



**INDIAN MARITIME UNIVERSITY  
MUMBAI PORT CAMPUS**

**TENDER FOR PROVIDING "PEST CONTROL SERVICES"**

**at IMU Mumbai Port campus, Hay Bunder Road**

**TENDER NO – IMU-MPC/PUR/2020-21/PC/19**

**VOLUME - I**

**TECHNICAL BID**

<b>Estimated Cost</b>	<b>Rs. 2.5 Lacs</b>
<b>Earnest Money Deposit (EMD)</b>	<b><u>NIL</u></b>
<b>Issue of Tender Document</b>	<b>20.07.2021</b>
<b>Last Date for Submission</b>	up to <b>1400</b> Hrs on. <b>09.08.2021</b>
<b>Opening of Technical Bid</b>	<b>1430</b> Hrs on <b>10.08.2021</b>

All bidders are requested to visit IMU Mumbai Campus website :[www.imumumbaiport.ac.in](http://www.imumumbaiport.ac.in)&[www.imu.edu.in](http://www.imu.edu.in) for regular updates.

**INDIAN MARITIME UNIVERSITY  
(A central University, Govt. of India)  
Mumbai Port Campus,  
Mumbai - 400033**

**TENDER NO.: IMU-MPC/PUR/2020-21/Pest Control/19**

**TENDER FOR PROVIDING "PEST CONTROL SERVICES" AT**

**IMU MUMBAI PORT CAMPUS**

**1. OBJECTIVE:-**

IMU Mumbai Port Campus is inviting open tenders from qualified bidders for providing "PEST CONTROL SERVICES" at IMU Mumbai Port Campus, Hay Bunder Road, Mumbai – 400033.

**2. PRE-QUALIFICATION CRITERIA:-**

The eligible bidder has to satisfy the following condition:

- 2.1. The firm should have average annual turnover of Rs. 3 Lakhs during the last 03 financial years (i.e. 2017-18, 2018-19, 2019-20).[Mode of Proof: Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant].
- 2.2. The bidder should possess valid trade license, PAN and GST Registration Certificate and A well-established agency within Mumbai and Maharashtra Region only. The Agencies should have a local office in Mumbai.[Mode of Proof: Copy of trade license, PAN, GST Certificates should be submitted with application].
- 2.3. The bidder should submit Income Tax returns for the last three years (2019-20, 2018-19, 2017-18)[Mode of Proof: Copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant].
- 2.4. Submit Bid Security Declaration as per attached "Annexure II"

The Bidder must possess **All the Four** Qualification Criteria. If the firm does not possess even one of these, it shall stand disqualified and the bid will not be taken up for evaluation.

**3. GENERAL INSTRUCTION:-**

**3.1. Contract Period:**

The Providing "Pest Control Services" at IMU-MPC is for a period of One year from the date of award of contract or issue of work order. The successful bidder will be awarded contract to supply of Lab equipments at IMU initially for a period of one year and if the University is satisfied with the quality of lab equipments supplied by the contractor, then only the contract may be extended for further period of maximum two years (on year to year basis). The rates, terms and conditions for such extended period will remain same.

**3.2. Submission:**

- 3.2.1. The Tender shall be submitted in tender box which will be placed at the Main Gate, addressed to THE DIRECTOR, INDIAN MARITIME UNIVERSITY, MUMBAI PORT CAMPUS, HAY BUNDER ROAD, MUMBAI-400033 up to date mentioned in Cover Page.

- 3.2.2. The tenderer's shall seal the Technical-Bid and Price-Bid in separate envelopes (Cover-1 and Cover-2) duly marking the envelopes as "Cover-1-Technical Bid" and "Cover-2-PriceBid". The two envelopes along with the covering letter, EMD, Power of Attorney, if any shall then be sealed in an outer envelope. The envelope shall contain the following:

**Outer Envelope**

- (a) Covering Letter;
- (b) Earnest Money Deposit Demand Draft;
- (c) Sealed Cover - 1; and
- (d) Sealed Cover - 2

**Cover-1 – Technical Bid**

- a. Duly filled in Tender-Document with relevant details and complete in all respects. (Except price bid)
- b. Copy of Income Tax Returns and Profit & Loss statement for the last three financial years duly attested by the Tenderer's Chartered Accountant.
- c. Copy of Registration Certificate of IT, PAN, GST.
- d. Proof of average annual turnover.
- e. Annexure - I
- f. Annexure - II
- g. Annexure - III

**Cover -2 – Price Bid**

PRICE BID/COVER duly filled in (both in figures and words).

The sealed outer envelope of Tender-bids shall be addressed To:

**THE DIRECTOR,  
INDIAN MARITIME UNIVERSITY,  
MUMBAI PORT CAMPUS  
HAY BUNDER ROAD  
MUMBAI – 400 033.**

All communications with regard to this tender to be addressed to the above address.

- 3.3. The IMU, in exceptional circumstances, and at its sole discretion, may extend the tender due date by issuing a corrigendum.
- 3.4. The tenders will be opened in the presence of the representatives of the tenderers who choose to attend the tender opening (The maximum number of representatives attending the technical bid opening to be limited to 01 person) at the INDIAN MARITIME UNIVERSITY, MUMBAI PORT CAMPUS, HAY BUNDER ROAD, MUMBAI- 400033
- 3.5. The financial bids of the bidders who are technically qualified will be opened. The Bidders are requested to visit IMU Mumbai port Campus website **[www.imu.edu.in](http://www.imu.edu.in)** and **[www.imumumbaiport.ac.in](http://www.imumumbaiport.ac.in)**.
- 3.6. The offer will remain valid for a period of 120 days from the date of opening of tender. If required, the validity shall be extended for further period by mutual consent.
- 3.7. IMU reserves the right to cancel or withdraw the tender any time. IMU also reserves the right to reject any or all tenders without assigning any

reason.

3.8. Indian Maritime University, Mumbai Port Campus, reserves the right to award the contract to deserving parties either in full or in parts. The decision of IMU, MPC is final and unquestionable.

**4. EARNEST MONEY DEPOSIT (EMD):-**

Every bidder shall submit a bid security declaration in the attached format as Annexure III.

**5. Security Deposit:-**

Within 07 days of the successful bidder's receipt of notification of award from IMU - MPC, the Bidder shall furnish a Security Deposit at the rate of 03% of the contract value in the form of an A/C Payee Demand Draft drawn in the name of Indian Maritime University - Mumbai Port Campus, payable at Mumbai towards due compliance of contract obligations to the satisfaction of the IMU - MPC and to make good any loss or damage caused to the IMU - MPC owing to acts in pursuance/violation of terms herein. Security Deposit will be refunded / returned without any interest only 90 days after successful completion of AMC period. The refund or return of Security Deposit is subject to the complete fulfillment of the contract obligation by the supplier to the satisfaction of IMU and after adjustment of dues to IMU or penalty imposed by IMU.

**6. Scope of the Work:**

- 6.1. The scope of the contract includes carrying out general insect/pest control services at our campus for insects including house flies, cockroach extermination, rodent/mosquitoes ,removing of beehives, eradication of bats, fumigation fly control services etc.
- 6.2. The agency should bring the required pesticides or chemicals, spray them through a spray gun or place them if they are dry cubes or carry out such chemical treatment through insecticide sprays. Only company made chemicals /Insecticides as per Government of India and WHO norms are to be used and quality and quantity of chemical will be checked by IMU, MPC committee.
- 6.3. If any restricted chemicals used for services then attached certificate from concern authority for using.
- 6.4. Disinfection / Insect control / Flies control / mosquitoes control services are to be carried out once in every week and rodent management services by fortnightly and Cockroaches, Red & Black Ants, Spider & Silverfish services once in month & Snakes repellent service (as per requirements) by adequately trained and efficient manpower and the employees of the contractor should possess sound health and be free from any disease especially contagious and frequently recurring disease.

- 6.5. To carry out the work of operation of fogging machine twice in a month without any extra charges. The diesel and petrol to make the fogging machine operational will be provide by the campus.
- 6.6. IMU,MPC reserves the right to increase/decrease the number services as per the requirement.
- 6.7. Day to day report of work is to be duly signed and to be handed over to designated IMU-MPC representative. The work is to be carried out as specified below.

Sl. No.	Name of the area/block	services	Pest Covered	Frequency
1	Total campus arear, 02 in Nos. office bldgs., Residential blds., Principals bungalow, Mess, Old hostel, New hostel, Passage, classroom and swimming pool.	Flies Management Service	Flies	Weekly
2		Rodent Management Service.	Rodent, Mice	Fortnightly
3		Cockroaches Management Service.	Cockroaches, red ants, Black ants, Spider, Silverfish	Monthly
4		Mosquito Management Service.	Mosquito, Beehives	Weekly
5		Snake Repellent Service	Snakes	As & when required with weekly service
6		Bed Bug Treatment	Bed Bugs	As per requirement
7		Termite Treatment	Termite	As per requirement

## 7. Penalty:

- 7.1. While all contractual obligations will be strictly enforced, deduction will be made for poor services like.
- 7.2. Person sent by the agency for servicing not bringing the required chemicals or required quantity.
- 7.3. The service personnel refusing to do duty assigned in respect of Disinfections/Insect control / mosquito's control/flies control services and fumigation services.
- 7.4. Service personnel not turning up for service on the appointed time.
- 7.5. Deduction will be made for poor service like not carrying out monthly services, deficiency in the quality of chemicals used, and misbehaviour of the staff deployed for supply and services.
- 7.6. The penalty will be levied on the basis of work assessment by IMU, MPC. The decision of V will be final and binding in this regard. The penalty will be 2%-5% of work claimed subject to maximum penalty of 10% of the monthly bill.

## **8. Evaluation of Bid:**

### **8.1. Technical Bid Evaluation:**

- 8.1.1. The information furnished by the bidder in Cover - I in the prescribed format supplied by IMU- MPC will form the basis for the technical evaluation.
- 8.1.2. In exceptional cases IMU- MPC or his representative reserves the right to obtain any clarifications from any of the bidder without vitiating the tendering process.
- 8.1.3. If, in the opinion of the IMU- MPC, Seal & Signature of Bidder information and documents supplied in support of the tender do not meet the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the IMU- MPC.
- 8.1.4. After satisfying that all / or some of the bidders have attained the minimum qualifying criteria as detailed above, bids of only the technically qualified bidders who fulfill all the pre-qualification / eligibility criteria, will be considered for further evaluation.
- 8.1.5. If a bidder does not fulfill even single minimum eligibility criteria / pre-qualification criteria during the technical bid evaluation, his financial bids will not be evaluated.

### **8.2. Financial Bid Evaluation:**

- 8.2.1. The financial bids will be evaluated for services mentioned in **"Section – A"**.
- 8.2.2. The rates for services mentioned in **"Section – B"** are for reference and engaging as per requirement. The same will not be including for declaration of L1.
- 8.2.3. However, IMU-MPC may place the order for any one or for all of the services.

**"ANNEXURE I"**

**TECHNICAL BID**

1. Name of the Agency.....
2. Name of the authorized person (who signs on the tender document)-----
3. Address of the Agency.....
4. Phone No. .... (Mob.) ..... Fax.....
5. E-Mail .....
6. Eligibility Criteria for Selection:

S. NO.	REQUIRED DOCUMENTS	PROOF : ATTACHED/NOT ATTACHED	SR.NO.OF PROOF
1	Copy of terms and conditions and every page of the tender document duly signed with seal of the firm, in token of acceptance of terms and conditions of tender.		
2	Bid Security Declaration		
3	Copy of GST/CST/LST/TIN/firm registration	Registration No.	
4	Copy of the PAN no. of the firm	PAN No.	
5	The Annual turnover must be not less than Rs.3 Lakhs for the last year. (Certified copies of the final accounts/ supporting documents indicating annual turnover of the last year to be attached)		
6.			

Note : All the documents must be self attested .

Seal of the Company/firm:

**"ANNEXURE II"**

**FORMAT OF BID SECURITY DECLARATION**

I/We-----

----- hereby states and understand that, if I/We -----

-----withdraw/modify our tender during the period of validity of the tender, The Indian Maritime University, Mumbai Port Campus would suspend the bidder from participation in any future tenders of Indian Maritime University for a period of Six (06) months.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date Capacity in which signed \_\_\_\_\_

Place

Seal of the firm to be affixed.



**MANDATE FORM  
(Account/s Information form)**

**REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM IMU.**

**A. DETAILS OF ACCOUNT HOLDER:**

NAME OF ACCOUNT HOLDERER / FIRM

COMPLETE CONTACT ADDRESS

MOBILE NUMBER / PH NO

E.MAIL:

PAN :

**B, BANK ACCOUNT DETAILS:**

**ACCOUNT NAME** (Name appearing in your Cheque Book)

**BRANCH NAME WITH COMPLETE ADDRESS,**

**TELEPHONE NO**

**BRANCH CODE**

**Note: Please attach a Cancelled Cheque along with the account information form.**

**COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)**

IFSC CODE

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)

MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

( ..... )

Signature of Beneficiary

Date:

**Mandatory for Vendors/suppliers/Contractors etc., Payment:**

Certified that the particulars furnished above are correct as per our records.  
(Bank's Stamp with Date & Place)

( ..... )

Signature of Bank Manager



**INDIAN MARITIME UNIVERSITY**  
**MUMBAI PORT CAMPUS**

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**VOLUME - II**

**FINANCIAL BID**

[Bidders are advised to study the Tender Document (including all Sections, Schedules and Annexure etc.,) carefully. Submission of Tender shall deem to have been done after careful study and examination of the Tender Document with full understanding of its implications.]

All bidders are requested to visit IMU Mumbai Campus website :[www.imumumbaiport.ac.in](http://www.imumumbaiport.ac.in)&[www.imu.edu.in](http://www.imu.edu.in) for regular updates.

## **PRICE BID**

- The rate should be quoted for work mentioned below:

### **"Section - A"**

<b>Sl. No.</b>	<b>Name of the area/block</b>	<b>services</b>	<b>Pest Covered</b>	<b>Frequency</b>	<b>Monthly cost in Rs.</b>
1	Total campus area, 02 in Nos. office bldgs., residential blds., principals bungalow, Mess, old hostel, new hostel, passage, classroom and swimming pool.	Flies Management Service	Flies	Weekly	
2		Rodent Management Service.	Rodent, Mice	Fortnightly	
3		Cockroaches Management Service.	Cockroaches, red ants, Black ants, Spider, Silverfish	Monthly	
4		Mosquito Management Service.	Mosquito, Beehives	Weekly	
5		Snake Repellent Service	Snakes	As & when required with weekly service	
<b>Total Monthly amount in Rupees:</b>					
<b>Total Annually amount in Rupees:</b>					

### **"Section - B"**

<b>Sl. No.</b>	<b>Name of the area/block</b>	<b>services</b>	<b>Pest Covered</b>	<b>Frequency</b>	<b>Rate per Sq. Mtr.</b>
1	Indoor area and Outdoor area of IMU- MPC	Bed Bug Treatment	Bed Bugs	As per requirement	
2		Termite Treatment	Termite	As per requirement	

**Note:**

- The bidders are required to quote the rates for **per sq.mtr.** for services mentioned in "**Section – B**".
- The financial bids will be evaluated for services mentioned in "**Section – A**".
- The rates for services mentioned in "**Section – B**" are for reference and engaging as per requirement. The same will not be including for declaration of L1.
- However, IMU-MPC may place the order for any one or for all of the services.
- The amount must be inclusive of all taxes/charges/liabilities.
- The structure details are as follows,
  - a) LBS College building (G+6) – 4940.77 sqm.
  - b) Hostel (I) (G+3) – 3732.08 Sqm.
  - c) Hostel (II) MERI (G+3) – 1408.44Sqm.
  - d) Life boat bldg. (G+1) – 316.01Sqm.
  - e) MERI college building (G+7) – 4632.26Sqm.
  - f) Principal's bungalow (G+1) – 200.38Sqm.
  - g) Hostel for 250 students (G+9) – 13196.09Sqm.
  - h) 12 Number type IV staff quarters (G+6) – 1506.13Sqm.
- Payment to the agency will be made as per actual work/service done for various services based on requirement of the institute for which prior order/instructions approval has to be obtained by the agency. The payment for those areas which are not asked for the treatment by the institute will not be paid .The services may be increased or decreased on the basis of the requirement.