

Dated 07.07.2020

ONLINE TENDER ENQUIRY (E-Tender)

Notice for inviting tender for providing mechanized indoor sanitization/ disinfection spray/fogging service for containment of spread of Novel Corona Virus Diseases (COVID-19) in UPSC premises.

On line tenders/bids are invited by the Union Public Service Commission for mechanized indoor sanitization/ disinfection spray/ fogging service inside the UPSC buildings/ complex including offices in Main Building, Annexe Building, Ayog Sachivalaya Building, Examination Building, Canteens, Facilitation Centres, Museum, Post office, Bank, CISF Porta cabins, Manned CPWD substation, pump house, Jam Nagar House offices including Deptt. Record Section, Recreation Club, CISF barracks. The premises has two Guest Houses comprising of reception, kitchen, dining halls, suites, rooms, toilets, etc. as are the essentials of any normal guesthouse. One guest house (Advisor's Suites) having 25 rooms is a part of Ayog Sachivalaya Building and the other having 17 rooms is a part of canteen building. The bidders are advised visit the office complex and inspect the indoor area/outdoor area and Govt. vehicles/hired vehicles etc. before quoting the rates. The complete tender documents can be downloaded from the website of UPSC www.upsc.gov.in and Central Public Procurement Portal (CPP) <https://eprocure.gov.in>. The Critical Date Sheet pertaining to NIT is as under:

Published Date	07 th July, 2020
Bid Document Download/Sale Start Date	07 th July, 2020
Bid Submission Start Date	07 th July, 2020
Bid Submission End Date	28 th July, 2020 (1500 Hrs)
Bid Opening Date	29 th July, 2020 (1500 Hrs)

2. The sanitization/ disinfection may be carried out using WHO approved disinfectants such as Oxivir or Virex II-256 or Alstasan Silvox 150. The disinfectants having similar formulation under other brand name may be considered, however, the bidder will have to establish that the disinfectant proposed by the bidder is better than the disinfectants mentioned in the NIT. Choice of disinfectant on an occasion, out of the three disinfectants, will be as per the instruction of UPSC. The vendor has to quote sanitization rates for each disinfectant and must maintain sufficient stock in its store for ready availability. Only in case of rare/ extraordinary conditions, the vendor would be permitted to use a disinfectant other than the specified as above after approval of the Commission. The alternate disinfectant proposed to be used under such circumstances shall be equal or better in its effect/action. The

bidders are required to specify in their technical bid about the duration (in hours) recommended by the manufacturer of the sanitizer/disinfectant for reopening of the rooms/ premises after the fumigation in **Annexure I** (forming part of Technical Bid)

3. Validity of the Tender

- 3.1 The tender will be valid for a duration of one year from the date of award of the contract subject to fulfillment of PBG.
- 3.2 The work being dependent on the progression of the pandemic, the contract may be extended for a period of one more year, on the same terms and conditions, at the discretion of the Commission, subject to satisfactory performance. The contract may also be terminated by giving 15 days notice. The decision of the Commission shall be final and binding.

4. Delivery Schedule

- 4.1 The successful bidder will have to start the services, immediately upon award of the contract. Since time is the essence in the prevailing situation of pandemic, no grace time would be provided to start services. Therefore, only those bidders must apply who already have the sufficient requisite manpower, material and expertise to deploy resources immediately. The bidder shall not make plea of engagement with multiple clients.
- 4.2 Since the office of UPSC is very large, the successful bidder shall deploy multiple team/ personnel with independent sanitizing machines to cover the entire campus in reasonable time. **In no case the deployment shall be less than three independent teams.**

5. Earnest Money

- 5.1 Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand) in the form of Demand Draft/Pay Order/Banker's Cheque in favour of Secretary, UPSC payable at Delhi/New Delhi. The original EMD may be dropped personally in the drop box placed at Facilitation Counter of UPSC (Gate C) between 07th July, 2020 to 28th July, 2020 (upto 3.00 PM only). A copy of the EMD must be uploaded electronically on the CPP portal along with other documents. Bidders claiming EMD exemption must upload supporting certificate. Bids received without EMD/EMD exemption certificate would be rejected. The above EMD of the successful bidder will be forfeited if he fails to submit the Performance Security.

6. Eligibility Criteria:

- 6.1 The bidder should have been registered and in existence in the field of providing Rodent & Pest Services for at least five years. Self-attested copy of documentary evidence in this respect shall be enclosed.

- 6.2 The bidder must have appropriate valid Govt. License for Pesticides/Insecticides/Chemicals/Sanitization Spray (self-attested copy of License to be enclosed)
- 6.3 The bidder should have at least 5 years' experience of providing Rodent & Pest Services or disinfection/sanitization spray service in reputed hospitals, Government Ministries/Departments etc. Copy of Purchase/ work order establishing the same to be enclosed.
- 6.4 The supporting documents in respect of value of the contract must be of Rs.20 lakh in case of single order from one organization
Or
two orders each of Rs.12 lakh from two different organizations
Or
three orders of Rs.10 lakh each from three different organizations.
- 6.5 The bidder participating in the tender must have its field operations in Delhi /NCR and have a functional Registered office/ Regional/ Zonal/ local office in Delhi/NCR to oversee/ execute the operations in Delhi/NCR. Firms having registered office/ Head office or corporate office outside Delhi/NCR must have a functional Regional/ Zonal/ local office in Delhi/NCR to oversee/ execute the operations in Delhi/NCR. Self-attested copy of documentary evidence in this respect shall be enclosed.
- 6.6 The Annual turnover of the firm should be more than Rs.20 lakh. Copies of the balance sheets along with profit/loss statement for each of the last three financial years viz. 2016-17, 2017-18 and 2018-19 and duly certified by Chartered Accountant to be submitted.
- 6.7 In addition to above, the bidder applying should possess a valid PAN No. and GST Registration. Copies of the following documents are to be enclosed with the Bid:
- 6.7.1 Copy of the EMD/EMD exemption certificate, if applicable.
 - 6.7.2 Copy of GST Registration Certificate of the firm.
 - 6.7.3 Copy of Income Tax PAN No. of the firm
 - 6.7.4 Copy of Income Tax Return for the last three financial years viz. 2016-17, 2017-18 and 2018-19.
 - 6.7.5 An undertaking that the firm has not been blacklisted by any Govt.Organisation
 - 6.7.6 Declaration form as per Annexure II

7. **Scope of Work:**

7.1 The offices of the Commission are housed in an area of about 7.25 acre out of which the approximate carpet area is of about 4 lakh sq ft. (including chambers, restrooms, corridors, staircases etc.). In addition there are 22 numbers of Staff Vehicles which may be got sanitized/ disinfected. The building wise tentative carpet area is given in Table 1.

Table 1

Sl. No.	Name of the building	Approx area (in sq. ft.)
1	Main Building	55,819
2	Annexe Building	49,522
3	Exam Hall Building	86,345
4	Ayog Sachivalaya Building (includes New Advisors' suites)	1,75,890
5	Old Advisors Suites, Canteen-A, Canteen - B	11,765
6	Jam Nagar House	4,500
7	Other areas like Canteen and passage, Lifts, Lifts lobby, Cooling plant, AC Plant, Manned substation, CISF Koth, Pump House, Museum, Reception Gate-C, CISF Morchas etc.	16,159
8	22 staff cars* (avg. dimension of each car L=15 ft, w=7ft)	2,310
Total = 4 lakh sqft (4approx.)		

*In case of requirement for sanitization of more number of cars/ vehicles, their payment would be made on basis of the tentative area of the vehicle in sq. feet.

7.2 To begin with, the disinfection/sanitization spray activity is planned at least once per week. This frequency may be increased as per the requirement of the Commission/ instructions from concerned Govt. Deptt and/or to combat unforeseen circumstances or immediate requirement for disinfection/sanitization spray. The day and timings on which the activity is to be carried out will be as per the requirement of the Commission. The day & timings may be affected by considerations such as the type of the disinfectant use, requirement for closure of room etc.

7.3 The actual day/ time for sanitization/ disinfection shall be coordinated and finalized by the authorized official of MM section of UPSC.

7.4 The disinfection/sanitization spray to control the infection of COVID-19 should cover all the places like space under the tables, chairs, almirahs, on and around the pile of files, wooden furniture, staircases, lift lobby, lifts, all toilets, drain ducts, stores and any hidden space under the furniture and no space should be left unattended.

8. **Other Terms and Conditions:**

8.1 The bidder shall ensure that the solution for spray/ fumigation is prepared as per the directions of the Manufacturer i.e. in case the manufacturer mandates dilution before use, it shall be done as per the manufacturer. If the formulation is ready to use and no dilution advised by manufacturer, then it shall be used as it is. In any case, the bidder shall share the manufacturer documents with UPSC to substantiate its claim. As such it is important that, only those firms having thorough knowledge, know-how may participate. Failure, to establish the same may lead to cancellation/ termination of the contract and forfeiture of PBG.

8.2 **The preparation/dilution of chemicals proposed to be used in disinfection/sanitization spray should be prepared/ diluted within the UPSC Campus in front of an official of UPSC deputed by MM section. Bidder shall share all the Do's & Dont's in respect of sanitization process.**

8.3 It shall be the responsibility of the bidder to deploy adequate manpower, equipments and materials to carry out the work in reasonable time. The campus of UPSC being a large one, **at least three independent teams or more as deemed fit may be deployed.**

8.4 The personnel deployed for the work, shall be in proper uniform and always wearing the I-Card provided by the firm. Non-adherence to this is liable for penalty.

8.5 It shall be the responsibility of the firm to provide adequate **Safety Equipment Kit** including masks, gloves, face cover, glasses etc, as mandated by disinfectant manufacturer, to its personnel deployed for sanitization and disinfection spray.

8.6 The bidder shall make a special note that the technical requirements and capacity of spray/fogging machine used by them are suitable for the disinfectant being used is suitable for the area to be covered. **The indoor fogging shall primarily be done using ULV type fogging machine set at appropriate setting for aerosol size.**

- 8.7 For fumigating/ spraying the indoor areas, machines running on electricity preferably be deployed so as to avoid smoke/ fumes released by petrol/ kerosene machines.
- 8.8 The bidder shall not sub-contract the work to any other firm. In case, it is found, this shall entail termination of contract and forfeiture of Performance Security.
- 8.9 No compensation of any kind would be paid by the UPSC for any kind of mishap to bidder's employee/ equipments, while rendering the services the UPSC.
- 8.10 **Physical visit to the UPSC premises:** The bidders are strongly advised to visit the office complex and inspect the indoor area/outdoor area and Govt. vehicles/hired vehicles etc and satisfy themselves about the volume of work before quoting the rates. The bidders may visit for inspection from 07.07.2020 to 28.07.2020 between 11.00 AM to 12.00 noon only after seeking prior appointment from Sr. EM&MO/EM&MO.
9. **Submission of NIT**
- 9.1 The bids should be submitted through on line mode containing following two covers:
- 9.2 Technical Bid: The first bid should contain all the documents as **listed in Para 6 above**. These documents must be electronically uploaded online. The financial bid of only those bidders would be opened who are technically approved. Any bid not secured with specified documents will be rejected.
- 9.3 Financial Bid: The second bid should contain "Financial Bid". Bidders are requested to submit their Financial Bid in the **BOQ Form** available on line. The bidders have to submit their Financial Bid in BOQ online for Indoor Areas including Office spaces/vehicles etc.
- 9.4 It is mandatory to quote rates for all items listed in the BOQ. Incomplete BOQ/ Price Bid would be rejected.
- 9.5 The rates for disinfection/sanitization spray quoted by the firm should be reasonable and justified. The firm shall undertake in the enclosed Declaration (Annexure II) that the rates quoted by them are not exceeding the rates quoted by them for any other Ministry/Govt. Organization for similar work.

10. Evaluation of Financial Bids:

- 10.1 The evaluation of L1 bidder will be done on the basis of the lowest grand total of overall rates quoted by the bidders in their financial bid (Annexure-III).
- 10.2 In case two or more bidders quote the same lowest price, the firm having the highest average annual turnover during the last 3 financial years among the lowest bidders may be awarded the contract.

11. Performance Security:

The successful bidder (Agency) will have to deposit 7% of the total estimated cost of the Tender as "Performance Security" in the form of Demand Draft/Pay Order or Fixed Deposit favoring Secretary, UPSC. The "Performance Security" should be valid for a period of sixty days beyond the date of completion of all contractual obligations.

12. General Terms & Conditions:

- 12.1 The Agency is required to accept the Award Letter within seven working days from the issue of Award Letter.
- 12.2 The work being dependent on the progression of the pandemic, the contract may be extended for a period of one more year, on the same terms and conditions, at the discretion of the Commission, subject to satisfactory performance. The contract may also be terminated by giving 15 days notice. The decision of the Commission shall be final and binding.
- 12.3 No extra payment will be made on account of labour/ transportation etc.
- 12.4 After completion of work, the job cards/worksheet maintained may be got signed by the Senior Estate Meeting & Maintenance Officer (Sr.EM&MO)/ EM&MO/ Caretaker/ Motor Transport Supervisor (for vehicles). The job card/worksheet would not be considered for payment without the signature of Sr EM&MO/EM&MO/Caretaker/Motor Transport Supervisor.
- 12.5 The staff deployed by the Agency for carrying out the disinfection/sanitization spray should be trained in sanitization spray work and should be of good conduct, should be physically fit & sound for the work and should not be suffering from any chronic or contagious diseases. The Agency should ensure that in case, any of the staff proposed for deployment has symptoms of fever, sore throat, cough, running nose or breathing difficulty may be advised to self-restrain himself from attending the

disinfection/sanitization spray and physically sound & fit person be deployed.

- 12.6 The work shall be undertaken only by the persons/operators duly authorized by the Commission to maintain the Security of the UPSC. The Agency shall provide list of their authorized employees in advance with their credentials to the Commission for issue of Gate Pass etc. for carrying out the work.
- 12.7 The Agency may be solely responsible for compliance of all statutory provisions of Govt. of India/Ministry of Labour/Industrial Laws in force as on date and amended from time to time, if any. The Commission may neither be responsible nor bear any expense in this regard.
- 12.8 The EMD of all the bidders shall be returned immediately after the successful bidder submits the performance security as per the Order. If the successful bidder fails to submit the performance security, the EMD of that bidder will be forfeited and that firm will be blacklisted. In such an event, the L2 firm may be offered to carry out work as per NIT at L1 rates.

13. **Penalties:**

- 13.1 If the performance of the Agency is found to be unsatisfactory by the Commission, the Secretary, UPSC will have the right to reject whole or part of the tender any time.
- 13.2 In case of failure to complete the work within the stipulated period, or 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 and recover the loss involved from the bill or security money held by this Office under the contract.
- 13.3 A penalty of Rs.100/- per person per occasion shall be imposed for the day if the personnel of the agency is found without personal protection measures viz. wearing of face masks, hand gloves, face cover glass etc, in the total bill amount in that particular month. Such personnel of the agency is liable to be repatriated from UPSC premises and the event will be treated as Unsatisfactory.
- 13.4 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.
- 13.5 In case unsatisfactory performance is noticed for more than two occasions and up-to three occasions in a month will result in deduction of 20% of the total bill amount in that particular month.

14. **Payment:**

- 14.1 The Agency may submit its bill on monthly basis after completion of the work and along with satisfactory work certification.
- 14.2 Payment would be released on 'actual basis' i.e. area actually sanitized after getting satisfactory performance report from Sr.EM&MO/EM&MO/ Caretaker/Motor Transport Supervisor etc.
- 14.3 The payment will be made as per the rates finalized and taxes as applicable.

Sd/-
Under Secretary/Consultant (M&M)

**Hours of isolation period
Recommended by Manufacturer**

Technical Bid

Sr. No.	Name of the chemical for disinfection/sanitization Spray services	Hours of isolation period recommended by manufacturer
(i)	(ii)	(iii)
1.	VIREX-256/II	
2.	OXIVIR	
3.	Alstasan Silvox 150	

Note: - The disinfectants having similar formulation under other brand name may be considered, however, the bidder will have to establish that the disinfectant proposed by the bidder is better than the disinfectants mentioned in the NIT.

Place : _____

Date : _____

Signature of Proprietor/
Authorised Signatory
with seal of the company

DECLARATION

(duly filled in declaration must be uploaded electronically with Technical Bid)

Name of the organization _____

Address of the organization _____

Name of the authorized/contact person _____

Authorization (if any) and specimen
Signature of authorized person/Proprietor _____

Registration No. (attach a copy of _____
Registration certificate)

I, _____, hereby certify that the terms and conditions given with the Tender Notice have been read carefully and acceptable to me/us (a copy of Tender Document duly signed by me/us is enclosed herewith) 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/forged information in the above statement at any stage, my/our firm will be blacklisted.

I, _____ further submit that the rates quoted by me/us are not exceeding the rates quoted by me/us for any other Ministry/Govt. Organization for similar work.

Place: _____

Date : _____

Signature of Proprietor/
Authorised Signatory
with seal of the company

Financial Bid

Sr. No		Name of the Disinfectant	Rate Per Sq. ft. (exclusive of taxes) (in Rs.)	Tax rate in %	Taxes as applicable (in Rs.)	Rate Per Sq. ft. (inclusive of taxes) (in Rs.)
A	B	C	D	E	F	G
1.	Sanitization/ Disinfection of offices of the UPSC premises (appx. 4.0 lakh sq. ft carpet area, including 22 staff cars) for areas mentioned in Table 1.	OXIVIR				
		VIREX-II/ 256				
		Alstasan Silvox 150				
		Overall rates	Rs.....			

Note: -

- 1) It is mandatory to quote rates for all the above items listed in Column 'C'.
- 2) The evaluation of L1 bidder will be done on the basis of the lowest grand total of overall rates quoted by the bidder.
- 3) The L1 rates evaluated as above, may be negotiated, if required.

Annexure - IV
Check List for submission of Technical Bid (Technical Bid)

(Bidders may check that following documents are uploaded in support of their bid)

Sr	Name of the document enclosed	Yes/No
1	EMD of Rs.25,000/- or EMD exemption certificate (ref. para 5.1)	Yes/No
2	Annexure – I Isolation period recommended by manufacturer (refer para 2)	Yes/No
3	Documentary evidence wrt Registered Office or operating office in Delhi/NCR (ref. para 6.5)	Yes/No
4	Copies of work orders/POs of 5 years in respect of Rodent & Pest Control or Disinfection/fumigation spray services (refer par 6.4)	Yes/No
5	Documents in support of Annual Turnover indicating net profit/loss during the last three financial years viz. 2016-17, 2017-18, and 2018-19 duly certified by Chartered Accountant (ref. para 6.6)	Yes/No
6	Copy of GST Registration of Firm (ref para 6.7.2)	Yes/No
7	Copy of Income Tax Pan No. (ref para 6.7.3)	Yes/No
8	Income Tax Return for last three financial yeas viz. 2016-17, 2017-18 and 2018-19 (ref para 6.7.4)	Yes/No
9	Annexure II – declaration regarding acceptance of terms & conditions & non-black listing of the firm (ref. para 6.7.5 and 6.7.6)	Yes/No
10	Copy Govt. License for pesticides/insecticides/chemicals / sanitization spray (ref para 6.2)	Yes/No
11	Copy of NIT duly signed	Yes/No