

TENDER NOTICE FOR PROVIDING PEST CONTROL SERVICES AT IIT HYDERABAD

Tender Notification No. IITH/103/MS/PestControl



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD

KANDI, SANGAREDDY – 502 284 (T.S)

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Indian Institute of Technology Hyderabad

Tender Notice

1. The Director, Indian Institute of Technology Hyderabad, invites online bids for providing pest control services at IIT Hyderabad.
 2. The Tender Document can be downloaded from the Institute website- <https://iith.ac.in/tenders> and from the GeM portal <https://gem.gov.in/>. The bid is to be submitted up to the last date and time of submission of tender.
- **No manual bids will be accepted.** Bids should be submitted online on GeM.
 - Before filing the bids, the bidders are requested to consider all the amendments/ clarifications, if any, issued by this Institute and placed on its website/GeM.

Important Dates:	
Date of Online Publication/Download of Tender	As per GeM bid document
Bid Submission Start Date	
Bid Submission Close Date	
Opening of Bids	

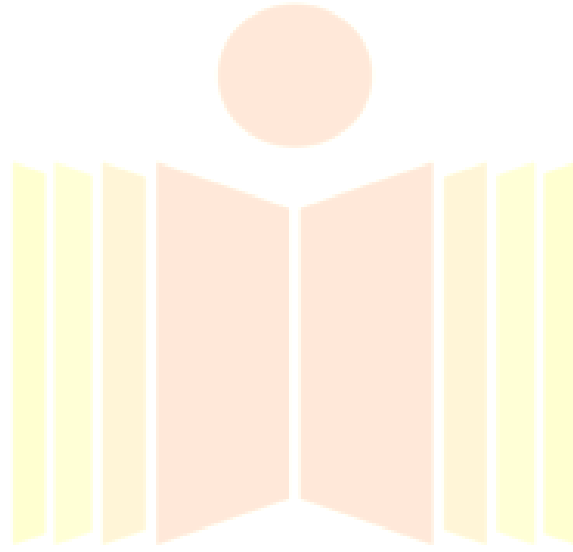
3. **Pre bid Meeting:** As per GeM bid document. The prospective bidders may send their queries as representations on GeM portal by mentioning the clause no. of tender document.
4. **Estimated value of the contract:** 30 Lakhs
5. **Tender Fee:** A non-refundable tender processing fee of Rs.1180/- (Rupees One Thousand One Hundred and Eighty Only) including to be paid online to institute bank account, and upload scan copy of proof of payment along with their bid, the bank account details are as follows:
Bank Name: SBI
Bank Account No : 30412797764
Account Name: Indian Institute of Technology Hyderabad
IFSC Code: SBIN0014182
Branch: IITH Kandi.
The tender fee is exempted for MSME/NSIC registered bidders.
6. **Earnest Money Deposit:** The bidders are required to deposit Rs.60000/- (Rupees Sixty Thousand Only) towards bid security through online payment to institute bank account, and upload scan copy of proof of payment along with their bid, the bank account details are as follows:
Bank Name: SBI
Bank Account No : 30412797764
Account Name: Indian Institute of Technology Hyderabad
IFSC Code: SBIN0014182
Branch: IITH Kandi.
The EMD is exempted for MSME/NSIC registered bidders.
7. **Performance Guarantee:** The successful bidder will have to submit a performance guarantee of 5% of the annual value of the contract in the form a security deposit or bank guarantee within 20 days of commencement of the contract. The Performance Guarantee shall cover the entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If contract is further extended beyond the initial period, the PBG shall have to be renewed for the extended period.
8. The Director, IIT Hyderabad reserves the right to award this contract for all required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason any time before award of the contract. Further, the Director, IITH is not bound to accept the lowest tender, but has the liberty to close

the tender process without awarding the contract to anyone if the lowest quote is found to be unreasonably high. The decision of the Director, IIT Hyderabad in this regard shall be final and binding on all.

9. In case any document produced in support of eligibility criteria turns out to be not genuine before or after award of work, the IITH reserves the right to blacklist or debar the bidder concerned from participating in the future tendering process at the Institute.
10. The details of scope of work, eligibility and other terms and conditions of the contract may be perused in the following pages.

Sd/-

Registrar



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Check List for bid submission

The Bidders are requested to upload the below-mentioned documents mandatorily to ease the evaluation process. The bidder, who failed to upload the below required documents, their bid will summarily to be disqualified. The bidders should submit the signed copy of Annexure – I (Check List cum Declaration) in this regard.

S.No.	Name of the Document	Submitted (Yes / No)
1.	Financial Break up statement which can be downloaded from the GEM Bid document. The same must be uploaded on the GEM Bid	
2.	Firm Registration Certificate	
3.	Trade license for carrying out the work mentioned under this contract	
4.	PAN	
5.	GST Certificate	
6.	Declaration of Registered office/branch at Hyderabad	
7.	Valid Labour license under Contract Labour (R&A) Act.	
8.	EPF Registration certificate	
9.	ESI Registration certificate	
10.	Annexures-D, E, F, G & H (should be filled in all respects)	
11.	Signed and Stamped Tender document	
12.	*Experience Certificates – on client letter head (in providing pest control services - as per the eligibility criteria clause 1.a, pg.no.16) [Note: GeM contract order, work order, Agreements are not considered as experience]	
13.	Annual Turnover Certificate issued by a Chartered Accountant	
14.	Income Tax Returns Acknowledgement for the years FY 21-22, 2-23, 23-24	
15.	Proof of Tender Fee and EMD. (In case of Exempted firms, please upload the certificate issued by the concerned authority.)	

I/We certify that all the required documents as mentioned above (sl.no. 1 to 15) are submitted on GeM portal.

Bidders are advised not to upload GeM Contract Orders, Work Orders Agreements, as they are not considered as Experience certificates.

Only Experience certificates issued by the clients on their letterhead with contract duration and contract value will be considered for evaluation purpose.

Signature of Bidder(s) with Stamp, Address

Note:

- The Director, IIT Hyderabad reserves the right to reject any or all bids at any time before or after opening of the bids without assigning any reason therefore.
- The terms and conditions of contract & instructions to bidders contained herein shall form part and parcel of and shall be taken as if they were included in the contract agreement to be entered into by the successful Bidder

- Violation of any terms and conditions by the successful bidder will lead to termination of the contract agreement and will result in forfeiture of Security Deposit to the extent as would be decided by the Director, IIT Hyderabad.

Scope of Work

The service provider shall be responsible for delivering comprehensive pest management solutions to ensure a hygienic and pest-free environment within IIT Hyderabad campus. The scope of work includes, but is not limited to, the following:

1. Preventive Pest Control Measures

- Conduct regular pest control treatments at scheduled intervals (as per the frequency table)
- Implement preventive treatments for all types of pests, including rodents, cockroaches, termites, ants, bed bugs, mosquitoes, flies, and other infestations.
- Periodic spraying, fogging, and fumigation for mosquito control, especially during peak seasons.
- The preventive pest repellent and retardant treatment for all pests including wood destroying insects, injection of non-chemical insect baits etc. for maximum preventive protection.
- Use of environmentally safe and approved chemicals for pest control in compliance with safety regulations.

2. Coverage Area

The pest control services shall cover the common areas and surroundings of all premises & blocks including offices, classrooms, lecture halls, laboratories, hostel rooms, dining areas, auditoriums, conference halls, common areas of residential buildings etc., of IIT Hyderabad as mentioned below.

S.No.	Location	Area in Sq.mtrs	S.No.	Location	Area in Sq.mtrs
1	Academic Block – A,B,C	53,857.25	19	Old Hostel Blocks -13 (10 Old hostels + 03 Precast building)	61922+ 20,006= 81928
2	Annex building	2355.00	20	Workshop Sheds	2,286.00
3	Chemistry Building	1,754.2	21	STP-1 & 2	2,548
4	BTBM Building	2,776.99	22	Badminton Court-2 nos	1,341.98
5	Core Labs	331.83	23	Amenity Complex	2,355.00
6	MSME Building	2,396.88	24	Kapila Block – 12 series	6,083.00
7	LHC Building	4,512.09	25	Indoor Swimming Pool	665.7
8	DoD Building	5,819.4	26	MRS (Sub-stations, Service buildings)	12,385
9	KRC Building	2,617.43	27	Lecture Hall Complex (LHC)	4,512.09
10	BVR SCIENT Building	2,153.00	28	Sports and Cultural Complex (SNCC)	9,649.15
11	AD2 (Computer Science, Electrical Engineering Depts.)	8,522.00	29	Technology Incubation Park (TIP)	5,813.04
12	AD3 (Physics, Mathematics, Liberal Arts Depts.)	7,405.65	30	Technology Research Park (TRP)	5,813.04
13	RCC	4,357.08	31	Hostel Buildings New	89,620.00
14	MSH	6,847.00	32	Pavilions	642.00
15	Health Care Center	1,596.00	33	Dining Hall - 2	4637.00
16	CMD office	1,616.00	34		
17	Common areas of ST1,ST2,FT1,FT2,FT3	56,586.00	35		
18	PG Labs	2,355.00			3,98,137.80

Note :

All area measurements are indicative only, and the service provider should cover the entire campus including open areas wherever pest control like mosquito control/snake catching/beehive removal is required.

Prospective bidders are informed to visit the campus of IIT Hyderabad to familiarize with the various element and quality level of services that are required to be rendered. It would be deemed that the bidder has visited the campus and understood the requirement prior submission of the bid.

3. Frequency of the services in respect of each pest:

Service provider shall provide the services as per the schedule available at Annexure -A

4. Deployment of Manpower & Equipment

- 1) Service providers shall deploy the trained pest control personnel to perform regular pest management activities.
- 2) Service provider shall deploy 8[Eight] on-site staff members at IIT Hyderabad to address pest control complaints and emergency situations.
- 3) Service providers shall ensure all staff members use protective gear and follow safety protocols while handling chemicals.
- 4) Service providers shall provide and use modern pest control equipment and technology to enhance service efficiency.

5. Complaint Handling & Emergency Response

- 1) Service provider shall maintain a log of pest-related complaints and address them promptly.
- 2) A compliance report should be obtained from the In-charge of the each of the building concerned after every weekly service.
- 3) Service provider shall provide a dedicated phone number (with WhatsApp number) and a mail id for filing the pest control complaints directly by the users. The vendor shall attend to all complaints promptly without delay
- 4) Provide on-call emergency services for urgent pest infestations, snake Catchings, Honey beehive removal etc., at no additional cost.
- 5) Ensure immediate action is taken to resolve pest issues that arise between scheduled treatments.

6. Compliance & Reporting

- 1) All activities of the service provider and the material used by the service provider shall be in accordance with the Insecticides Act of 1968 and the Insecticides Rules of 1971 and any other applicable regulations/statutory orders/guidelines etc. The service provider shall be solely responsible for any act committed in violation of the said rules and indemnify IITH from any liability whatsoever.
- 2) Submit weekly/monthly compliance reports detailing the pest control activities performed, duly signed by the respective user departments and submit a copy of all these reports along with the bill.
- 3) Conduct periodic inspections and assessments to evaluate the effectiveness of pest control measures.
- 4) Recommend corrective actions and improvements to enhance pest management strategies.

7. Sustainable & Eco-Friendly Practices

- 1) Minimize the use of hazardous chemicals and adopt eco-friendly pest control solutions where possible.
- 2) Implement integrated pest management (IPM) techniques for long-term pest prevention.
- 3) The service provider shall educate students, staff and occupants on best practices for pest prevention and hygiene by providing periodic Awareness Posters (depending on the season) for snakes/ mosquitos / rodents etc. and posters indicating preventive measures.

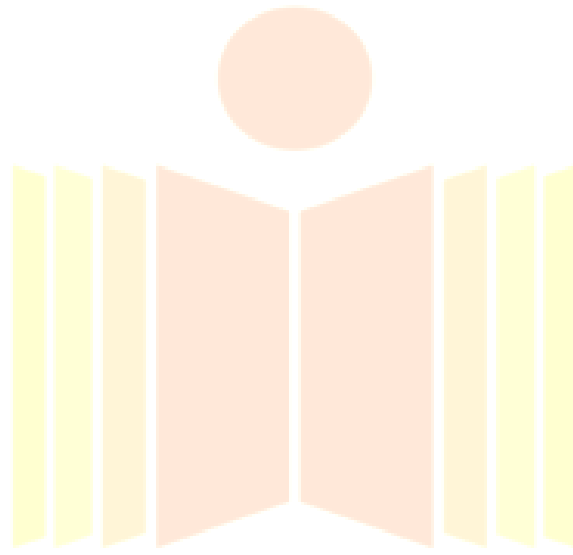
8. Suggested list of Rodenticide/Pesticide/Insecticide

Service provider shall use the suggested list of Rodenticide/Pesticide/Insecticide available at Annexure -B

NOTE: The pesticides/insecticides are suggestive only and the bidder can use other material approved for use with prior intimation to IITH.

9. Suggested Dosage

Service provider shall use the adequate Dosage for effective pest control management. A suggestive dosage is provided at Annexure -C.



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Frequency of the services in respect of each pest

Type of Pest/Service	Methodology	Frequency
1) Cockroaches Treatment	<p>German cockroaches - It observed in Kitchen, pantry, Room, electric box Cabinets, Draws etc. American cockroaches - It observed in toilets, shaft, sewer, gutter, basement store area etc.. METHODOLOGY BY SPRAY: - Intensive/extensive spray with m.t.o/water based chemicals with IPM (Integrated Pest Management) Method. Kitchen, pantry, toilets, sewer, gutter entire store, Computer, Lawn area, service area, etc. to be treated with specially formulated chemicals By Pneumatic high Pressure Pump.</p> <p>Using GEL: This is also an effective technology in cockroach's control. One cockroach eat gel then they contaminate the other cockroaches thus ensuring complete eradication of existing cockroaches Uses - electrical area, Kitchen, Draws, Computer Table,</p>	Twice weekly in all the locations
2) RED ANTS AND BLACK ANTS	<p>It may occur inside the building & outside the building both. Its control depends on types of infestation and types of ants.</p> <p>METHODOLOGY BY SPRAY Intensive/extensive spray with m.t.o/water based chemicals.</p>	Twice weekly in all the locations
3) LIZARDS	<p>Lizards are the unsolicited guest that are capable of creating hassle in house or office. Lizards usually seen in shaded plant dance area behind certain or sofa also surrounding the light. They may contaminate products. There are several different types that naturally occur around houses and other buildings, they may be a pest according to the season or geographic region.</p> <p>METHODOLOGY BY SPRAY Lizard are active during day and night, lizard eat spider, Ants and other insects. spray with m.t.o/water based chemicals towards the lives lizard in none production area. Kitchen, pantry, Rooms, Balcony and Inner & Outer side building. And we will used lizard traps in production area.</p>	Twice weekly in all the locations
4)FLY TREATMENT	<p>Flies are usually seen in kitchen, Lobby, Entrance area Dumping places, garbage landfills and anywhere organic matter or food stuffs. Two types of flies a) House Flies b) Drain Flies The Bidder shall treat ceiling, windows, frame Kitchen/pantry dining walls and other insects contact areas. Treatment the area with a space spray to kill the foraging adults. Safe insecticide can be used in kitchen/pentry area, cafeteria areas to break the cycle of breeding, shall apply insecticide around</p>	Twice weekly in all the locations

	<p>base boards counter taps, sinks and other area close to the flood sources. Treatment has to be decided as per the infestation of flies at each premises.</p> <p>Methodology 1. By surface spray (spray should be done early on morning when the fly are at ground level and have not gain sufficient hit from the sun to disperse.) 2. By batting treatment.</p> <p>3. By using fly strip, fly glue board.</p> <p>4. By using fly catcher machine.</p> <p>5. By use centronila candle and other repellants. Identifying the source of entry and accordingly shall treat the premises.</p>	
5) SPIDER CONTROL	<p>Spiders populations are found in humid and moist locations like basements and crawl spaces. Other Spiders prefer dry and warm places. They can be found in upper corners of rooms and attics as well as sub floor air-vents. Spiders prefer to hide in dark areas and in cracks as a retreat in order to construct material for their webs.</p> <p>Methodology by Spray:- 1. Perimeter Spray Treatment: - If spiders are present, spray a residual insecticide treatment around all entry points and the perimeter of your premises. Spray anywhere they are webbing.</p> <p>2. Indoor Spray Treatment - Spray along baseboards, in corners and under furniture. Crack and crevice tip to spray along baseboards, window and door frames, corners, pipes and other areas where spiders may crawl.</p>	Twice weekly in all the locations
6) RODENT CONTROL	<p>Rats are very fast and agile animals and therefore, careful manipulation and constant vigilance is necessary to keep a place free of rats. Rats are found in kitchen area, store area, office area & outer side area. Rat cause damage packaging materials, gnaw wood, pipes, electrical cable, books, carpets. The operator shall maintain a constant watch on the any signs of rodent infestation. He shall check all premises as per requirements throughout the year to replenish the baits and to be rearranged the traps strategically so as to achieve the best possible result and eliminate the rodent infestation.</p> <p>1. Control of Rodent/Rats by apply Baiting, Trapping, Rat-sticleesi & burrow fumigation methods. 2. The control services shall consist of baiting with anti-coagulant baits and trapping. The baits and traps shall be laid at selected points on the runway of rats and</p>	Twice weekly in all the locations and as may be necessary.

	<p>mice. The operator shall maintain a constant watch on the progress</p> <p>3. For rodent control, a special bait station and traps shall be kept according to movements of Rats. 4. Roda Box: A systematic trapping measure shall be taken using rodabox which will be kept at strategic point where there is rodent path way.</p> <p>5. Cages shall also use inside the premises.</p>	
3. FUMIGATION (Outer Area)	<p>1) Mosquito Larva: Larva treatment shall control larvae in the breeding habitat before they can mature into adult mosquitoes and disperse. This treatment control breeding habitats shall help reduce the adult mosquito population in the premises. Larva seen in the open area and may also be seen in other areas during the season. Although stagnant water is the main breeding place, there are many other places around the premises as like drainage streams, sewers, swimming pools, ponds, etc. Methodology Larvacide is applied to standing water, shallow ponds, pools, tidal waters, slow moving bodies of water and other areas where mosquitoes can breed in the Inner area and the 1 km outer side the area.</p> <p>2) Adult Mosquito Fogging treatment to be carried out mainly to control mosquito (Dengue) and flying insects. This treatment shall give relief by destroying adult mosquitoes. Treatment will be providing inside the building and outside the building by Fogging machine. Anti-larva pesticides shall be also sprayed in the drainage, main holes and outside the building.</p> <p>Methodology a. For mosquito control the spraying should coincide with the peak activities / biting times of the species, for most species this is at night.</p> <p>b. For fly control, spraying should be done early in the morning when the flies are at ground level and have not gained sufficient heat from the sun to disperse.</p> <p>c. For mosquito of fly control program, treatment should begin at the onset of the breeding season. Spraying should be done daily or at least on alternate days to prevent the breeding of the newly emerged adult insects. d. More frequent applications may be necessary where there is a continuing insect challenge.</p> <p>1. For Anti Larva Application Method • Mixing 20g chemical in 10 liters water for polluted surface water.</p> <p>• Once in a week @ 400gm / per hector</p> <p>Special features of chemicals</p>	<p>Twice weekly during the season and as per the requirement to control the Mosquito problem.</p> <p>Season will be based on the Monsoon timing but generally will be considered from June to October.</p> <p>The service shall also be required during the period of intermittent rains in any month and whenever required.</p>

	1. For Anti Larva • Chemical should be low toxicity to mammals, birds and fish. • Chemical should be nonirritant to the skin and the eye. • Chemical should be approved by WHO pesticide evaluation scheme (WHOPES). • Product should be tested by (National institute of Malaria Research) National institute of communicable diseases, vector control research Centre and national chemical laboratory, Pune, etc. • Chemical shall be effective in controlling mosquitoes belonging to the genera Aedes, Anopheles and Culex.	
SNAKE TREATMENT	Snake Treatment shall be carried out by using chemical Against Snake. Chemical will be used by Sprinkling / scattered through machine. Chemical effect bottom side of the snake. Snake gets wounds and run away from the premises. The operator shall use safe, effective pesticides to take care of that nagging snake problem	Based on requirement. However, weekly once during the seasons when snake sighting is high.
REMOVAL OF BEEHIVES	Removal of Beehives shall be carried out by using appropriate safety methods. "if beehive reoccurs at the same place after removal, the payment will be made at half the applicable rate." <<This may not arise as we asking for over all contract, instead of paying in each case>> he must remove without addl. Cost.	Based on requirement. must be available after working hours on call basis.

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Annexure -B

LIST OF RODENTICIDE/PESTICIDE/INSECTICIDE

RODENT CONTROL MEASURES

- Bromadiolone 0.005%RB

MF by

Bayer India (Outer Are)

DISINFESTATION SERVICE

- Deltamethrin 2.5% wp - K - othrine - 2.5% WP
- Cyfluthrin 5% ew - Solfac 050
- Beta Cyfluthrin 2.45%SC- Response
- Propoxur -
- Alfa cypermythrin - Spot kill

Bayer
Bayer
Bayer
Dyversey
Dyversey

FLY CONTROL MEASURES

- 20% w/w Propoxur - Blattanec Conce
- Cyfluthrin 10% wp - Solfac 10% wp
- Beta Cyfluthrin 2.45% SC - Responsar
- Cyphenothrin 5% EC - Gokilaht S 5 EC

Bayer
Sumitomo
Bayer
Sumitomo

GEL TREATMENT – Against Cockroaches

- Imidacloprid
- Fipronil

(Above mentioned chemicals will be applied in form of Integrated Pest Management)

TECHNICAL DETAILS OF CHEMICALS

S. No.	Type of Pest / Insects/ rodent	Chemical to be used	Pest control procedure
1.	Cockroaches	Max Force IC Gel, Max Force Forte,	Local application As Per Requirement
2.	Ants & Silver Fish	Solfac, Propoxer Liquid, Deltametrine	Spray as per Requirement
3.	Rat, Bandicoots	Bromadiolone	Granule, cake food Glue Traps, Boda box, trap as per Requirement
4.	Mosquitoes	K-Othrine Flow 2.5, K-Ovial (WP)	fogging as per Requirement
5.	Flies	Profoxer Liquid	Spray / granules as per Requirement
6.	Lizard	K-Othrine Flow 2.5, Spotkill	Spray, Lizard Trap Traps as per Requirement

NOTE: The pesticides/insecticides are suggestive only and the bidder can use other material approved for use.

Suggested Dosage Report

Dosage Report

S.No	Name of Chemical	Make	Use For	Area	Ratio	Dosages			
						Jan to march	April to June	July to Sep	Oct to Dec
1	Delta Methrin	Bayer India	For Insects & Lizards	Inside the Building	10 ml in 1 ltr Water	10 ml in 1 ltr Water	13 ml in 1 ltr Water	15 ml in 1 ltr Water	13 ml in 1 ltr Water
2	Spotkill		For Insects & Lizards	Inside the Building	80 ml in 10Ltr water	80 ml in 10Ltr water	85 ml in 10Ltr water	90 ml in 10Ltr water	85 ml in 10Ltr water
3	Bromadiolone	Bayer India	For Rats	Bait station- Outside of Building	0.005% cake/Broken Cereals	0.005% cake/Broken Cereals	0.005% cake/Broken Cereals	0.005% cake/Broken Cereals	0.005% cake/Broken Cereals
4									
5	Glue Traps & cave & Roda Box	Catch Master	For Rats	Cave Station & Roda Box- Inside of Building					
7	Dichlorvos 76% EC (DDVP)	Bharat Insecticide Ltd	For Insects	Drainage area	10 ml in 1 ltr water	10 ml in 1 ltr water	12 ml in 1 ltr water	14 ml in 1 ltr water	12 ml in 1 ltr water
8	Cypermethrin 10% EC	Bharat Insecticide Ltd	For Insects	Drainage Area- Outside of Building	10 ml in 1 liter water	10 ml in 1 liter water	12 ml in 1 liter water	15 ml in 1 liter water	12 ml in 1 liter water
9	Malathion	Bharat Insecticide Ltd	For Insects	Drainage Area- Outside of Building	20 ml in 1 ltr water	20 ml in 1 ltr water	25 ml in 1 ltr water	30 ml in 1 ltr water	25 ml in 1 ltr water

NOTE: The pesticides/insecticides dosages are suggestive only.

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Special Terms and Conditions

1. Eligibility Criteria for the service provider is as follows:

a) Experience:

The service provider should have a minimum of five years' Bid of having executed/completed pest control works during the last 5 years as follows: -

- Three pest control contracts valuing not less than 40% of the annual estimated cost i.e. Rs. 12,00,000/- ; OR
- Two pest control contracts valuing not less than 50% of the annual estimated cost i.e. Rs. 15,00,000/-; OR
- One pest control contract valuing not less than 80% of the annual estimated cost i.e. Rs.24,00,000/-

Note: The bidder must produce work done certificates for completed contracts or current running contracts from the clients. The work done certificate should mention the details of work executed, the annual value of the contract, the date of commencement and date of completion of the contract.

Copy of work order and/or self-certified certificate will not be accepted as certificate of experience. If any document other than certificate of experience is produced, such document will not be accepted as relevant. Tenders not accompanied by certificate of experience issued by the client will automatically stand disqualified.

b) Annual Turnover:

The service provider should have an annual turnover in the last three years not less than Rs.20 lakhs, a valid certificate from the Chartered Accountant should be submitted in this regard.

c) The service provider should possess the below valid documents. Copy of each document to be submitted along with this bid as a proof.

- i. Firm Registration Certificate
- ii. Trade licence for carrying out the work mentioned under this contract
- iii. GST certificate
- iv. Declaration of Registered office/branch at Hyderabad
- v. Valid Labour license under Contract Labour (R&A) Act.
- vi. EPF Registration certificate
- vii. ESI Registration certificate
- viii. Income Tax Returns for last 3 years FY 21-22, 22-23, 24-25 (i.e. AY 22-23, 23-24, 24-25.)

2. The service provider shall provide the below detailed pest controls services:

- a. **Rodent Management Service:** These services will be carried out for controlling rat problem inside as well as outside building premises and safeguarding the important files, papers, Boxes, carpets, electrical and Telephone wiring, wooden ceiling, panelling, cardboards, raw materials etc. from rodent's damage. This service will be provided in the premises inside and outside of the building areas including office cabins, rooms, toilets, corridors, false ceilings etc. and common area of the staff and faculty house building premises. The treatment will be carried out by mechanical trapping with glass cleaning chemicals/agents and cleaning of partitions, panelling etc. Trap boxes or tunnels placed on each floor including basement area and service provider will keep on changing their location/position during his visit at the institute campus, using poison baiting in outside area only. The Service Provider would provide Rodent control for control of Rats, Mice, bandicoots etc. in entire building including basement, Cable Trenches, Electrical Rooms, Air Handling Rooms, Substation etc. The personnel deployed by the service provider shall

visit the locations daily for changing and replacing the bait-stickers & used stickers should be disposed of outside the building.

- b. **Disinfestation Services:** This service should be carried out for controlling all types of crawling insects such as cockroaches, silverfish, red ants, black ants, spiders, lizards, snakes etc. The services will be provided in the notified areas by gel application or by spray for at least twice in a month during the contract period. Drainage chambers also to be treated with pesticide and anti-bacterial compound.
 - c. **Vector Control Service** This service should be carried out for controlling mosquitoes, flies and other flying insects. This will be provided by treating the breeding areas such as open drains, dustbins, garbage area, receiving area entry points front and rear area of the plant under the bushes damp area along the walls etc. This treatment will be carried out by outdoor spray, indoor spray and using larvicide during the contract period with the institute.
 - d. **Termites:** Injecting termiticide into affected portions of the woodwork, Woodwork in contact with machinery for example, door frames, cabinets, cupboards etc. shall be treated by drilling and injecting termiticide at the points of contact. Through drilling holes at the junctions of the walls and the floor and pumping chemicals through these holes, wherever necessary. The drilled holes are effectively sealed thereafter. The application of blanket spray and dusting wherever necessary.
 - e. **General Pests/Insects:** The Service Provider would ensure spraying for control of general pests in and around the building, lift lobbies, around floor, main entrance etc., and beehives removal as and when required.
 - f. **Fogging/Fumigation:** The fogging should be carried out in the premises as per the schedule decided by the Institute.
 - g. **Bed Bugs:** Upon completion of the inspection and an assessment of the situation, service provider will recommend the best course of action. If the inspection confirms an infestation, service provider will recommend a treatment plan based on the severity of the infestation and preferences. He will use the best tools and science to address the causes and treat your bed bug problem in the best way for your surroundings, colleagues and the environment.
 - h. **Removal Honey Beehives:** Removal of Beehives shall be carried out by using appropriate safety methods.
 - i. **Snake Treatment:** Snake Treatment shall be carried out by using chemical Against Snake. Chemical will be used by Sprinkling / scattered through machine. Chemical effect bottom side of the snake. Snake gets wounds and run away from the premises. The operator shall use safe, effective pesticides to take care of that nagging snake problem
3. Service provider shall deploy 8[Eight] on-site staff members at IIT Hyderabad to address pest control complaints and emergency situations. One of the eight staff shall be a Supervisor and shall be responsible for delivery of services on the campus.
- Service provider shall deploy 2[Two] staff out of 8, to perform pest control activities at Old Hostel Blocks, Kapila Block and Amenity Complex and shall deploy another 2[Two] staff out of 8, to perform pest control activities at New Hostel Blocks and SNCC
 - The pest control activities include resolving of daily complaints about the pest related problems which may arise in spite of the weekly preventive action by the service provider, without any extra cost.
4. Service provider shall depute experienced persons for execution of the job along with all material, machines and manpower.
5. The weekly off of these eight staff have to adjusted in such a way that at least six persons shall be available on any given day at this Institute throughout the office hours i.e. from 9 a.m. to 5:30 p.m. on all days including Sundays and Holidays.
6. In case of exigencies, the pest control service personnel should be deployed for service as and when necessary and during nighttime on call basis. NO Overtime allowance shall be paid separately.
7. All the staff should mark their attendance through biometric attendance system of IITH.

8. The service provider shall provide a dedicated phone number (with WhatsApp number) and a mail id for filing the pest control complaints directly by the users. The vendor shall attend to all complaints promptly without delay.
9. The service provider should provide pest control services which include removal of beehives from premises located inside the campus and catching of snakes as and when sighted and reported. The personnel deployed by the service provider at this Institute to attend daily complaints should be able to deliver both these services at short notice.
10. **Coverage Area:** All buildings area measurements are indicative only, and the bidder should cover the entire campus including open areas wherever pest control like mosquito control/snake catching/beehive removal may be required.
11. Service provider should cover all areas in the campus as per the list mentioned above. The bidder shall agree to provide services to the new buildings that may come up in the campus at mutually agreed rates for additional material. Additional rate for manpower will be allowed at prevailing minimum wage rate if the deployment of additional staff is required.
12. The Frequency schedule (at Annexure-A) and Dosage (at Annexure-C) are indicative and minimum requirement only, this may be increased depending on the requirement.
13. **Inventory:** The successful bidder shall maintain an inventory register showing the details of all the pest control materials / equipment brought to the IITH and details of weekly usage of the materials and the location of usage, closing balance at the end of every week, and details of replenishment. The entries in the register have to be counter signed by the concerned official of IITH every week.
14. The service provider shall provide details of the pest control treatment that he/she proposes to provide for each of the pests such as rodents, rats, bandicoots, mice, mosquitos, cockroaches, ants, houseflies, snakes etc.
15. All the equipment (eg. trap boxes, Glue traps) and consumables (eg: Pesticide spray) required for the service will be provided by the Service Provider at no extra cost to the Institute.
16. Service provider shall submit weekly/monthly compliance reports detailing the pest control activities performed, duly signed by the respective user departments and submit a copy of all these reports along with the bill.
17. The Service Provider shall be required to use only those chemicals/pesticides that have been approved for the household purpose by CIB & RC under the provisions of Insecticide Rules 1971 framed under Insecticide Act 1968.
18. The spray of insecticides, pest control services shall be as per extant rules. The Service Provider shall at no time violate provisions of the Insecticides Act, 1968 and Insecticides Rule 1971 and /or any other relevant laws and rules as framed by the Government of India, State Government or Local Bodies. The service provider shall be solely responsible for any act committed in violation of the said rules and indemnify IITH from any liability whatsoever.
19. In case more than one bidder quotes the same rates, the bidder having experience of providing these services in the Govt., offices, or PSUs or in Institutions of higher education will be given preference subject to verification of their performance record from their clients. However, the decision to be taken by the Director, IIT Hyderabad in such a case shall be final & binding on all the parties concerned. (GTC)
20. When a bid price w.r.t scope of work appears so low, a concern is raised as to the capability of the bidder to perform the contract at the offered price, Institute may seek justification of price from the bidder with detailed price analysis of the bid price. If after evaluating the price analysis, Institute determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the said bid(s) will be rejected. (GTC)
21. The successful bidder would be required to execute a contract agreement with IIT Hyderabad on a Non-Judicial stamp paper of Rs.200/- (Rupees Two Hundred Only). (GTC)

General Terms and Conditions

1. The Service Provider shall be responsible for ensuring compliance with the provisions related to Labour Law [Central] and specially Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Central Minimum Wages Laws, Contract Labour (Regulations Abolition Act) and any other relevant acts as applicable at present or in future during the tenure of the Contract and as may be enforced from time to time. Onus of compliance of all the applicable Laws/Acts/Rules/Bye-Laws/Regulations/Standards/Guidelines/Notification/Recommended Practices, etc. shall rest with the Service Provider only and the IITH will not be liable in any manner.
2. The Service Provider shall ensure the level of service required is of the highest professional standard and shall ensure full compliance to the terms and conditions of the Contract.
3. The Service Provider shall attend to emergency works in time. No extra payment will be made for working on odd hours for emergency works.
4. The Service Provider will be required to submit list of the manpower being deployed with photo ID, address proof, police verification certificate and educational qualifications before deputing the workers. The Service Provider shall be solely responsible for the credentials/ acts of his staff /workers/
5. The Service Provider shall provide at his own cost proper uniform (two sets in a year), required protective wear like gloves, masks, shoes etc. and badges and photo identity cards to the manpower deployed.
6. In an event that, for any reason, the manpower provided change their contact number during the tenure of the contract then service provider will immediately notify IITH of the above change.
7. The Service Provider shall produce to IITH the details of payments of statutory benefits like bonus, leave, relief etc. from time to time to its personnel.
8. The Service Provider shall cover all its personnel under the relevant laws of EPF, Labor, ESIC etc. Proof of the same should be submitted by the Service Provider.
9. The Service Provider shall submit a copy of wages sheet showing monthly wages paid to its personnel.
10. The Service Provider shall cover its personnel for personal accident and death whilst performing the duty and IITH shall own no liability and obligation in this regard.
11. The Service Provider shall also provide at its own cost all benefits statutory or otherwise to its deployed personnel and the Buyer shall not have any liability whatsoever on this account.
12. The Service Provider shall employ only manpower who has completed eighteen years of age and not above 45 years of age.
13. The Service Provider shall provide the documentary proof for the qualifications and experience of the manpower deployed by them. The bio-data, qualification and experience of the said manpower should be certified by the Service Provider.
14. The Service Provider shall not deploy or shall discontinue deploying the person(s), if desired by IITH and must ensure prompt replacement of the personnel without any additional cost to IITH. The personnel being deployed shall ordinarily be continued and should not be changed without written intimation and consultation with IITH.
15. The Service Provider shall arrange police verification and medical fitness of the staff deployed at IITH.
16. Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements agreed upon between the two parties.
17. In an event that the Service Provider fails to deliver or fails to carry out tasks as per schedule due to absence of personnel or any other reasons, the Service Provider at his own cost shall make alternate arrangement by providing similar manpower for which agreement is entered into, without any extra charges. Failure to do so will evoke deductions and IITH shall have right to recover damages as per the provisions of the Contract.

18. The Service Provider shall be personally responsible for any theft, misconduct and /or disobedience on the part of personnel so provided by him.
19. The working hours and days of the manpower will be as per the existing applicable rules of the respective Central Government organizations. However, they have to work on holidays, if necessary and required based on demand of work.
20. The Service Provider shall be fully responsible for the acts of their employees/ agents/ representatives / consultants/ team members and shall fully indemnify IITH for any kind of losses or damages caused by its employees/ agents/ representatives/ team members/ consultants. IITH shall not be responsible for any claim from any employees/ agents/ representatives /consultant / team member employed or engaged by the Service Provider. The Service Provider shall wholly and fully be responsible for any such claims.
21. In the event of local problems arising while discharging the functions at IITH the service provider will deal with them appropriately and he will not bring IITH on the scene for such matters.

22. PAYMENT TERMS:

- No advance payment in any case would be made.
- The payment shall be made as per order. The prices quoted shall be complete covering all aspects. The price shall be inclusive of all consumables including cleaning chemicals, insecticides, pesticides, equipment and manpower required to provide service. Institute will have right to deduct penalties as per provisions of the contract.
- The firm will be paid on a monthly basis on submission of bills by him. Payment would be made to the Service provider/Firm /Agency on monthly basis within 15 (fifteen) days of receipt of the bill, directly into the bank account of the Firm/agency. The bill should be submitted in triplicate within first week of the succeeding month. TDS will be deducted as per rules from the monthly bills.
- TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deductible from Service provider's bills.

23. Penalties:

	Nature of Default	Default Details	Deductions			Remarks
			1st instance	2nd instance	3rd instance	
1	Non deployment of manpower	Non-deployment of total manpower mentioned in the contract as per the date of joining	Up to 15 days, @1 % per day of the total value and beyond 15 days cancellation of contract with cancellation charges @ 10% of the order value	Up to 15 days, @2 % per day of the total value and beyond 15 days cancellation of contract with cancellation charges @ 10% of the order value	Cancellation of contract with cancellation charges @ 10% of the order value	

2	Failure to address deficiencies/ complaints brought to notice by the Buyer.	Deficiencies/ complaints not addressed promptly.	Deduction of Rs. 500/- (Rupees Five Hundred Only)	Deduction of Rs. 800/- (Rupees Eight Hundred Only)	Deduction of Rs. 1000/- (Rupees One Thousand Only)	After 3 rd instance, the Buyer may continue to impose the same deductions as imposed for 3 rd instance.
3	If employee is found disclosing any confidential information/ document to the Service Provider/ any third parties		Cancellation of the contract with cancellation charges @ 10% of the order value along with recovery of losses caused (if any) and legal action against the Service Provider depending on the gravity of the act			
4	If the employee is found responsible for any theft, loss of material/ articles and damages		Immediate payment in actuals, equivalent to the value of the article theft/ lost/ damaged. Replacement of employee within 2 days	Immediate payment in actuals, equivalent to the value of the article theft/ lost/ damaged. Replacement of employee within 2 days/ cancellation of contract as decided by the Buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value	
5	If the employee is found responsible for disobedience/ misconduct		Warning/ counselling of employee as decided by the Buyer depending on the gravity of the act	Warning/ counselling/ Immediate replacement of employee within 2 days as decided by the Buyer and Warning to Service Provider depending on the gravity of the act	Cancellation of the contract with cancellation charges @ 10% of the order value	

6	Delay in payments of take-home remuneration by the Service Provider and deposit of EPF and ESI (both employee and employer share)		Rs. 100 per day for each default, warning to Service Provider to deposit the said amount within 7 working days	Rs. 200 per day for each default, hold on all type of payments to Service Provider till the said amount is deposited to respective stakeholders and proof of same is submitted to Buyer	Cancellation of the contract with cancellation charges @ 10% of the order value	
7	If the employee is absent or takes leave for more than 2 days without informing or taking prior approval.		Substitute within 2 days failing which, @ 1 % per day of the total value (excluding service tax etc.) of the absent resources up to 15 days. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value.	Substitute within 2 days failing which, @ 3 % per day of the total value (excluding service tax etc.) of the absent resources up to 15 days. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value	Cancellation of the contract with cancellation charges @ 10% of the order value	
8	If the employee is found responsible for adopting illegal and foul methods or exercising any corrupt practice in collusion with any third party or officials at the workplace		Immediate replacement within 2 days/ cancellation of the contract with cancellation charges @ 10%, as decided by the Buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value		

25. Security Deposit:

The successful bidder will have to deposit a security deposit for an amount equivalent to 5% of the total contract value in the form of Performance Bank Guarantee (PBG) from any nationalized Bank in favour of the Director, IIT Hyderabad. The PBG shall cover the entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If the contract is further extended beyond the initial period, the PBG shall have to be renewed for the extended period.

26. Cancellation Of Contract:

- Notwithstanding any other provisions in this contract, the IITH reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The service provider is not eligible for any compensation or claim in the event of such cancellation.
- If at any later date, it is found that the documents and certificates submitted by the Service provider are forged or have been manipulated, the work order issued to the Service provider shall be cancelled and Security Deposit issued to the IITH shall be forfeited without any claim whatsoever on IITH and the service provider is liable for action as appropriate under the extant laws.

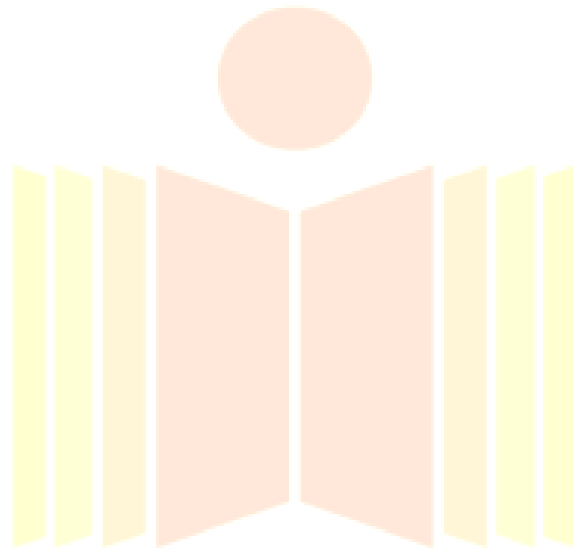
27. Force Majeure:

- In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the CONTRACT, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. The service provider is not bound to provide services without break in such a situation. Similarly, the Institute is not bound to make payments to the service provider without appropriate deductions towards absence of services
- The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the CONTRACT, Flood and Acts and Regulations of respective government of the two parties, namely IITH and the SERVICE PROVIDER.
- Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 48 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, IITH shall have the option of cancelling this CONTRACT in whole or part at his discretion without any liability at his part. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

28. Arbitration & Jurisdiction:

- In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, IITH or any other officer nominated by the Director, IITH for arbitration whose decision shall be final and binding on the parties. The service provider agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.

- The work shall be awarded to that party, whose rates are found genuine, lowest & capable to work at IIT Hyderabad. The rates should be inclusive of all taxes. The Institute holds the right to reject any/all the bid(s) without assigning any reason.
- Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the bidders who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the bidder to any officer or staff of IIT Hyderabad shall block his/ her tender from being considered. Canvassing on the part or on behalf of the bidder will also make his tender liable to rejection.
- The courts at Hyderabad shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.



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भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Bidding Document
Part-I

A. Documents details to be mandatorily submitted:

S. No.	Particulars	Fill in the details	Submitted? (Y/N)	Page No.
1	Name of Firm/Bidder/Company (in block letters) <i>[Firm registration certificate to be attached]</i>			
3	Full Postal Address, Telephone/Fax No. E-mail:			
4	Whether the firm/ agency has any office at Hyderabad, if so, Address, Telephone and email-id <i>[Attach separate sheet]</i>			
5	Name of the bank, address, account number, IFSC code			
6	PAN No. <i>[copy to be attached]</i>			
7	GST No. <i>[copy to be attached]</i>			
8	EMD (Transaction ID and Date) <i>[copy to be attached]</i>			
9	EPF Registration <i>[copy to be attached]</i>			
10	ESI Registration <i>[copy to be attached]</i>			
11	Experience Certificates <i>[copies to be attached]</i>			
12	Income Tax Returns (for the last three Financial years) FY 22-23, 24- 25 and 25-26 <i>[copies to be attached]</i>			
13	Annual turnover <i>[copies to be attached]</i>			
14	Declarations as per Annexure-E, F , G , H and I <i>[Copies to be attached]</i>			
15	Any other relevant information			

B. Details of Experience: Should be furnished in the following format:

Name of the client and full address	E-mail and Telephone number of the client	Tenure of the contract	Value of contract	Supporting documents to be attached as enclosure & refer here

Part-II

C. Details of Experience: Should be furnished in the following format:

Sl. No.	Particular	Rate per month (Inclusive of all applicable taxes and GST)
1.	Monthly cost for Providing Pest Control Services (As per the terms & conditions of the tender i.e. inclusive of 8 no's man power, consumables, service frequencies of all kind of pest control services in the tender).	<i>Bidders are requested to download financial breakup sheet (excel file) from the GeM Bid document, fill the details and upload the same on GeM Bid.</i> <i>(Service to be given throughout the month)</i>

It is certified that the particulars given above are true to the best of my/our knowledge/belief and I/We have read the terms and condition of the Tender for pest control services on contract basis and have also understood the same and do hereby undertake to abide by the same without any reservation on any ground whatsoever. In case of any breach of the said conditions I/we shall be responsible for consequences of the same.

Date: _____

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Name & Signature of the Authorized Signatory of the bidder

Letter of Consent and bid submission
(To be submitted on Bidder's letter Head)

Date: _____

To
The Director
IIT Hyderabad

Sub: Providing Pest Control Services at IIT Hyderabad

Ref: Tender Notice No. _____.

Sir,

I/We hereby offer to provide the Pest Control services on a monthly hire basis, and hereby accept all the terms and conditions of your Tender. Further, I/We agree to abide by the terms & conditions of the Tender Notice and hold our bid open and valid till 90 days from the date of opening of the same.

2. I/We have understood and fulfilled Eligibility Criteria, General Terms and Conditions and Scope of Work, Technical Specifications and Special Conditions of Contract and am/are fully aware of the nature of the services required and my/our offer is to provide services strictly in accordance with the requirements of your Institute.
3. As advised, a Self-Declaration is hereby enclosed in lieu of Earnest Money Deposit. I/We fully understand that I/We shall be blacklisted and debarred from future tendering process at the IIT Hyderabad if:-
4. I/We do not execute the contract documents within 7 (seven) days after getting information from IITH, or
5. I/We do not commence the work within 15 (fifteen) days after award of the contract to us from IITH,
6. This bidding document of mine/ours consists of _____ Nos. of pages in total.
7. Bidding documents and submission of Tender have been duly signed and attached herewith.
8. I/We know that acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Bidder(s) with Stamp, Address

Note: The formats have been made available for the convenience of bidders in word format in the document titled 'Annexure'. The formats may also be downloaded. No change should be made by the bidders except filling-up details. In case any change is made in the content of the formats, except filling-up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.

NO RELATIONSHIP CERTIFICATE
(On Company Letterhead)

1. I/We hereby certify that I/We* am/are* related/not related (*) to any officer of IIT Hyderabad. (If Related provide the details of the employee)
2. I/We* am/are* aware that, if the facts subsequently proved to be false, my/our* contract will be rescinded with forfeiture of E.M.D and security deposit and I/We* shall be liable to make good the loss or damage resulting from such cancellation.
3. I//We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Place:

Authorized Signatory with seal
Name:

Designation:

Contact No.:

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Indian Institute of Technology Hyderabad

ANNEXURE – G

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION

(to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I hereby certify that there is no police case/ vigilance enquiry pending against Partners of the firm or sole proprietor or company as the case may be, and that he has never been punished by any Hon'ble Court.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

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Indian Institute of Technology Hyderabad

Bid Securing Declaration Form

Date: _____

Tender No. _____

To

The Director,

IIT Hyderabad,

Kandi, Sangareddy-502284

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported with EMD.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (insert signature of person whose name and capacity are shown)

in the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name: _____ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

Check List cum Declaration

The Bidders are requested to upload the below-mentioned documents mandatorily to ease the evaluation process. The bidder, who failed to upload the below required documents, their bid will summarily to be disqualified. The bidders should submit the signed copy of Annexure – I (Check List cum Declaration) in this regard.

S.No.	Name of the Document	Submitted (Yes / No)
1.	Financial Break up statement which can be downloaded from the GEM Bid document. The same must be uploaded on the GEM Bid	
2.	Firm Registration Certificate	
3.	Trade license for carrying out the work mentioned under this contract	
4.	PAN	
5.	GST Certificate	
6.	Declaration of Registered office/branch at Hyderabad	
7.	Valid Labour license under Contract Labour (R&A) Act.	
8.	EPF Registration certificate	
9.	ESI Registration certificate	
10.	Annexures-D, E, F, G & H (should be filled in all respects)	
11.	Signed and Stamped Tender document	
12.	*Experience Certificates – on client letter head (in providing pest control services - as per the eligibility criteria clause 1.a, pg.no.16) [Note: GeM contract order, work order, Agreements are not considered as experience]	
13.	Annual Turnover Certificate issued by a Chartered Accountant	
14.	Income Tax Returns Acknowledgement for the years FY 21-22, 2-23, 23-24	
15.	Proof of Tender Fee and EMD. (In case of Exempted firms, please upload the certificate issued by the concerned authority.)	

I/We certify that all the required documents as mentioned above (sl.no. 1 to 15) are submitted on GeM portal.

Bidders are advised not to upload GeM Contract Orders, Work Orders Agreements, as they are not considered as Experience certificates.

Only Experience certificates issued by the clients on their letter head with contract duration and contract value will be considered for evaluation purpose.

Signature of Bidder(s) with Stamp, Address