

**GOVERNMENT OF KARNATAKA****FISCAL POLICY INSTITUTE**

Bangalore-Mysore Road, Near Panchamukhi Ganapathi Temple,  
Kengeri Post, Bangalore-560 060.

PHNO: 080-26971000 / FAX: 080-26971010 / WEB: [www.fpibangalore.gov.in](http://www.fpibangalore.gov.in)

**TENDER INVITING NOTICE**

**Quotation inviting Agencies to provide Integrated Pest Control Management (IPM)  
Contract in FPI campus**

**(Through Sealed Cover system)**

[www.fpibangalore.gov.in](http://www.fpibangalore.gov.in)

**No.: FPI/Proc/ Quotation /Pest/M- 66 /2018-19**

**Date: 05-01-2019**

**Tender Schedule**

Date of commencement of Quotation	11-01-2019
Last date and time for receipt of Quotation	12-02-2019 - on or before 2.30 PM
Time and date of opening of Technical Bid	on 13-02-2019 at 3.00 PM
Time and date of opening of Financial Bid	on 15-02-2019 at 11.00 AM
Place of opening of technical tenders	The Additional Director, Fiscal Policy Institute, Mysore - Bangalore Road, Kengeri Bangalore 560060
Address for communication	The Director, Fiscal Policy Institute, Mysore road <u>Kengeri</u> <u>Bangalore – 560060</u> .....
Contact Person:	Mr.Chandraiah SR, Special Officer,
<b>EMD</b> Amount	<b>Rs.5,000/-</b> (pay by Bank DD only)

For details please visit web site : [www.fpibangalore.gov.in](http://www.fpibangalore.gov.in)

## INVITATION FOR TENDERS (IFT)

### Tender Notification (Through Sealed Cover Tender only)

No.: FPI/Proc/ Quotation /Pest/M- 66 /2018-19

Date: 28-12-2018

**Background** The Fiscal Policy Institute (FPI) established by Govt of Karnataka is a training centre delivering training programs to Group A and Group B officers of State / Central Governments on fiscal policies. Fiscal Policy Institute (FPI) inviting Sealed cover tender in Two covers mode i.e. Technical Bid and Financial bid to providing Integrated Pest Control Management Contract i.e. Pest control with men and material to be carried out in existing buildings and open areas in FPI campus, for a period of Two years.

**Objective:** The goal of Comprehensive / Integrated Pest Control Management (IPM) Contract is to manage pest damage by the most economical means, and with the least possible hazard to people, property and the environment. To undertake Pest Control contract, the agency / bidder should be committed to ongoing or continuous monitoring and record keeping, educate staff and interaction with Campus Management in FPI. The IPM methods involve restricted access to food/water, sanitation and waste management, mechanical control, natural control agents, physical barriers, structural maintenance and where necessary, conservative application of pesticides.

- 1. Tender Document:** Tender document is available in the FPI web-site [www.fpibangalore.gov.in](http://www.fpibangalore.gov.in) and can be downloaded freely.
- 2. Amendment To Tender Document:** The FPI may, for any reason, whether at its own initiative or in response to the clarification requested by the prospective Bidder, issue amendment in the form of addendum / corrigendum. Any addendum / corrigendum thus issued shall become part of the Tender Document. All addendum / corrigendum will be published on the web-site only i.e. [www.fpibangalore.gov.in](http://www.fpibangalore.gov.in)
- 3. Location And Utilisation Of Services :** Fiscal Policy Institute Campus, Next to Panchamukhi Ganapathi Temple, Bangalore-Mysore Road, Kengeri, Bangalore – 560 060.
- 4. Duration of Contract:** The duration of contract shall be for a period of **Two years** (24 months) only that may be extended further up to One year or Lesser period on the same awarded rates, and terms and conditions, on satisfactory performance at FPI's review & discretion.
- 5. Visit to Campus:** The Bidders / bidders are advised to visit & inspect the site to ascertain the nature of site, access thereto, location, facilities for procurement of materials, labour rates and execution of the work. The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract as described in the bidding documents.

#### **Eligibility Criteria:**

1. The bidder should be in the pest control business for the last 2 financial years.  
(submit the copy of the job orders)

2. The bidder should be an authorized service agency to provide commercial Pest Control Solutions. The bidder should have necessary license under the prevailing laws in India and Karnataka. Proof of the same shall be submitted along with the bid.
3. The Bidder should be registered in Company or Partnership Firm registered under Partnership Firm or Proprietary concern (Annexure-1)
4. The bidder should submit a copy of their Safety, Health & Environment (SHE) policy to FPI.
5. The bidder should have GST and Service Tax registration (furnish the copy of the document).
6. The bidder should have annual sales turnover of Rs.2.50 lakh or above in pest control jobs in 2017-18
7. The bidder should have office in Bangalore, (furnish the proof of document).

### Scope of Work:

1. This is a comprehensive Pest Control Service, the bidder should provide all men, materials, equipment, incidentals and all services necessary to perform pest control service, in FPI campus.
2. The bidder should identify pests and environmental conditions that limit the spread of pests, including the presence of pests' natural enemies.
3. All pest control services shall be performed in accordance with Industrial standards and statutory regulations presently established or may be established during the term of the contract.
4. All pesticides / chemical products used must be approved for its intended use, and applied in a manner consistent with regulations established by the statutory authority.
5. Service Specification: The bidder should provide a healthy environment in FPI campus, which is free from, but not limited to, the following pests:
  - a) Spiders, cockroaches and beetles
  - b) Crickets, and other hoppers
  - c) Ants (all species) earwigs, sow bugs, silverfish and other crawling insects
  - d) Fleas and other biting insects
  - e) Wasps, hornets and other stinging insects nesting in the interior or exterior, up to a maximum height of two (2) stories.
  - f) Moths and other flying pests.
  - g) Weevils and other food pests.
  - h) Mice, rats and other rodents etc,
6. **Area to be covered:** The maintenance works stated in the scope of work shall be carried out in the following buildings and areas surrounding them, staircases and common areas :
  - (i) **Main Building(Block)** which includes Board room, training rooms, seminar rooms, faculty rooms, Director's room and other rooms, dispatch room, committee room, entrance hall, conference hall, auditorium, administrative hall, office rooms, stores, library, halls, ACs, Electrical rooms, all toilets, kitchen, offices and staff lounge, corridors, pergola, complete lounges and common areas on all three floors, lift room etc.
  - (ii) **Guesthouse Block:** having 12 rooms with attached toilet, dining hall, kitchen, store rooms and lounges and common areas on two floors etc.,.
  - (iii) **Hostel - Blocks** having 72 rooms with attached toilet, office store, Dining hall and kitchen - complete with hand wash area, all toilets, utensil wash area, main kitchen and store rooms complete lounges and common areas on all three floors etc.,
  - (iv) **Director's quarters** - 1 No., lounges, parking & common areas,
  - (v) **Staff quarters** – Houses 22 No. including lounges, common areas on all floors etc,

- (vi) **Utility buildings** (electrical/transformer sub-station and DG Set room), bunkers for workers, Pump room, garbage rooms, staff toilets, water treatment plant, vehicle garage, garden/nursery area, sump tank & overhead water tank facility, etc.,
  - (vii) Roof tops/terrace area of all buildings.
  - (vii) Security rooms at entrance & Exit gate - 2 No.
  - (viii) All roads and pathways inside the campus.
  - (ix) All open drains, rain water harvesting system etc. inside the campus.
  - (x) Entire open area (approx 5.5 Acres) & garden etc.
  - (xi) The pest control services shall be performed in all listed buildings, occupied or unoccupied, including, but not limited to: class rooms, board rooms, auditorium, conference rooms basements, crawl spaces, offices, storage areas/rooms, closets, baseboards, plumbing and heating pipes, shelves, elevators, walls / enclosures, kitchen, dining halls, cafeteria, food preparation and storage areas, refuse containers and surrounding storage areas, offices, lavatory and shower areas hallways and lounge areas:
7. Use pesticides at desired level of effectiveness, which pose the least harm to human health and the environment, and, as appropriate, as per IPM before application.
  8. Pesticide Storage: The Bidder / Contractor shall not store any pesticide product in the buildings specified in this contract.
  9. The bidder's personnel working in or around campus shall wear distinctive uniform clothing and identification. The Bidder is responsible for the safety of their personnel during the execution of pest control work.
  10. The Bidder must perform a thorough inspection during every service. Following each scheduled service, the bidder must submit a report to the Special Officer (Admin.), FPI, or any authorized officer in FPI, The bidder should list-out the areas that remain inaccessible for pest control service such as lockers, rooms, closets, etc .
  11. The scheduled services, if not be effective or interrupt institutional activities, the bidder shall be required to provide necessary services at alternate times agreeable to FPI, at no additional cost.
  12. **Performance Requirements**: The bidder is to use the proper equipment and material to render the services to ensure safety for all human life, livestock and the environment. It is to be clearly understood that the equipment and pesticides used by the Bidder for this work/contract are to be within safe and legal guidelines.
  13. Bidder shall not apply any pesticide product that has not been approved for the use by Government regulatory agencies. All pesticides used shall be non-flammable, secured when unattended and registered by the Govt. Environmental Protection Agency /Authorities.
  14. The Bidder / Contractor shall be responsible for removing and disposing of all excess and/or unneeded chemicals, materials or equipment after the application is completed. The bidder may not store chemicals or equipment in FPI Campus at any time.
  15. Pest Control Schedule: Pesticide application shall be according to need, and as per the scheduled given at Annexure – 1
  16. Bidder shall be required to eradicate pests and rodents, such as ground squirrels, gophers, moles, etc. Pursuit of such eradication measures and the use of pesticides and other chemicals or eradication techniques shall be in accordance with all Statutory regulations governing the use of such agents or techniques. In no event shall the actions of Contractor in effecting such eradication result in a danger to humans, domestic animals or plant life in the campus.
  17. Bidder shall be responsible for any damages that result from a violation of Govt. regulations governing eradication agents or techniques and/or improper or negligent use of such agents or techniques.

18. The Bidder's performance will be evaluated in accordance with the approved IPM Plan. If pests appear between scheduled treatment, the contractor may be called back to treat the room(s), or building where the problem occurred.
19. Minimization of Risk: When pesticide use is necessary, the Bidder shall employ the least hazardous material, most precise application technique, and use optimum quantity of pesticide necessary to achieve control.

**General Instructions to the Bidders:**

1. The Integrated Pest Control Management Service is a Comprehensive Service Contract, this shall include men, material, equipment, incidental, delivery, insurance, taxes etc.,
2. The Bidder/ Agency shall provide Integrated Pest Control Management (IPM) services by deploying adequately trained and disciplined personnel to execute the contract efficiently and effectively.
3. The bids should be submitted in the prescribed format only i.e. **Annexure -2 to 4**.
4. FPI will accept the lowest quotation with FPI specification and better quality materials.
5. No Sub-Contract: The Bidder shall not directly or indirectly transfer, assign and sublet the contract or any part of it.
6. The agency / Bidder should work in consultation with the Special Officer (Campus Management), FPI and who will certify the IPM service charges bill to the effect that all the complaints recorded in the registers have been attended and routine IPM management has been carried out satisfactorily.
7. The agency / Bidder shall observe all the safety precautions for the safety of the personnel deployed and the employees/residents of the FPI Campus during execution of services. The Bidder should arrange to obtain necessary insurance cover for his/her employees and third party. Bidder would be solely responsible for the safety of persons employed by him.
8. The agency / Bidder shall comply with all the applicable Acts, Rules, Regulations, requirement of Law(s) for entering into maintenance contract and FPI will not in any way be liable or responsible for any default/irregularities/penalties on the contractor's part. The contractor shall indemnify FPI against all claims on this account.
9. **Earnest Money Deposit (EMD)** : The bidder should submit Earnest Money Deposit of **Rs.5000/-** in favour of The Director, Fiscal Policy Institute, Bangalore by way of DD from Nationalised / Scheduled Bank. The bids without EMD will be treated as non-responsive bid and same will be rejected. EMD will not carry any interest.
10. **TENDER SUBMISSION**: Prepare tender proposals / bid and presentations in a practical, legible, clear, concise, coherent and straightforward manner and elaborate formats or exhibits. The Tender Document duly filled and signed with official seal shall be submitted in two separate sealed Envelopes / covers marked as under:
11. **11.1. Cover 1: Technical Bid, shall contain the following:**
  - 11.1.1 Annexure – 2 & 3 of this tender document.
  - 11.1.2 Copies of Income Tax & Service Tax returns for previous one year.
  - 11.1.3 EMD of Rs.5000/- by way of DD from Nationalised / Scheduled Bank in favour of the Director, Fiscal Policy Institute, Bangalore.
  - 11.1.4 Copies of PAN, GST registration & Service Tax Regn. certificates.

**Note:** Technical Bid shall not include any financial information, which can vitiate Financial Bid.

**11.2 Cover 2 : Financial Bid, shall contain the following:**

Financial Bid shall contain information regarding the lowest rates to providing pest control job with men and material to be carried out in existing buildings and open areas in FPI campus both in figures and words as in Annexure - 4.

### 11.3 Cover 3: (Outer Cover) Tender Submission :

- 11.3.1** The above two bids should be submitted in Two separate sealed Envelopes / Covers i.e. Technical Bid & Financial Bid.
- 11.3.2** The Tender superscripted as “Tender to providing pest control job with men and material to be carried out in FPI campus” Cover-1 Technical Bid, and Cover-2 as Financial Bid, address to The Director, Fiscal Policy Institute, Bangalore-Mysore Road, Kengeri, Bangalore – 560 060, **must reach not later than 2.30 PM on 12-02-2019.**
- 11.3.3** Cover 1 & Cover 2 shall be put into a Outer cover, the outer cover may be addressed to Additional Director (Admin), Fiscal Policy Institute (FPI), Bangalore-Mysore Road, Kengeri, Bangalore – 560 060.
- 11.3.4** The Sealed Outer Cover should be dropped at drop box kept in the office of the Additional Director (Admin), FPI, Bangalore-Mysore Road, Kengeri, Bangalore, on or before the closing date and time as mentioned in the tender document. **NO TENDER WILL BE RECEIVED BY HAND.** The Bids may also be submitted by post. FPI is not responsible for any delay in postal service.
- 12. Quarterly Payment:** Pest Control service charges will be paid on quarterly basis on submission of the bill/invoice. The bill will be paid after satisfactory completion of previous quarter. The Bidder should submit the bill to Special Officer (Admin.), FPI.
- 13.** The Bidder should work in consultation with the Special Officer (Admin.), FPI.
- 14.** and who will certify the monthly IPM charges bill to the effect that all the complaints recorded in the registers have been attended and routine maintenance has been carried out satisfactorily.
- 15.** Income tax, surcharge and other taxes as applicable will be deducted from total payment due to the contractors.
- 16. Performance Bank Guarantee:**  
Within 20 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver to the FPI a Performance Bank Guarantee (as Security deposit) at @10% of IPM service contract from a public sector bank located in Bangalore, valid for a period of contract plus 2 months. The performance security in the form of Bank guarantee will be retained by FPI till the end of contract period. The performance Bank Guarantee will not carry any interest for the period retained.
- 17. Performance Default Penalty:** If the Pest Control operation schedule and instructions of FPI do not shows proper compliance of works to be done by the Bidder/Agency / Contractor as per schedule; FPI will make suitable deduction from the contractor’s bills. If the contractor fails to maintain the operation and maintenance of services as per contract, in such event FPI is at liberty to get the work done from the external agency, and will deduct actual cost incurred on this work plus 10% extra as penalty. In case of the bidder fails to comply for more than two times, FPI will terminate the AMC Contract without notice and forfeit the PBG and may also initiate legal action.
- 18.** The bidder should execute an agreement in duplicate on stamp paper with FPI, for this service contract.
- 19.** FPI reserves the right to accept or reject the tenders in full or in part without assigning any reason.

**Additional Director (Admin)**

**Integrated Pest Control Management Contract in FPI Campus**

**Pest Control - Operation Schedule**

Annexure – 1

	Facility	Frequency		Quantity – room/hall
		Frequency Suggested	No. / PA	
	(A)	(B)	(C)	(D)
1	<b>Hostel:</b>			
	Kitchen,	Quarterly	4 times / pa	01
	Store Room	Quarterly	4 times / pa	02
	Dining hall	Quarterly	4 times / pa	01
	Gym Room	Half Yearly	2 times / pa	02
	Facility Center	Half Yearly	2 times / pa	01
	Rooms attached with Bath Room	Half Yearly	2 times / pa	70
	Reception counters	Half Yearly	2 times / pa	03
2	<b>Guest House:</b>			
	Kitchen,	Half Yearly	2 times / pa	01
	Dining hall	Half Yearly	2 times / pa	01
	Rooms attached with Bath Room	Half Yearly	2 times / pa	12
	Reception counter	Half Yearly	2 times / pa	02
3	<b>Main Building</b>			
	Pantry	Half Yearly	2 times / pa	03
	Toilets	Half Yearly	2 times / pa	07
	Board Room	Annually	1 time / pa	01
	Classrooms	Annually	1 time / pa	06
	Conference Rooms	Annually	1 time / pa	02
	Auditorium	Annually	1 time / pa	01
	Library	Annually	1 time / pa	01
	Faculty Room (5 + 4 + 5)	Annually	1 time / pa	14
	Director Chamber	Annually	1 time / pa	01
	Chairperson Chamber	Annually	1 time / pa	01
	Director's Office	Annually	1 time / pa	01
	Admin Section	Annually	1 time / pa	01
	Reception counter	Annually	1 time / pa	01
4	<b>Others:</b> All Utility Buildings, Common Areas in Staff quarters, STP, WTP, open drainages, Rain water harvesting, Security Rooms, Entire open area in the campus etc	Annually	1 time / pa	LS

**Note:** 1. The successful bidder has to execute the first time pest control job within 15 days from the date of Work order.

2. The successful bidder should voluntarily execute the subsequent periodical pest control jobs within 15 days on satisfactory complication of the previous quarter / half year.

**Integrated Pest Control Management Contract in FPI Campus****Business Details of the Vendor/Agency****Annexure-2**

<b>Sl</b>	<b>Details</b>	<b>Description</b>
a	Name and Address of the Vendor  Telephone Number  Fax Number  e-mail	
b	Business Constitution (of the Vendor)	- Company – Pvt. Ltd., / Limited OR - Partnership Firm OR - Proprietary Agency - (Submit incorporation certificate).
c	Do you have Local Office in Bangalore?	
d	Details of Contact person (Name, designation, address etc.) Telephone Number  Fax Number  e-mail	
e	Year of Establishment of Company / Firm / Agency	
f	Vendor's Registration details PAN No.  GST Reg. No.  Service Tax Reg. No.	
g	Pest Control License details: License No. (Submit a copy)	
<b>FINANCIAL INFORMATION:</b>		
	<b>Financial Year</b>	<b>Turnover (Rs. In lakh)</b>
	<b>2016-17</b>	
	<b>2017-18</b>	

Contd....



**2. Non-Black list Declaration:**

I / We hereby declare that our Agency / Firm / Company (i.e. Business Establishment) has not been blacklisted in the past by Government of India or by any State Governments or Union Territories or by PSUs. There is no vigilance / Police / CBI case pending against our establishment. Further we declared that our establishment has not been blacklisted in the past by any institution in Karnataka

**Declaration**

- A. I / We have read and understood the terms and conditions laid down by FPI in relation to this tender, I / We undertake to provide the service as per the said terms and conditions.
- B. We undertake, if our tender is accepted, to perform the services in accordance with the scope of work specified in tender document.
- C. Until a formal contract is prepared and executed, this tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

**Date :**  
**Place:**

**Seal & Signature of the Vendor**

**Integrated Pest Control Management Contract in FPI Campus****List of Major Customers****Annexure-3**

<b>Sl. No.</b>	<b>Name &amp; Address of the Customer with Phone No.</b>	<b>Nature of Service provided</b>	<b>Year of Service Provided</b>
		Integrated / Non-integrated Pest Management service	
		Integrated / Non-integrated Pest Management service	
		Integrated / Non-integrated Pest Management service	
		Integrated / Non-integrated Pest Management service	
		Integrated / Non-integrated Pest Management service	
		Integrated / Non-integrated Pest Management service	

**Seal & Signature of the Vendor**

**Integrated Pest Control Management Contract in FPI Campus****Price Bid****Annexure – 4**

Name of the Agency / Bidder: \_\_\_\_\_

**A. Price Bid for Integrated Pest Control in FPI:**

	<b>Particulars</b>	<b>Total Bid Amount* (Rs.)</b>
1	To provide Integrated Pest Control Management (IPM) service contract in FPI campus including Hostel building, Guesthouse Main building and Utility Buildings etc., as per Annexure – 1, – this contract includes the cost of material, labour, equipment, delivery, incidentals etc.,*	
2	<b><u>Taxes:</u></b> GST @ _____%  Other Taxes, if any (pl specify) _____ %	
	<b>Total</b>	

**\*Note:**

1. The above IPM service Contract will meet technical specifications in scope of work, terms and conditions and as per Annexure – 1 of this tender document.
2. The rates quoted by the Bidder/agency as per the format only, rates shall be firm and fixed, to be quoted for One year. The IPM service contract rates shall be inclusive of all costs on material, men, equipment, profit, taxes and duties. The taxes should be shown separately.

**Date:****Place:****Seal & Signature of the Agency**