y2) is 1200 and for third year (Y3) is 1400, the NPV will be

$$\begin{aligned} & 1000 + \frac{1200}{1.1} + \frac{1400}{1.21} \\ = & 1000 + 1090.91 + 1157.02 \\ = & \text{Rs. } 3247.93 \end{aligned}$$

This is the value for determining L<sub>1</sub> for awarding the tender. However, the L<sub>1</sub> bidder will be paid rates as per its yearwise quotations.

### 15. **General Terms & Conditions**

- (i) Rates offered in the Tender shall be valid for a period of three years as per its year-wise quotations and once the tender is accepted, the rates will not be enhanced. No upward revision will be allowed under any circumstances whatsoever.
- (ii) The rodent and pest control treatment shall include total and complete rodent and pest free buildings/complex to the satisfaction of this office in both the office building and Adviser Suites (Guest House).
- (iii) It should be the responsibility of the firm to fully control the bed-bugs / rodent / cockroach / mosquitoes / other pests etc. in the UPSC office to the satisfaction of the users.
- (iv) UPSC reserves the right to terminate the contract by one month notice.
- (v) In case of failure to complete the work within the stipulated period, if the work is found defective or is not done to the entire satisfaction of this office, Secretary, UPSC will have the right to cancel the contract and make alternative arrangements for rodent/pest control, etc. and recover the loss involved, if any, from the bill or security money held by this

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office under the contract that may be entered into with you. If this sum is found insufficient to cover the full amount recoverable, the contractor shall pay to this office the extra amount involved on demand.

- (vi) The taxes, if any, shall be quoted separately failing which quoted rates will be taken as inclusive of taxes and no further request for inclusion of taxes will be entertained by UPSC.
- (vii) No extra payment will be made on account of labour/ transportation/ etc.
- (viii) The quoted rates will be effective w.e.f the date of acceptance of award of contract by the successful bidder and remain valid for the period of contract. No request for revision of rates, in between, shall be entertained in any case.
- (ix) The Secretary, UPSC reserves the right to accept or reject any Quotation/Tender in full or in part any quotation not necessary the lowest or reject all the quotations without assigning any reason.
- (x) After completion of work, job cards may be got signed by the Sr. EM&MO / EM&M / caretaker. The job card/ worksheet would not be considered for payment without the sign of Sr. EM&MO / EM&M / caretaker.
- (xi) Payment would be released on satisfactory work after the Sr. EM&MO / EM&M / caretaker issues the necessary certificate of satisfactory performance
- (xii) No payment will be made for the day on which the performance is observed to be unsatisfactory. In case unsatisfactory performance is noticed for two occasions in a month will result in deduction of 5% of the total bill amount in that particular month.
- (xiii) In case unsatisfactory performance is noticed for more than two occasion upto five occasions in a month will

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result in deduction of 20% of the total bill amount in that particular month.

- (xiv) However, if unsatisfactory performance is noticed for more than five occasions in a month will result in deduction of 100% of the total bill amount in that particular month. In such an event the Competent Authority of this office reserve the right to terminate the contract and forfeit the Performance Security of the contract. The firm may also be blacklisted in lieu of not fulfilling the contractual obligations.
- (xv) The bidder will submit an undertaking that he has not quoted lower rates than UPSC in any other Ministries/Govt. Organizations. The undertaking should be submitted in the Performa prescribed at Annex-III.
- (xvi) If the performance of the Firm/Contractor is found satisfactory, the competent authority, may, if it so desires, extend the contract for a further period of six month on the same rate, terms & conditions.
- (xvii) These terms & condition are not exhaustive but general in nature. Secretary, UPSC shall have the right to clarify any clause or part there of the terms & Conditions that will be final & binding.

### **Payment**

16. Payment would be released on satisfactory work after the Sr. EM&MO / EM&M / caretaker issues the necessary certificate of satisfactory performance/work, the vendor will submit the bill on monthly basis.

*(Signature)*

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17. The work shall be undertaken only by the persons/operators duly authorized by the Commission to maintain the security of the UPSC. The vendor shall provide list of authorized employees in advance with their credentials to the Commission.

  
(Ravish Joiya)  
Under Secretary (G)  
Tele No. 011-23388418

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UNION PUBLIC SERVICE COMMISSION  
(M & M Section)

**Annexure I to NIT**

**Forms Part of Technical Bid**

Name & address of the firm \_\_\_\_\_

\_\_\_\_\_

Telephone/Mob. Nos. \_\_\_\_\_

\_\_\_\_\_

Name of the authorized \_\_\_\_\_

Signatory \_\_\_\_\_

Sl. No.	Particulars (Documents to be uploaded on CPP Portal)	Tick appropriately
1	Whether copy EMD/EMD exemption certificate uploaded	Yes/No
2	Whether copy of Annual turnover of the firm indicating inter-alia their net profit/loss during the last three financial years i.e. for 2016-17, 2017-18, 2018-19 duly certified by their Chartered Accountant uploaded	Yes/No
3	Whether copy of GST registration Certificate of the firm uploaded	Yes/No
4	Whether Copy of PAN No. uploaded	Yes/No
5	Whether Copy of Income Tax return for the last three financial years i.e. for 2016-17, 2017-18, 2018-19 uploaded	Yes/No
6	Whether documents regarding experience of providing similar services in Government Ministries/Departments for period of three years viz 2016-17, 2017-18, 2018-19. The contract may be for each of the years	Yes/No

*(Signature)*

	mentioned above or a single contract spanning the total period of 3 years.	
7	Whether copy of the on-going contract(s) in Government Ministries/Departments etc., uploaded	Yes/No
8	Valid license to stock and use of permissible insecticide for commercial pest control operation. Scanned Copy of License should be uploaded along with the technical bid	Yes/No
9	Whether Annexure II duly signed uploaded	Yes/No

(Authorised Signatory)

Name & Address of the firm/bidder  
With rubber seal



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(M & M Section)

**Annexure II to NIT**

Notice Inviting Tender for **Rodent & Pest Control in UPSC Complex.**

CERTIFICATE

We,

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(name & address of the firm) have in response to NIT of Union Public Service Commission dated \_\_\_\_\_ submitted a Annexure-I, II & III in UPSC for your consideration. As required under NIT, we hereby certify as under:

1. That all the terms and conditions of the tender are acceptable to us.
2. That I/We have not been penalized or convinced for concealment of income/wealth during the immediate preceding three years.
3. That we fully understand the scope of work specific in NIT and our bid is strictly in accordance with the scope of work.
4. That the firm is neither blacklisted by any Government Department nor criminal case is registered/pending against the firm or its owner/partners anywhere in India.

R. S. S.

(Authorised Signatory)

Name & Address of the firm/rubber  
With rubber seal

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UNION PUBLIC SERVICE COMMISSION  
(M & M Section)

**Annexure III to NIT**

Notice Inviting Tender for **Rodent & Pest Control in  
UPSC Complex.**

**UNDERTAKING**

We,

\_\_\_\_\_

\_\_\_\_\_

(name and address of the firm) have in response to NIT of  
Union Public Service Commission dated \_\_\_\_\_  
certify as under:

“The rates quoted for the item are not exceeding the rate  
quoted by us for any other Ministries/Govt. Organizations  
for similar work.”

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(Authorized Signatory)

Name & Address of the firm/bidder  
With rubber seal



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 UNION PUBLIC SERVICE COMMISSION  
 (M & M Section)

Annexure IV to NIT

**Forms Part of Financial Bid (to be downloaded and submitted  
 online in BoQ format)**

	Description	Rates (Amount in Rs.) Exclusive of taxes			Tax Rates	Rates (Amount in Rs.) Inclusive of taxes		
		Ist year	IIInd Year	IIIrd year		Ist year	IIInd Year	IIIrd year
	Complete Rodent and Pest Control services as mentioned in NIT							
	<b>Grand Total</b>							
	<b>Total (in figures)</b>							

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