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**TATA MEMORIAL CENTRE**

**HOMI BHABHA CANCER HOSPITAL & RESEARCH CENTRE**

**MUZAFFARPUR**

**Notice Inviting Tender**

**Tender No:- HBCH & RC/MFP/Admin./Pest Control/39/2022**

Tenders Invited for pest control Services at Homi Bhabha Cancer Hospital & Research Centre (HBCH & RC), Muzaffarpur initially for a period of 01 years (extendable for Six more-month basis subject to satisfactory performance)

Sealed quotation are invited from reputed contractors/pest control service providers for the provision of pest control services in the campus of :-

|  |  |  |
| --- | --- | --- |
| **Sr.**  **No.** | **Name of Work** | **Approx. cost (Rs.) per annum** |
| 1 | Pest Control Services in the campus of HBCH & RC Muzaffarpur | ₹ 2,00,000/- |

## Critical date sheet

|  |  |
| --- | --- |
| Tender No. | HBCH & RC/MFP/Admin./Pest Control/39/2022 |
| Bid Document Sale Start date | 25/10/2022 |
| Last Date & Time of Submission of Tender Documents. | Upto 04.00 pm on 08/11/2022,  At Administration Dept., HBCH & RC,SKMCH Campus,Uma Nagar, Rasulpur, Muzaffarpur (Bihar) 842004. |

Incomplete or quotation submitted after the due date & time would summarily be rejected. HBCH & RC Muzaffarpur reserves the right to cancel any or all quotation without assigning any reason thereof.

**Tender No:- HBCH & RC/MFP/Admin./Pest Control/39/2022**

**TENDER DOCUMENTS**

1. Notice for invitation of quotation
2. Quotation acceptance undertaking (to be filled by Tenderer)
3. Instructions to the Tenderer
4. General & Special Terms and Conditions
5. Note with seal and signature (to be filled in by Tenderer)
6. Disclosure of existing customers to whom supply of services made available in India with regard to hospitals and research institutions.
7. Agreement to be executed by the Tenderer

**Quotation Acceptance Undertaking**

**(To be submitted on letterhead of tender)**

To,

The OIC,

HBCH & RC

Muzaffarpur, Bihar

**Tender No.:** HBCH & RC/MFP/Admin./Pest Control/39/2022 Date:

**Name of Work:** Pest Control Services at HBCH & RC Muzaffarpur for the one year’s \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ (extendable for six more-month subject to the satisfactory performance of the contract if mutually agreed)

Dear Sir/Madam,

1. I/We have obtained the quotation documents for the above mentioned work.
2. I/We hereby certified that I/We have read the entire terms and conditions of the tender documents including all Annexure/schedule etc. which form the part of the contract/agreement and I/we shall abide here by the terms, conditions and clauses contained therein.
3. The corrigendum’s issue from time to time by your center to have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document/corrigendum in its totality/entirety.
5. I/We do hereby declare that our firm has not been black listed/debarred by any government department/ public sector undertaking/government organization.
6. I/ we certified that all information furnish by our firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated then your center shall without giving any notice or reason therefor or summarily reject the bid or terminate the contract, without prejudice or remedy including the forfeiture of the full said EMD absolutely.

Your Faithfully

Signature and Rubber stamp

Address

**INSTRUCTIONS TO BIDDERS**

Bidders are requested to take note of the following instructions while filling the Tender form for submission of Technical and Commercial offer:

1. Bidders should ensure that the tender should be complete in all respects, should be sealed in a cover/envelope of suitable size which should be super scribed with tender reference no. and name of the work/service.
2. The vendor should read the general terms and conditions and take note of them and give their acceptance to that effect.
3. The bidder should ensure that the amount written in such a way that interpolation is not possible. No blank space should be left.
4. Failure to fulfill any of the conditions shall render the bid for rejection.
5. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
6. The bidders are advice to carefully understand the documents required to be submitted as part of the bid. Please note the no. of documents have to be submitted. Any deviation from these may lead to rejection of the bids.
7. The bidder is also advised to ensure that all the tender documents are signed by the authorized person and rubber stamp should be affixed wherever asked for.
8. The Offer should be submitted within the schedule time limits and delay if any occurred in submission on account of any reason, whatsoever, shall not be condoned and such delayed offers received late shall be liable for rejection.
9. **For due performance of obligations under the contract, the successful tenderer shall have to deposit performance security of 3% of total contract value in the form of Demand Draft or Bank Guarantee or FDR in favor of HBCH & RC Payable at Muzaffarpur with the absolute right. Such security deposit shall be free of interest which will be refunded after the expiry of the contract or its termination, as the case may be after adjustment of all the dues of the Centre or damages of any kind, if any.**
10. The tenderer should read the General & Special Terms and Conditions and note of the Centre and give their acceptance to that effect.
11. The tender should be duly filled in all respects and signed. The tenderer should quote in figures as well as in words the amount quoted by him. Alteration, if any, should be attested by the tenderer with his full signature, otherwise the tender shall be treated as invalid tender. The tenderer should duly sign the entire tender documents personally.
12. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
13. Compliance report on technical bids be clear. If tenderer not quoted or put dash (-) or ‘NA’ then it will be presumed that quoted price includes those item cost.
14. Failure to fulfill any of the conditions given above shall render the tender for rejection.
15. The OIC, HBCH & RC Muzaffarpur does not bind himself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to accept and perform the same at the rates quoted.
16. The bidder should be having a legal entity either of individual/partners or a body corporate which may sue or may be sued.
17. The bidder should be competent enough to deal with the work of the tendered item / services technically and financially and should have adequate Trained man-power required for managing the awarded work.
18. The bidder should be able to submit the solvency certificate from the authorized bankers.
19. The bidder should have necessary license under the prevailing laws of the land in India and competent to undertake import and export process of material and services.
20. The bidder should provide Goods & Service tax No. License as may be required for providing the services and material to be used for managing the work.
21. Experienced bidder should attach certificate of their past experience in support of their capability in the field of dealing with the services tendered.
22. The successor / heirs in office will be responsible for the liabilities created by the bidder in respect to the manpower, services etc. offered by bidder.
23. The bidder will be solely responsible for the activities if found fraudulent for cheating or swindling the money by way of advance payment or breach of terms and conditions.
24. The bidder will be responsible by abiding itself by the national law including rules relating to manpower, services etc. offered by the bidder.
25. The bidders will be under obligation to intimate to Institute in advance about the assistance to be extended by the Institute without involvement of expenditure or at the cost of the bidder in connection with the process of erection installation and commissioning or providing services.
26. The bidders are also advised to ensure that the all Commercial offer and the Technical offer papers are signed by the authorized person and rubber stamp should be put wherever asked for. If required a committee may like to visits the areas of working sites of the bidders for assessing the technical suitability and capability.
27. The offers should be submitted within the scheduled time limits and delay if any occurred in submission on account of any reason, whatsoever, shall not be condoned and such delayed offers received late shall be liable for rejection.
28. The bidders or his authorized representative will be entitled to participate in the tender opening process to take note of the proceedings of disclosure.
29. The bidders may contact Officer-In charge on telephone No.0621-2232031 - Extension no.103 relating to any of the services published in Tender Notice.
30. The OIC, reserves the right of cancellation, adding, reducing, modifying or deferring the tender in total or partially without assigning any reason thereof and claim in this behalf in any way shall not be tenable for compensation in one way or the other.
31. Offers of financial bids of the Technically qualified bidders will be evaluated based on lowest offer.

Certified that I have read the above instructions carefully and taken note of them.

Signature

Name of authorized person for bidder with seal

Date:

The following & Technical bid (separate) shall be the qualifying criteria for Technical Eligibility/Suitability

|  |  |
| --- | --- |
| 1 | Registration No. under Shops and Est. Act, Society Act, Companies Act or Public Trust Act. |
| 2 | PAN No. |
| 3 | GST Registration No. |
| 4 | 01 years pest control work experience in minimum 50 bedded hospital /or in Government organizations/ Public Sector/ Private Sector |

Copies of the above valid documents must be submitted along with submission of quotation.

Certified that the above information is correct and true to the best of my knowledge and belief.  Nothing has been concealed, false or fabricated and in case any information is found incorrect. I, the under signatory will be personally responsible for the same for and behalf of bidder.

**Signature**

**Name of authorized person for bidder with seal**

Date:

**Scope of Work and General Terms and conditions.**

**Plan for carrying out treatment in the buildings and surrounding areas of HBCH & RC Muzaffarpur, Axillary Building thereof**

|  |  |  |
| --- | --- | --- |
| **Daily** | **Weekly** | **Monthly** |
| 1. Rats and rodents 2. White/red/black ants/woods borers 3. Mosquito/flies control 4. General disinfection 5. Bed bugs 6. Any other related treatment as when required as per need to maintain the standards in hospital and laboratories and campus | 1. Reptiles located as and when required 2. Anti-fungal 3. Honey bees 4. Poisonous reptiles 5. Cockroaches 6. Fogging | 1. Anti-termite |

1. General Pest Control/anti rodent/Anti Termite which means eradication of Cockroaches, Mosquitoes, Files, Lizards, Termite, rats, bed bugs etc. through the use of permitted insecticides as per Government of India and WHO norms. The pest control should cover all the places like space under the tables, chairs, almirahs, on and around the pile of files, wooden furniture, false ceiling, all staircases, lift lobby, on all toilets drain ducts, on all pantry rooms, in all stores and any hidden space under the furniture and outer hospital premises etc. and should leave no space unattended.
2. **Identity card**: The contractor must issue identity card to his workers/supervisors and submit police verification certificate for all workmen engaged by him along with supervisors to HBCH & RC Muzaffarpur.

**REPORT**

1. The contractor or his representative shall daily report to officer nominated by the OIC, HBCH & RC Muzaffarpur to supervise the work under the contract and take instructions every day from him for the work on a book/register maintained by the Contractor exclusively for the purpose. He shall preserve the said book and produce the same when asked.
2. The contractor will prepare a schedule on the works to be carried out in the areas of works allotted before commencement of actual works.
3. The contractor will prepare a list of protocol and daily checks for Pest Control works and displaying the same in all areas of work to be carried out.
4. The Contractor/his representative should approach the officer nominated by the OIC, HBCH & RC Muzaffarpur if he needs any instructions, help or has any difficulties.
5. The Contractor/ his representative should all the time be available at work site during the course of his work.

**PEST CONTROL PLAN**

1. The Pest control Plan shall consist
2. Proposed materials and equipment’s for service: The contractor shall provide current labels and materials safety Data Sheets (MSDS) of all pesticides to be used, and brand names of pesticides application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment and any other pest control devices or equipment that may be used to provide service.
3. Proposed methods for monitoring and Surveillance: The Contractor shall describe methods and procedure to be sued for identifying sites of pest harborage and access, and for making objective assessments of pest population levels throughout the term of the contract.
4. Service schedule for each building or site: The contractor shall provide complete service schedules that include daily, weekly and monthly treatment.
5. Structural or operational change: Description of any structural or operational change that would facilitates pest control effort.
6. Commercial Pesticide Applicator Certificates or Licenses
7. The contractor shall provide duly attested photocopies of state-issued commercial pesticide applicator Certificates. Every operator/applicator employee will be provided with the authority to operate upon the machine/equipment and ensure that the person engaged to operate upon the tools and equipment’s to spray the material should be competent and trained person who should have prescribed qualification/authority if any under the applicable law and rules thereof.
8. The contractor shall be responsible for carrying out work according to the approved Pest Control Plan.
9. The safety of the workmen and material will be the responsibility of contractor. He is expected to take such safety measures as are normally required to be taken for execution of this type of work.
10. The contractor will be responsible for taking such steps as are necessary and obligatory for the employer to secure
11. Methodology: -
    1. Pesticides used and EPA certification
    2. Action plan for program

I Surveillance

II Preventive maintenance

III Schedule for various areas, i.e., Laboratory areas, Animal House, BMT & Surgical area Patient care area, surgical suites, Food service Area, offices etc., and action planned for their protection.

* 1. Maintenance of reports
  2. Quality Control
  3. Pest Control agents may use any of the listed below material:

**MATERIAL TO BE USED should be CIB approved**

|  |  |  |
| --- | --- | --- |
| **No** | **Type of Pests** | **Name of the Pesticides/Insecticides /Rodenticides/ Larvicides/Fungicides etc.** |
| 1 | Spider | Cypermthrin, Cyfluthrin 5%EW |
| 2 | Lizard | Cyfluthrin 5% EW, Cypermthrin, |
| 3 | Ant, Silverfish | Cypermthrin, Cyfluthrin 5%EW |
| 4 | Housefly | Cypermthrin, Cyfluthrin 5%EW |
| 5 | Mosquito | Diflubenzuron, Cyfluthrin 5%EW, King Fog ULV, Diflubenzuron Granules. |
| 6 | Bed bugs | Sodium Borate Borax Powder, Pyrethrum, Pyrethroids, Hydrocyanic Acid. |
| 7 | Mice, Rat, Rodent | Zinc Phosphate, Glu Pad, Difethialone, and Bromodilone, cage Boxes. |
| 8 | Honey Bee | Cypermthrin, Chloropyrifos. |
| 9 | Termite, Wood Bo | Imidacloprid 30.5%SC, Bifenthrin 2.5%EC, Lindane 20%EC. |
| 10 | Cockroach | Fipronil 0.03%, Deltamethrin 2.5%, Cyfluthrin 5%EW |
| 11 | Poisonous Reptile | Carbolic Acid, other suitable repellants |

1. All the chemicals used for different services shall confirm to governing I. S. Codes and EPA certification and also approved under the relevant act. The chemical emulsion prepared should be got tested from the recognized laboratory to meet our specification and should produce the test result from time to time.
2. Chemicals should not be harmful to patients in wards/staff in office but should however be effective.
3. Care should be taken to ensure that the treatment does not damage electronic instruments, fittings etc. in which case the entire responsibility shall lie with the contractor.
4. The contractor is regulated to undertake at least four major treatments for Hospital buildings/ Labs / Canteen, Drainage, Shafts, Gutters, Manholes, garbage yard, dust bins and Linen department etc. He should also attend complaints as and when required.
5. Treatment should be carried out during the office hours for certain departments and after office hours, and holidays for departments such as OT, CSSD, and etc.

**PAYMENT CONDITIONS**

1. The Contractor will submit the bills (along with work report/supporting documents) in duplicate by 05th day of every month after satisfactory completion of the work to the Officer nominated by the OIC, HBCH & RC Muzaffarpur for payment. The Officer on the receipt of the bill will check/verify the work record and thereafter process the bill for payment.
2. Payment will be made by the Centre to the Contractor on monthly basis on submission of bills along with the supporting documents & certificate of satisfactory performance of work from the concerned officer/s of the HBCH & RC Muzaffarpur verifying the records of materials, Challan & completed work etc.
3. In case of any delay in processing of the bills, the Contractor shall ensure the payment of its workers by 07th of every month.

Income-tax and other statutory levies, as applicable from time to time, will be deducted from the bills of the Contractor for which certificate can be issued by the Centre on request

**COMMENCEMENT OF WORK**

1. The Contractor is required to start the work within seven days from the date of award/ date of communication of acceptance of the tender or as indicated in the LOI/Award of work. In case it is found that the work has not been taken up within seven days from the date of acceptance of the tender or issue of the work order, the HBCH & RC Muzaffarpur as its sole discretion may cancel the work order and forfeit the earnest money deposit, deposited along with tender without any reference to the Contractor.

**CANCELLATION OF CONTRACT**

1. Notwithstanding any other provisions made in the contract, the HBCH & RC Muzaffarpur reserves the absolute right to terminate the contract after giving one months’ notice in writing, without assigning any reasons. The Contractor shall raise no compensation or claim in the event of such cancellation.
2. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and EMD/Security Deposit issued to the HBCH & RC Muzaffarpur shall be forfeited without any claim whatsoever on HBCH & RC Muzaffarpur.

**ACCEPTANCE**

I have read the General Terms and Conditions of the contract given above. I agree to abide by them.

**Signature of the Contractor and seal**

**Name of authorized person**

**Name of the firm**

**Address for correspondence**

**Date:**

**Tender No:- HBCH & RC/MFP/Admin./Pest Control/39/2022**

(To be submitted in separate sealed cover and to be superscripted)

**LOCATION OF WORK/ FINANCIAL BID**

|  |  |  |
| --- | --- | --- |
| Sr. No. | Name of the building and 3 meters surrounding area to protect from pests, rats/rodents, Poisonous reptiles, white/red/black ants/wood borers, anti-fungal, mosquito/files control, general disinfection, bed bugs and other possible insects including honey bees etc. in any of the area or building in the campus | Area of operation to be inspected before quoting monthly charges for manpower and material indicating the treatment to be carried out to control the pests and other treatment as and when required additionally.  Monthly Charges for HBCH&RC, Muzaffarpur |
| 01 | **Area for Modular HBCH & RC Muzaffarpur –**   1. OPD waiting Area 2. Cash counter 3. MSW Counter 4. Billing counter 5. CRO counter Area 6. Ayushman Counter 7. Palliative care 8. Medical oncology OPD-1 and 2 9. Nursing Station 10. Hospital co-ordinator office 11. Store 12. Procudure room 13. Doctor’s room 14. Department of Preventive oncology 15. Private Day Care 16. Surgical Store 17. Canteen 18. UPS room 19. Electrical room 20. Accounts, AMS and Security Department 21. Engineering and IT Department 22. OIC office 23. Administration and HRD Department 24. Meeting Room 25. Gynec OPD 26. Head and neck OPD 27. Pharmacy and Pharmacy store. 28. Fire office 29. Security check Post Gate No-2 30. Sample Collection room and help desk 31. Outer Area (Surrounding of all the Buildings) |  |
| 02 | **Area for ICICI 100 Beds –**   1. Ground Floor including reception Area 2. General Day Care 3. IPD Area 4. Patient waiting area 5. Minor OT 6. CVAD Clinic 7. Stores 8. Nursing Station 9. Male and Female Changing Room 10. Doctor’s Room 11. Outer Area (Surrounding of all the Buildings) |  |
| 03 | **Area for Labs 4th Floor in PICU Building –**   1. Microbiology 2. Histopathology 3. Pathology 4. NGS Lab 5. All office |  |
| 04 | **Area for Trauma Building –**   1. OT 2. IPD 3. Nursing Station 4. CSSD Department 1st Floor 5. Outer Area (Surrounding of all the Buildings) |  |
| 05 | **Area for Store in Auditorium Building –**   1. Office 2. Store Room 3. L.T room |  |
| 06 | **Area for PBCR Building –**   1. Office 2. Dental Procudure room 3. Outer Area (Surrounding of all the Buildings) |  |
|  | Total in figures |  |
|  | Total in words |  |
|  | Plus Good & Service Tax as applicable under rules |  |

Indicate total charges to be paid on monthly basis for providing pest control services including manpower and material in the above buildings and areas of HBCH & RC Muzaffarpur campuses. If institute wants to add any other building /area, for which separates rates will be agreed by both the parties.

**Bid Security Declaration**

(On Letter Head of the Tenderer)

**Tender No:- HBCH & RC/MFP/Admin./Pest Control/39/2022**

We hereby declare and accept that if we withdraw or modify our bid during the period of validity, or if we are awarded the contract and we fail to sign the contract, or fail to submit the performance security before the deadline defined in the NIT, we agree for suspension for a period of One years from participating in GeM and in any tender of your Institute which shall be binding on us and we shall not appeal against the same.

Date: Sign of Authorized Signatory

Name:

Designation:

Seal:

*(To be executed on general Stamp Paper of Rs. 100)*

**AGREEMENT**

Memorandum of agreement made on this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ between HBCH & RC Muzaffarpur-TMC and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_having its registered office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which expression shall include its successors / assignees hereinafter called the supplier of the one part.  The HBCH & RC Muzaffarpur of Tata Memorial Centre which is a society incorporated under the Societies Registration Act 1860 having its registered office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the authority of the Society on the second part.

WHEREAS the second party published notice inviting tenders for providing pest control services at HBCH & RC Muzaffarpur SKMCH Campus Uma Nagar, Rasulpur Muzaffarpur-842004.

AND whereas, the first party applied / offered its offer in response of the notice invitation for tender and the offer whereas found acceptable by the second party who has issued Letter of acceptance / Letter of Intent to the supplier;

WHEREAS, the terms & conditions duly stipulated in the tender form under the Schedule of terms & conditions (general as well as special) have been found acceptable by the first party to abide by them and the second party has found the first party competent and capable supplier and letter of intent has been issued by the second party;

Now it is therefore, parties here un-to have agreed mutually to abide by the terms and conditions of the work order and now this deed WITNESSETH that:

1. The first party shall abide by the general terms and conditions as well as the special terms and conditions as have been stipulated in the tender for the supply and provide services of specified manpower to commence the work of maintenance as awarded with effect from the given date and time.
2. That the technical Bid containing technical specifications of the techniques to be used for maintaining the work schedule will be ensured by the first party and will be acceptable to the second party.
3. That the quantity variation in consumable items and non-consumable equipment’s / tools including short supply will not be acceptable by the second party unless otherwise specified and communicated by the second party to the first party within the authorized time of supply or the extended time as may be mutually agreed upon by the parties here to.
4. That the upward price variation will not be acceptable to the second party whereas the first party will be under the liability to revise the price downward if it happens due to reduction of taxes leviable by the Central / State Government.
5. The maintenance of the equipment / tools during currency period of the contract shall be the sole responsibility of the contractor at his own cost. The alternative tools / equipment’s shall be arranged by the contractor in case of failure of any of the tools / equipment’s required for maintaining the awarded jobs.
6. That the notice inviting tender, tender form, technical bid, commercial bid together with schedule of quantity and specifications including general terms and conditions and special terms & conditions schedule shall be construed as the part of this agreement.
7. That the mode of payment & currency for the supplies shall not be changed unless otherwise mutually agreed by the parties and if found permissible under the Law of the land.
8. That the first party shall be liable for the liquidated damages to be paid to the second party for the defaults on the part of the contractor for commissioning and maintenance is delayed and the second party will be free to recover such liquidated damages as may be determined in the terms of the work order conditions from the due amount of supplies or EMD or Performance Deposits / Guarantee including Bank Guarantee.
9. That the first party / contractor shall be responsible to provide alternate manpower in case of any the workmen or group of workmen remain absent from the work on account of one reason or the other or refuse to execute the work or adopt delay tactics by one way or the other or any other unforeseen circumstances occurred or created on account of actions of the personnel of the contractor deployed at HBCH/MPMMCC. Failure of the contractor shall render him liable for all consequences as may be occurred to save life of patients in the hospital.

IN WITNESS whereof, the first party contractor and the through its authorized representative has hereinto set his hands and Shri.\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_ for in and on behalf of the second party has hereinto set his hands, executed and signed this deed in presence of.

First Party                                                                       Second Party

Witness: 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness:1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_