

निविदा दस्तावेज़ शुल्क: 200/-



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान, मुंबई

(निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)

निफ्ट-खारघर, नवी मुंबई द्वारा लड़कियों के छात्रावास में कीट नियंत्रण सेवा के लिए व्यापक वार्षिक रख रखाव ठेका देने हेतु निविदा दस्तावेज़

निविदा संख्या : 18/NIFT/MUM/PO/2017-18

Providing of Annual Maintenance Contract for Pest Control Services at NIFT-Girls Hostel, Plot No.20, Serctor-4, Kharghar, Navi Mumbai 410210.

OPENING DATE FOR ONLINE SUBMISSION OF TENDER: 03.JAN.2018

CLOSING DATE FOR ONLINE SUBMISSION OF TENDER: 23.JAN.2018

नोट: इस निविदा दस्तावेज़ में 16 पृष्ठ शामिल हैं। सभी निविदाकारों से अनुरोध है कि वे निविदा दस्तावेज़ के सभी पन्नों पर हस्ताक्षर करें तथा तकनीकी एवं वित्तीय संविदाओं को विधिवत भर कर तथा अलग-अलग लिफाफे में बंद करके एक कवर में अच्छी तरह मुहरबंद करके उस पर "निफ्ट-खारघर, नवी मुंबई द्वारा लड़कियों के छात्रावास में कीट नियंत्रण सेवा के लिए व्यापक वार्षिक रख रखाव ठेका देने हेतु निविदा दस्तावेज़ अथवा "Annual Maintenance Contract for Pest Control Service at NIFT-Girls Hostel ,Plot No.20, Sector-4, Kharghar, Navi Mumbai" लिख कर ही जमा करें।

निफ्ट कैंपस, प्लॉट नं. - 15, सेक्टर - 4, खारघर, नवी मुंबई - 410210

दूरभाष: +91-22-2774 7000, 2774 7011, फैक्स: +91-22-2774 5386

वेबसाइट : www.nift.ac.in/mumbai

Signature of the Tenderer _____

ABOUT THE INSTITUTE

National Institute of Fashion Technology (NIFT) is a premier educational Institution set up under an Act of Parliament and functioning under the aegis of the Ministry of Textiles, Govt. of India. NIFT, Mumbai centre was established in the year 1995 with undergraduate and post graduate programmes.

SCOPE OF WORK FOR PEST CONTROL SERVICES

Sealed Tenders are invited from established Pest Control Agencies for PROVIDING ANNUAL MAINTENANCE CONTRACT FOR PEST CONTROL SERVICES AT NIFT- GIRLS HOSTEL, PLOT NO.20, KHARFGHAR, NAVI MUMBAI.

TENDER NOTICE

1. Sealed Tenders are invited from established Pest Control Agencies for **Annual Maintenance Contract for Pest Control Service at NIFT-Girls Hostel , Plot No.20, Sector-4, Kharghar, Navi Mumbai** as per the requirements and details enclosed from contractors or agencies who have carried out similar work for one year during the period of contract.
2. The Earnest Money in the form of Demand Draft/Pay Order should be after the date of publishing of tender date, payable infavour of **“NIFT MUMBAI”**.
3. NIFT shall have the authority to cancel the tender process if NIFT does not find a suitable tender. NIFT shall have the right to call for fresh tender in such circumstances, wherein tenderers who have bid in the previous tender, shall have the right to participate in the fresh process. The tenderers shall have no right to challenge the authority and decision of NIFT to cancel the tender process for the reasons deemed fit by NIFT.
4. The site can be inspected any time during working hours on any working days. No extra money shall be payable by NIFT for non awareness of the site conditions and constraints

Submission of Bids

- A. The interested contractor/agencies should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> from **03.01.2018 to 23.01.2018 up to 03.00 P.M.**
- B. Tender documents is also available for viewing on the “tenders” link of the
- C. NIFT website i.e. <https://nifttenders.eproc.in> / <http://www.nift.ac.in>.

- D. Applications to this tender will be accepted **only through the online mode** through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- E. For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying.
- Registration Charges of Rs. 2000 + 360 (GST 18%) = **2,360/-** (Two Thousand Three Hundred and Sixty Only - non-refundable).
 - Bid Processing Fee charges of Rs.320+ 58 (GST 18%) =**378/-** (Three Hundred Seventy Eight Only - non-refundable) through Online Payment Only
- F. The Firm should ensure that it complies with the requirements as per works before applying for tender. Also, the interested Firms should submit a hard copy of the application submitted online with all relevant supporting documents by **23.01.2018 up to 3.00 P.M.** Non-submission of hardcopy as directed will lead to rejection of the tender application.
- G. The sealed hard copy of the tender shall be submitted in one big envelope superscripting for **Annual Maintenance Contract for Pest Control Service at NIFT-Girls Hostel, Plot No.20, Kharghar, Navi Mumbai, containing two separately sealed small envelopes, one for "Technical Bid " and another for "Financial Bid " superscripting as such and addressed** to The Director, National Institute Of Fashion Technology, NIFT Campus, Mumbai. The hard copies of sealed tender's documents must be dropped in the tender box kept at Reception Area NIFT Mumbai, on or before 23.01.2018 by 03.00 P.M.
- H. The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure-I along with a demand draft of **Rs. 200/-** (Rupees Two Hundred Only) towards cost of tender (non-refundable) and Earnest Money Deposit which is (refundable but non-interest bearing) of **Rs. 10,000/-** (Rupees Ten Thousand Only) in favoring National Institute of Fashion Technology and payable at Mumbai with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid (Annexure-IV, and Annexure V). The financial bid will be without Tax. NIFT will not accept any claim other than mentioned in financial bid.
- I. The technical bid will be opened at NIFT, Mumbai on **23.01.2018 at 03.30 P.M.** in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be

opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

J. The interested firms are advised to **read carefully the entire tender document before submitting their tender** and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

K. Any further clarifications can be sought from the NIFT office on Telephone No. 022-27747000/7103, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT MUMBAI.

- Campus, Mumbai- 410210.
- Cost of Tender form : Rs 200/- (Non-refundable)
- Earnest Money Deposit : Rs 10,000/-
- Commencing date of Tender : 03.01.2018
- Last date of Submission: 23.01.2018 up to 3.00 PM
- Date of opening of Tender (Technical Bid): 23.01.2018 at 3.30 PM
- Estimated Amount: Rs.1.50 Lakh.

General Terms & Conditions

1. Sealed tenders **in two bid systems** are invited on behalf of the National Institute of Fashion Technology, Mumbai from manufacturers/Authorized sale/ service dealers of reputed companies & who have worked with PSU's Govt./Pvt. MNC's reputed agencies, which have carried out similar works on item rate basis as per the requirements and details as given below. The required documents of E-tender should upload in e-tender portal and the hard copies of e-tender must be addressed to the Director, National Institute of Fashion Technology (Mumbai) and to be deposited in the Tender Box available at reception before 3.00PM, 23.01.2018. The Technical Bids will be opened on the same day at 3.30 P.M, 23.01.2018. in NIFT Mumbai, in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives. The opening date of price bid shall be intimated through phone/email to the bidders whose offers have technically qualified.
2. The tender shall be submitted in two separate sealed envelopes, one for the Technical Bid (as per format enclosed) and other for the Financial Bid which should be clearly superscribed on the

envelopes. The two covers (i.e. Technical Bid and Financial Bid) should thereafter, be kept in a third cover and sealed. This cover should also be superscribed with “ **Annual Maintenance Contract for Pest Control Service at Girls Hostel ,Plot No.20,NIFT , Kharghar, Navi Mumbai**”.

3. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected. No tenderer shall be issued more than one tender form.
4. Tenders received without prescribed earnest money shall not be Considered.
5. The schedule issued with the form of tender listing the details of items to be supplied must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender.
6. No paper shall be detached from the tender.
7. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down herein: otherwise the tender is liable to be ignored.
8. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.
9. Individual signing the tender or other documents connected with the tender must specify whether he signs as
 - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - (ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.

- (iv) In case of (i) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (ii) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.

10. Other Terms & Conditions

1. Telegraphic or conditional tender will not be accepted or the condition(s) will not be considered.
2. The rates quoted shall include the cost of material, labour, T&P etc, as required for the completion of work.
3. The quoted rates shall be inclusive of all taxes, duties, GST etc. as applicable and no extra amount shall be payable on this account.
4. TDS as per rule shall be deducted from the bills of the contractor. The agency must enclose copy of PAN No. supported by copy of PAN Card of the company.
5. The quotation submitted by the successful bidder / Agency will remain valid for the entire period of contract from the date of opening of tenders.
6. Initially the contract will be for one year only and the contract may be renewed or extended for further periods on mutually agreed T&Cs subject to satisfactory services provided by the agency. However, NIFT reserves the right to truncate the period of contract for any reason at its own discretion and interest.
5. The tenderer must visit the site and shall satisfy himself as to conditions under which the work is to be performed. He shall also check and ascertain the locations of any existing system or equipment or any other situation, which may affect the work. No extra claim for ignorance or on the ground of insufficient description will be allowed at a later date.
6. The contractor will work in close co-operation and co-ordination with other agencies working at site.
7. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.

8. The contractor shall ensure that either he himself or his representative is available for proper administration and supervision at the work place.
9. In case of any damage or loss to the Institute's property or material caused directly or indirectly by the contractor's personnel, the contractor shall be held fully responsible, and the Institute shall be entitled to deduct appropriate amount with penalty from contract fees payable to the contractor. The amount of loss or damage as determined by the Director, NIFT shall be final and binding on the contractor.
10. The contractor will be solely and exclusively responsible to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws or any other prevalent laws.
11. The pesticides to be used by the contractor should not be harmful for the human beings and Material Safety Data Sheet (MSDS) report of all chemicals should be submitted with the tender document.
12. The Contractor shall at all times indemnify and keep indemnified the owner and its officers, servants and agents from and against all third party claims whatsoever including but not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workmen's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
13. Pesticides to be used should be CIB approved and WHO recommended.
14. The Experience certificate/work completion certificate/dealership/ distributor ship certificate is to be submitted with the tender.
15. No payment shall be made in advance.
18. The Technical Bid should contain Earnest Money Deposit of an amount of Rs.

14,000/- in the form of bank Demand Draft/ Pay Order in favour of NIFT, payable at Mumbai without which the tender shall be summarily rejected. EMD of tendering parties, whose tenders are not accepted, shall be refunded without interest, within a reasonable period of opening of tenders. This Earnest Money Deposit (EMD) will not bear any interest.

19. The Earnest Money deposited is liable to be forfeited if the tenderer withdraws the tender within the period of validity of his tender.
20. No interest shall be paid on security deposit which shall remain with the Institute during the period of guarantee and it shall be released after two months of the expiry of the guarantee after deducting dues, recovery, etc. if any and as applicable.
21. In case of L-1 is more than one, then the technical qualification of the Tenderer will be the sole criteria for selection and it would be at the discretion of NIFT. The decision of NIFT will be final in all respect and will be binding to all the tenderers.
22. Tenderer's turnover should not be less than **Rs.20 Lacs (Rupees Twenty Lacs)** per annum in the past three years in the same field., which should be substantiated by Audited Annual Accounts and/or IT returns.
23. A separate Demand Draft/ Pay Order of **Rs. 200/-** (Non – Refundable) drawn in favour of NIFT, Mumbai payable at Mumbai against Tender document fee shall be attached with Technical Bid in case the tender document is downloaded from the website.
24. The rates quoted should be on FIRM & FIXED basis
25. Even after qualifying in technical bid, the financial bid may not be accepted if found not in order at the sole discretion of NIFT.

The successful bidder shall **deposit 10%** of the annual value of contract (adjusting the EMD) as security deposit /Performance guarantee with NIFT in shape of demand draft (in favour of NIFT, Mumbai),

26. Late tenders will not be considered.
27. The bids should be valid in the case of all the tenders for at **least 2 months** from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
28. National Institute of Fashion Technology reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is

not bound to accept the lowest bid since due weight age shall be given to several factors besides the commercial bid.

29. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract; NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor
30. All statutory obligations under various laws from time to time will have to borne by contractor for which no extra payment shall be made to him at any time during the contractual period.
31. During the contract period, if the performance is not satisfactorily then performance guarantee may be forfeited.
32. As per NIFT policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off to the near higher rupee and paise less than 50 will be ignored.
33. The rates shall be submitted in the prescribed Performa **Annexure enclosed**.
34. NIFT shall in no way be involved in any dispute of whatever kind, between the contractor and the staff engaged by him.
35. The SSI units interested in availing exemption from payment of Tender fee & EMD should submit valid copy of their registration certificate issued by the concerned NSIC along with Technical bid.
36. Before submitting quotation, it is in the interest of the contractor to conduct inspection of Plot No-20, Kharghar, Navi Mumbai. during office hours from Monday to Friday
37. The above quantity may increase/ decrease and the payment will be made as per actual.
38. The contractor should furnish guarantee in a stamp paper stating that the pest control treatment will have the affect till another service or at least 15 days, failing which his payment will be forfeited.

ANNEXURE -I
TECHNICAL BID

UNDERTAKING

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :

ANNEXURE – II
TECHNICAL BID

DECLARATION

I/We having our office at declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :

ANNEXURE - III
TECHNICAL BID

EARNEST MONEY DEPOSIT PAYMENT PARTICULARS

- I. Number of Demand Drafts enclosed:
 II. Demand Draft particulars

S. No.	D.D. No.	Date	Name of the Bank and Place	Amount in Rs.
1.				
2.				

I/We, hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Signature :

Name :

Designation :

Name of the Agency :

Address of the Tenderer :

Seal of Tenderer

Date:

Place:

ANNEXURE – IV
TECHNICAL BID**TECHNICAL BID**

Sl. No.	Particulars	Mention „Yes“ or „No“
01	Whether „Technical“ & „Price“ bids submitted separately and the respective envelopes superscribed properly	
02	Whether Demand Draft of 10,000/- (Rupees Ten Thousand only) in favour of NIFT, MUMBAI is enclosed as EMD with the tender submitted.	
03	Whether having at least Five (05) years work experience of similar type of job (s) in the leading Educational or Research Institute or Hospital & Health care units (Govt. /PSU/ Reputed MNCs) at nearby locality in Mumbai. (Minimum Five (05) PO / Work Order Copy need to attach)	
04	Whether necessary License Copy enclosed (TRADE License, Shop Act & FORM VI-C for sell, stock or exhibit for sale or distribution of insecticides & commercial pest control operation issued by Director of Agriculture,	
05	Whether copy of Pan Card / PF Registration / ESI Registration enclosed.	
06	Whether yearly turnover of the company is not less than Rs. 20 (Twenty) lakh & copy of Balance Sheet, Profit & Loss A/c and valid Income Tax Return of last 3 years submitted.	
07	Whether copy of other statutory registration certificates like VAT/ Service Tax etc. enclosed [As applicable]	
08	Whether capable of providing 10% of total bid value as Security deposit if work order is awarded.	
09	Date of Establishment of organization/company/agency	
10	Whether service provider can provide Personal Protective Equipment (PPE) for health safety.	
11	Whether service provider can provide Material Safety Data Sheet (MSDS)	
12	Whether agreed to abide by all the terms & conditions of this tender.	

All above enclosures must be valid (wherever applicable)

Date:(Name & Signature of the tenderer with seal)

Place:

ANNEXURE -V
TECHNICAL BID**DETAILS OF THE TENDERER**

Registration Details (whichever is applicable and attach copy):

Name of the Tenderer : _____

Address : _____

Pin Code No. : _____

Tel. No. : _____

Mobile No. : _____

Fax No. : _____

Email Address : _____

Status of the Company : Proprietor/Partnership/Company
(Pls. Tick mark as applicable)**NAME OF THE COMPANY:**

S. N.	Particulars	Registration Under	Valid upto	Remark
1.	Firm/Company Registration			
2.	PAN Card No.			
3.	GST Reg. No.			
5.	Annual turn Over	2014-15	2015-16	2016-17

Note-1: All the above copies of documents to be sealed in the technical bid cover along with EMD.**Note 2: This tender document contains 16 pages and bidders are requested to sign on all the pages. The Technical bid (Ann. - I to V) & the Price bid (Ann. - VI to VII) should be sealed in separate covers.****Note 3: Tenders not accompanied with above information & documents in support of the same may be summarily rejected.**

ANNEXURE – VI

PRICE BID CERTIFICATION

To,
The Director
NIFT Mumbai

I/We of
.....

hereby agree on the acceptance of this tender by Director, NIFT-Mumbai for the
**“Annual Maintenance Contract for Pest Control Service at Girls Hostel ,NIFT ,
Plot No.20, Sector-4, Kharghar, Navi Mumbai”** in accordance with the terms and
conditions of contract stated in the tender document, the machines hereunder named
of the quality and sort and at the rates or price specified in Annexure – VII.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :

ANNEXURE – VII**FINANCIAL BID**

Name of work: Annual Maintenance Contract of Pest & Rodent Control Treatment at NIFT Mumbai at NIFT Girls“ Hostel at Plot No-20, Kharghar, Navi Mumbai.

At NIFT Girls Hostel –Plot No.20, Sector-4, Kharghar, Navi Mumbai.

S. N.	Description	Qty.	Rate (Rs.) Per Month	Amount (Rs.) Per Year
A.	a) Mosquito and flies control, both inside and outside including all hostel rooms, Gallery / passage surrounding area. (Entire Campus) (Weekly).	48 Services in a year (Per Month 4 Times) Entire Campus (Plot no-20) including Hostel Building (G+10 Floor) & Staff quarter etc.		
B.	b) Integrated pest management (mainly cockroaches, ants, rodent, silver fish, bed bugs and lizard) twice in a month. Pesticides should be CIB approved and WHO recommended.	24 Services in a year (Per Month 2 Times) Entire Campus (Plot no-20) including Hostel Building (G+10 Floor) & Staff quarter etc.		
	GST:			
	Grand Total Rs-			

- Before submitting quotation, it is in the interest of the contractor to conduct inspection of Plot No-20, Kharghar, Navi Mumbai. during office hours from Monday to Friday.
- The above quantity may increase/ decrease and the payment will be made as per actual.

Signature :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :