

TENDER REF NO. JKGB/GAD/PEST-CONTROL/2023-24/639

DATED: 29.04.2023



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RATE CONTRACT REGARDING
AMC OF PEST CONTROL SERVICES
AT HEAD OFFICE JAMMU

(A) Disclaimer

The information contained in this Tender document or any information/documents provided subsequently to bidder(s) whether verbally or in documentary form by or on behalf of the Bank is provided to the bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided. This Tender is neither an agreement nor an offer and is only an invitation by Bank to the interested parties/Bidders for submission of bids. The purpose of this Tender is to provide the bidder(s) with information to assist the formulation of their proposals. While effort has been made to include all information and requirements of the Bank, this Tender does not claim to include all the information each bidder may require. The Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend, supplement or annul the information in this Tender.

(B) Brief about J&K Grameen Bank:

“J&K Grameen Bank”, a Regional Rural Bank created by amalgamation of Jammu Rural Bank and Kamraz Rural Bank by Government of India while exercising power conferred by Sub-Section (1) of section 23(A) of the Regional Rural Bank's Act,1976 vide notification dated 30th June 2009, issued by Ministry of Finance, Department of Financial Services, carrying on Banking Business, having its Head office at Narwal, Jammu, Pin-180006, Jammu and Kashmir, hereinafter referred to as the “Bank”.

Detailed information about J&K Grameen bank is available at Banks website www.jkgb.in.

(C) Objective of Tender**Rate Contract regarding AMC of Pest Control Services at Head Office Jammu for a period of 02 years.**

Sealed Tenders are invited from interested vendors for providing AMC services related to Pest Control Services at Head Office Jammu located near HDFC Bank at Narwal.

The Tender document can be downloaded from official web site of the Bank www.jkgb.in Other details i.e. specifications and Terms and Conditions will be available along with the Tender document.

(D) Schedule for Tender Process:

1. TENDER Ref. No.	JKGB/GAD/PEST-CONTROL/2023-24/639 Dated: 29.04.2023
2. Scope of Work	Rate Contract regarding AMC of Pest Control Services at Head Office Jammu for a period of 02 years
3. Mode of Tender Submission	Offline
4. Contact details for correspondence regarding this TENDER	Mr. Nitesh Sharma General Administrative Department, J&K Grameen Bank Head Office, Narwal-180006, Jammu E-mail: nitesh.sharma@jkgb.in Contact No. 9797127377/ 7051754801
5. Tender Type	Open
6. Base Currency	INR (₹)
7. Consortium	Consortium Bids are not allowed.
8. Bid Document Availability	Document can be downloaded from the Bank's website : www.jkgb.in w.e.f. 29.04.2023
9. Pre-bid queries	Interested bidders may submit their queries at pdg.hoj@jkgb.in w.e.f. 29.04.2023 to 08.05.2023 upto 12 noon
10. Pre-bid Conference	08.05.2023 at 01:00 P.M. at JKGB Head Office, Narwal, Jammu
11. Last date and time for Bid submission	22.05.2023 upto 11:00 A.M.
12. Address for submission of Sealed Tender	The General Manager, J&K Grameen Bank Head Office, Near Fruit Complex Narwal-180006, Jammu
13. Technical Bid opening date	22.05.2023 at 12 noon.
14. Commercial Bid opening date	To be communicated separately to technically qualified bidders only
15. Project Duration	Two (02) years
16. Tender Fee (Non-refundable)	Rs.580/- (Rupees Five Hundred Eighty Only) To be remitted through NEFT only
17. EMD (Earnest money Deposit) Amount (₹)	EMD of Rs.5,000/- (Rupees Five Thousand Only) in the form of TDR pledged to the General Manager J&K Grameen Bank, Head Office, Jammu. Validity of EMD should be atleast Two years and 06 months.

(E) TERMS AND CONDITIONS:

The following terms and conditions will be binding on all the Bidders. These terms and conditions will also form a part of the Empanelment Letter, to be issued to the Successful Bidder and shall be applicable during the complete term of the agreement with the Successful Bidder/s:

1. Tender fees (non- refundable) of Rs.580/- (One Five Hundred only), to be remitted through NEFT only vide below mention details:
 - A/C No. : 3096010100000075
 - A/c Name: Parking account for NEFT/ RTGS
 - IFSC : JAKA0GRAMEN
 - Bank Name: J&K Grameen Bank
 - Branch Name: Narwal, Jammu
2. **The Contract period is of 02 years** and may be renewed for a period of further 02 years at the sole discretion of the Bank, on mutually agreed Terms & Conditions of both the parties. Tenderers are advised to quote rates after examining the whole tender document. Rates to be quoted should be inclusive of GST.
3. Tenderers have to submit all the mandatory documents along with the duly signed and stamped Tender document. Offer without the same shall be considered incomplete and shall be rejected. **All the documents / certificates / license / TDR etc. should be enclosed in the Technical Bid Envelope only.**
4. The Earnest Money of **Rs.5,000/- (Rupees Five Thousand only)** in shape of TDR pledged to the GENERAL MANAGER, J&K Grameen Bank should be enclosed in the Technical Bid Envelope . Any Tender without EMD will out rightly be rejected by the bank. The TDR may be of any branch of J&K Grameen Bank or any branch of a Scheduled Commercial Bank. Suppliers registered with Director General of Supplies & Disposals, National Small Industries Corporation, MSME/ Startups are exempted. **Tender without EMD shall be considered incomplete and shall be rejected.** In case a successful vendor/bidder fails to provide services as per the Terms & Conditions of the Service Level Agreement, the earnest money shall be forfeited.
5. **Earnest Money of successful bidder shall be released after two months of the expiry period of the contract/ empanelment.**
6. **EMD of unsuccessful bidders** shall be released within 02 months after the completion of Tender process. The unsuccessful bidders have to collect the instrument (in original) from General Administrative Department, Head Office Jammu after submitting an application to release the EMD in their favor. Information regarding release of EMD in favor of unsuccessful bidder shall

be provided via mail (as mentioned in the tender document of the bidder). Loss of EMD of unsuccessful bidders (if not collected by them within 02 months w.e.f. the date of communication) shall be the sole responsibility of the said bidder. The bank shall not be responsible for loss of instrument after the after-mentioned time.

- 7. The contract shall come into effect and binding on the successful bidder from the date of empanelment letter issued by the Bank. The bidders are advised to ensure that they have proper staff and Office in Jammu region.**
8. TDS and GST TDS will be deducted from all Bills at the prescribed rates applicable from time to time.
9. The rates finalized shall remain operative for two (02) years.
10. The successful bidder shall provide the services w.e.f. date as mentioned in the empanelment letter failing which the Bank shall be at liberty to cancel the contract of the defaulting bidder and assign the contract to other bidder whose rates fall on second lowest/third lowest (L2/L3) as the case may be to get the services in time. The earnest money of the successful bidder shall be forfeited without assigning any reason. Besides, the Bank shall be entitled to recover the loss/damages which the bank may incur or have incurred on account of getting the services from any other bidder, from the defaulting bidder.
11. The bidder has to have continuous experiences of rendering the similar nature of work of the value of Rs.50,000/- or more, in at least one continuous year in last 04 years (Jan – 2019 to March - 2023). The experience has to be in Govt. Organisations / Semi Govt. Organisations / PSU / Reputed Corporates / Banks / Financial Institutions. Relevant documents like the work order Copies, Work Completion Certificates & experience certificate should be provided.
12. The contractor must have valid license for handling Chemical & pesticides issued by Govt. of J&K.
13. The contractor will take all safety precaution as per standard Govt. guidelines and they will also be responsible and liable for any laxity in this regard.
14. The agency/firm should have professional trained personnel to carry out the pesticide treatment.
15. The Contractor shall be responsible to arrange his own necessary tools & appliance required for executing of the work.
16. The firm should follow the directives of Govt. health authorities / WHO for the pest control treatments.

17. Rodent treatment against rat and mice is to be carried out through trapping & baiting methods by using tracking pad, glue pad as per latest ISI Specifications.
18. The fumes or any other product generated out of pest control treatment should not cause any harm to the staff and visitors to this office or any other than the intended pests.
19. No out-dated chemicals should be used and all formulation / pesticides to be used for pest control treatment shall be safe for human beings and shall not have any detrimental effect on office equipment/furniture.
20. Contractor shall be responsible for any loss / damage caused to the building premises during the course of pest control treatment and the value of such loss/damage shall be recovered either from the contractor's bill or from TDR submitted.
21. The contractor shall be responsible for control of pest which will include all type of insecticide including white ants, mosquitoes, flies, cockroaches, seasonal insects, beetles, rodents, rats etc. in the office and within 05 meters along the outer boundaries of the premises.
22. The contractor has to provide below mentioned services

	Frequency
General Pest Control	Weekly
Anti Rodent Control	Weekly
De-Cockroaches Gel Treatment	Half Yearly
Spider Control, Lizard Control, Mice Control	As and when required by the Bank

23. The frequency of pest control and Rodent control services may increase or decrease or as decided by the Bank from time to time.
24. The contractor should purchase all formulation / pesticides to be used only from original manufacturer or their authorized dealer. The chemical should be branded ISI marked products of a company.
25. If any complaint is received from the staff or visitors to this office and administration feels that the pest control treatment is not satisfactory then the said complaint shall be attended again by the contractor immediately free of cost/charge. In case of complaints are still received even after treatment the office administration will review the contract and may terminate the contract if necessary.
26. The bank has the right to terminate the contract without assigning any reason any time after awarding the contract.
27. The contractor has to provide the landline & mobile numbers of the staff deployed for Pest Control Services at Head Office Jammu. Further, **Call Escalation Matrix should be provided.**

28. Bank reserves the right to accept/reject any Tender/or all Tenders without assigning any reason thereof.
29. The conditional Tenders shall be rejected out rightly and no correspondence of any nature shall be entertained.
30. The Bidder should also provide Declaration regarding not-being blacklisted or otherwise and Declaration that the documents attached in response to this bid are genuine and bonafide, should be provided (Refer Annexure-C).
31. Bank may disqualify the bidder, if at any time, it is found that any information submitted by the bidder/vendor/service provider as mentioned in the Tender document is false or materially inaccurate/incomplete.
32. **Dispute:** If a dispute of any kind, whatsoever, arises between the Bank and vendor/successful bidder in connection with or arising out of the contract of supply of goods/providing of service, whether before or after the repudiation or termination of the contract, including any disagreement by either party with any action, in-action, determination; matter in dispute shall be referred to the Internal Dispute Resolution Tribunal of the Bank and if not acceptable to vendor/service, it shall then be referred to Arbitrator of the Bank. The decision of Internal Dispute Resolution Tribunal or Arbitrator of the Bank as the case may be, shall be final and binding on the parties.
33. **Arbitration:** All disputes between the parties after the repudiation/cancellation, termination, or abandonment thereof shall be referred to a sole arbitrator for adjudication through arbitration, if reference thereof to Dispute Resolution Tribunal is not acceptable to the vendor/service provider as the case may be. The arbitration shall be conducted in accordance with the provisions of the J&K Arbitration & Reconciliation Act 1997, Arbitration and Conciliation Act 1996. The Courts in Jammu alone shall have jurisdiction over such arbitration proceedings.
34. The resultant contract will be interpreted under Indian & J&K UT Laws.
35. **Bidders are not permitted to alter or modify their bids after submission of the tender.**
36. The Tenderer should **sign & affix his/her firms stamp on each page of the Tender** and all its related documents as the acceptance of the offer made by the Tenderer will be deemed as a contract and a formal agreement will also be drawn regarding the contract.
37. **The successful bidder has to submit duly signed and stamped notarized Service Level Agreement to the Bank within 07 days w.e.f. the date of issue of Empanelment Letter, on the agreed Terms & Conditions as mentioned above. Format of Service Level Agreement shall be provided along with the Empanelment Letter.**

- 38.** Payment shall be released within 07 days after submission of the monthly bill i.e the payment pertaining to the m/o April 2023 shall be released in the m/o May 2023 and so on. The contractor may submit the bill on or after the last day of the month.
- 39.** Bank shall have the right to call upon the information regarding status of work at any point of time.
- 40. Sensitive Information:** Any information considered sensitive must be protected by the bidder / vendor from unauthorized disclosure, modification or release or access. The Successful Bidder has to sign a Non-Disclosure Agreement with the Bank.
- 41. The Tenderers are advised to submit the Technical bids & Commercial Bids in separate sealed envelopes & both the envelopes should be enclosed in a single envelope clearly stating “ Rate Contract regarding AMC of Pest Control Services at Head Office Jammu for a period of 02 years“ & shall also indicate their telephone numbers and valid email address.**

F. MINIMUM ELIGIBILITY CRITERIA:

1. The Bidder should be a registered Indian Firm / Company.
2. The Bidders will have to submit self-attested photocopy of the GST Registration Certificate and PAN Card along with the Tender. No Tender shall be accepted without PAN/GST Number.
3. The bidder should have a valid license regarding handling of Chemicals and Pesticides, issued by Govt. of J&K.
4. The Bidder should have a minimum continuous experience of rendering the similar nature of work of the value of Rs.50,000/- or more, in at least one continuous year in last 04 years (Jan – 2019 to March - 2023). The experience has to be in Govt. Organisations / Semi Govt. Organisations / PSU / Reputed Corporates / Banks / Financial Institutions.
5. The Bidder should not have been blacklisted by the Deptts./ Ministries of Govt. of India/ PSUs/Autonomous Bodies/Banks etc. Undertaking to be provided by the bidder.

G. DOCUMENTS TO BE SUBMITTED IN TECHNICAL BID ENVELOPE:

The bidder has to submit the below mentioned documents / certificates / license in the same order as mentioned below

- 1) Check List (Annexure 1)
- 2) Duly Signed and Stamped Tender document
- 3) Receipt of Tran/UTR no. of Tender Fee.
- 4) TDR of Earnest Money Deposit
- 5) Bank details (Account No and Name, Bank name, IFSC code)
- 6) Copy of PAN.
- 7) Copy of GST Registration Certificate.
- 8) Copy of Valid License issued by Govt. of J&K for handling Chemical & pesticides.
- 9) Copy of Work orders, Work Completion certificates & Experience Certificate issued by Govt. Organisations / Semi Govt. Organisations / PSU / Reputed Corporates / Banks / Financial Institutions in the last four years (Jan – 2019 to March - 2023).
- 10) Income Tax Returns for the last three Assessment Years (2020-21, 2021-22 and 2022-23).
- 11) Declaration regarding not-being blacklisted / debarred.
- 12) Declaration that the documents attached in response to this bid are genuine and bonafide. (Annexure-3)

H. DOCUMENTS TO BE SUBMITTED ALONG WITH COMMERCIAL BID:

- **Price Bid as per Annexure “3” only. (No other document is required to be submitted with the Commercial Bid)**

Note: All documents should be stamped and signed by the Bidder.

Interested bidders fulfilling the above mentioned eligibility criteria and agreeable to abide by the terms and conditions are required to submit their bids on or before last date.

If any information is found false, the application will be rejected out rightly.

ANNEXURE 1

CHECK LIST

S NO.	List of Documents	Whether self attested copy enclosed (Yes/No)	Page No. Where the documents Enclosed.	REMARKS
1	Duly Signed and Stamped Tender document			
2	Receipt of Tran/UTR no. of Tender Fee.			
3	TDR of Earnest Money Deposit			
4	Bank details (Account No and Name, Bank name, IFSC code)			
5	Copy of PAN			
6	Copy of GST Registration Certificate			
7	Copy of License issued by Govt. of J&K for handling Chemical & pesticides			
8	Copy of Work orders, Work Completion Certificates & Experience Certificate issued by Govt. Organisations / Semi Govt. Organisations / PSU / Reputed Corporates / Banks / Financial Institutions in the last four years (Jan – 2019 to March - 2023).			
9	Income Tax Returns for the last three Assessment Years (2020-21, 2021-22 and 2022-23).			
10	Declaration regarding not-being blacklisted / debarred.			
11	Declaration that the documents attached in response to this bid are genuine and bonafide. (Annexure-C)			

(Signature of the Bidder)

Name:

Date:

Designation:

Seal of the Firm/ Company

ANNEXURE 2

COMMERCIAL BID

Name of bidder :
Address :
Telephone/Mobile No. :

Detail of Work	Details of Work	Frequency	Total Cost (including GST) in Rs.
Providing Pest Control Services at entire Area of Head Office of J&K Grameen Bank, having 01 Basement and 04 floors, including 05 mts. area around the premises located at Narwal	General Pest Control	Weekly	
	Anti Rodent Control	Weekly	
	De-Cockroaches Gel Treatment	Half Yearly	
	Spider Control, Lizard Control, Mice Control	As and when required by the Bank	
Total cost of the Project for 02 years			

- Rates should be inclusive of all charges (including service charges, GST , all other taxes etc.)
- Contract Period: 02 years w.e.f. date of issue of empanelment letter.

(Signature of the Bidder)

Name:

Date:

Designation:

Seal of the Firm/ Company

ANNEXURE- 3

DECLARATION

(To be given on Firm/ Company Letter Head)

To

The General Manager

J&K Grameen Bank

Head Office, Narwal

Jammu

Dear Sir,

1. I/We have read and understood the contents of the Tender/Rate Contract and agree to abide by all the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake that the EMD submitted by me/us shall be retained by the Purchaser as Performance Security as a pre-requisite for signing the Contract Agreement.
3. I/ We also confirm and undertake that the documents attached and information provided by me/us to the bank in response to the Tender/ Rate Contract is/ are genuine to the best of my knowledge. In case any of the documents/ information is found to be false/ fake/incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the firm/Company was or is Proprietor or Partner or Director of any firm/ Company with whom any Government Deptt/ PSU or Bank has blacklisted/ banned / suspended business dealing. I/We further undertake to report to the J&K Grameen Bank immediately after we are informed but in any case not later than 15 days, if any firm/Company in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm/Company which is blacklisted/banned/suspended in future during the currency of the Contract with you.

(Signature of the Bidder)

Name:

Date:

Designation:

Seal of the Firm/ Company