



**SOFTWARE TECHNOLOGY PARKS OF INDIA**

(An Autonomous Society under Govt. of India, Ministry of Communications & Information  
Technology, Department of information Technology)  
No.5, 3 rd Floor, Rajiv Gandhi Salai, Taramani, Chennai – 600 113  
Phone No. (044)3910 3525 (Tele Fax). (044)3910 3505

**TENDER No: STPIC/Admin/G&P/010/2009-10/017**

**Date: 19.02.2010**

**Name of the tender:**            **COMPREHENSIVE    AMC    PROVIDING  
RODENT & PEST CONTROL SERVICES IN  
STPI, CHENNAI  
(For the period of ONE year)**

**NAME OF THE PARTY:**

**TENDER NOTICE**  
Software Technology Parks of India  
(STPI)

I	Tender inviting officer, Authority, Designation and Address	The Director, STPI No.5, 3 <sup>rd</sup> Floor, Rajiv Gandhi Salai, Taramani, Chennai – 600 113. Website: <a href="http://www.chennai.stpi.in">www.chennai.stpi.in</a>
II	Name of the work:  B. Place of execution	Tender Comprehensive AMC for providing Rodent & pest control services in STPI, Chennai Place: STPI - Chennai
III	Tender documents available place and due date for obtaining tender	Tender document can be obtained on working days between 10.30 AM to 4.00 PM from 22.02.2010 to 09.03.2010 at the address mentioned in column I
IV	Due Date, time and place of submission of Tender	Due Date: 11.03.2010 Time : 3.00 PM Place : At the above mentioned in column I
V	Place, date and time of Tender Opening	Date : 11.03.2010 Time : 3.30 PM Place : At the above mentioned in column I
VI Any other important criteria specified by the tender inviting authority: 1. Tender received after due date and time will be summarily rejected.		

STPI invited sealed tenders from reputed & financially sound company / firms / agency etc., for service cum annual comprehensive maintenance contract for providing Rodent & pest control services in STPI, Chennai under two bid systems. The bid should be sealed by the bidder and duly superscripted as Tender No: STPIC/Admin/G&P/010/2009-10/017, dated 19.02.2010 and the name of the tender

Intending eligible bidders may obtain a copy of bid document from STPI, No: 05, III<sup>rd</sup> Floor, Rajiv Gandhi Salai, Taramani, Chennai – 600 113 on payment of Rs.250/- (Rupees Two Hundred and Fifty only) in the form of crossed Demand Draft /Banker's Cheque from any commercial Bank in favor of " Software Technology Parks of India payable at Chennai".

In case, firm has downloaded the tender documents from the official website i.e. [www.chennai.stpi.in](http://www.chennai.stpi.in) , they must ensure that requisite tender fee/ cost is enclosed in the form of Account Payee Demand Draft from any of the commercial bank in favour of "Software Technology Parks of India payable at Chennai" with their tender, failing which the tender will be treated as incomplete and will be ignored.

DIRECTOR  
STPI -Chennai

## NOTICE INVITING TENDER

**To:**

**Dear Sir/s:**

**Sub: TENDER FOR PROVIDING RODENT & PEST CONTROL SERVICES IN STPI, CHENNAI AT TARAMANI'**

1. Contract documents comprising scope of the work, form of Tender, Conditions of Tender, Terms and Conditions, are forwarded herewith. The cost of document of Rs.250/-(non-refundable) may be sent to us by cheque/DD drawn in favor of SOFTWARE TECHNOLOGY PARKS OF INDIA, payable at Chennai.
2. Please send all the papers, with the completed form of tender, the Conditions of tender and of contract, and scope of work, all duly signed at every page, before 11.03.2010 at 15.00 hrs in a sealed cover super scribed as "**TENDER FOR PROVIDING RODENT & PEST CONTROL SERVICES IN STPI, CHENNAI'**" and addressed to The Director, Software Technology Parks of India, No. 05 Rajiv Gandhi Salai, Taramani, Chennai 600113. No consideration will be given to the tender received by us after the time above stipulated and no extension will be allowed for submission of tender.
3. The tenders will be opened at the office of the Director, Software Technology Parks of India No.05 Rajiv Gandhi Salai, Taramani Chennai 600113 Phone 39103525 on 15.00 hrs on 11.03.2010. If the date of submission of tender falls on holiday/declared holiday then next working day with same timing will be considered for tender submission/ opening of the tender.
4. Every tender shall be accompanied by Earnest Money Rs.4000/- (Rupees four thousand only) in the form of Demand Draft from any commercial Bank drawn in favor of SOFTWARE TECHNOLOGY PARKS OF INDIA payable at CHENNAI. Any tender not accompanied by such Earnest Money is liable to be rejected straightaway. The EMD should be enclosed with technical bid.
5. The Earnest Money will be retained in the case of successful contractor as part of the security for due fulfillment of the contract. Security deposit will be deducted @ 2.5% of gross amount of each running bill till the same, along with the sum already deposited as Earnest money, will amount to security deposit of 5% of the tendered value of work.
6. The Security Deposit or Retention Money will bear no interest whatsoever
7. The contractor shall submit his tender only after carefully examining the whole of the tender documents and the conditions of tender and of contract, scope of work,

- etc. Bidders are advised to inspect the site before quoting.
8. All submission of Proposals must be signed by an authorized agent /representative of the company submitting the Proposal.
  9. This notice inviting tenders, the conditions of tender and the duly completed form of tender will form part of the agreement to be executed by the successful contractor with STPI.
  10. The STPI reserves the right to reject any or all the tenders without assigning reason thereof.
  11. STPI reserves the right to receive and, if it thinks fit, to consider and accept a non-compliant proposal. The acceptance or rejection of a non-compliant proposal is entirely a matter for STPI in its absolute discretion.
  12. The work should be executed in coordination with other agencies that the STPI may employ to carry out items of work not covered in your tender.
  13. Where a proposal is incomplete or unclear in any respect, STPI may request further supporting information to achieve satisfactory evaluation of the proposal.
  14. STPI have full rights to place order on fully or partially.
  15. Tenders submitted shall remain open for acceptance for a period of **120 days** from the date of their opening. Should any contractor withdraw his tender before the expiry of the said period, makes modifications to his tender which are not acceptable to the Employer or refuses to execute the agreement within a stipulated time after the issue of the work order by the Employer he shall be liable to forfeit the Earnest Money Deposit furnished by him.

Yours faithfully,

## **TENDERING PROCESS**

The tender is invited on a twin bid basis i.e. qualifying bid (technical bid) and then the financial bid. The tender form for Qualifying bids and Financial bid prescribed at Annexure -I&II (Attached) complete in all respect may be submitted in separate sealed covers superscribed Qualifying Bid - **“Qualifying Bid – Rodent & Pest Control Services”** and Financial Bid - **“Financial Bid- Rodent & Pest Control Services”** and put together in one envelope addressed to:

The Director,  
Software Technology Parks of India  
No: 05, Third Floor, Rajiv Gandhi Salai, Taramani – 600 113.  
Ph: 044 39103525, Telefax: 044 39103505  
Email: admin@chennai.stpi.in

The Envelope should be dropped in the Tender Box of the STPI at Reception in above address latest by 15.00 hrs on 11.03.2010. Incomplete bid documents will be rejected. The Technical bids will be opened at 15.30 hrs on the same day and scrutinized by the Tender Committee to shortlist the eligible bidders. The financial bids of the eligible bidders only will be opened by intimating later through mail/ fax.

If any circumstances the due date falls on holiday; the tender will be received and opened on the subsequent working day of the same time.

### **1.0 ELIGIBILITY CONDITIONS**

- 1.1. Average annual financial turn over during the last 3 year ending 31st March of previous year should be at least Rs.5.0 lakhs.
- 1.2. Experience of having successfully completed similar works during the last 7 years should ending as on the last date of tender, in which applications are invited should be either of the following.
  - a) 3 similar completed works area not less than 40,000 Sq.feet.
  - b) 2 similar completed works area not less than 50,000 Sq.feet
  - c) 1 similar completed works area not less than 80,000 Sq.feet.

*Definition of Similar work: AMC for rodent / pest control services (or either one)*

**Documentary proof for the above shall be produced along with the offer. Failure of which offer may be disqualified.**

### **2. SCOPE OF WORK:**

The job of Rodent, Pest control shall include the following:

#### **2.1 Rodent Services:**

### **2.1.1 The services should includes,**

- i) Inspecting the premises to provide an audit on the nature and extent of infestation.
- ii) Preparing a comprehensive service plan, keeping contamination and safety in mind for baiting & trapping.
- iii) Application of latest management materials such as imported glue boards approved by Environmental Protection Agencies of USA and rodenticide used for the rodent management service a registered products approved for the use at internal areas
- iv) Installation of rodent bait stations of tamper resistance standards in the external perimeter of the facility.
- v) Periodic replenishment of baits and resetting of traps.
- vi) Maps or schematics showing the locations of the rodent control devices shall be maintained.
- vii) Complete Technical Supervision and monitoring

### **2.1.2 Building Exterior:**

Outside bait stations for control of rats and mice. These bait stations should meet tamper resistance standards and shall be properly positioned, anchored in place, locked and properly labeled in compliance with regulatory requirements. The bait stations shall be installed around the exterior perimeter of the facility at 50 feet intervals. Where allowed, the stations should also be installed along the fence line. Lids to the bait stations shall be locked with devices supplied by or recommended by the manufacturer. Baits used shall be approved registered rodenticide or monitoring (non toxic) feeding blocks.

Service conducted on the monitoring devices shall be in line with levels of rodent activity in the stations. However, all stations shall be inspected and serviced not less than once in 15 days. Each service and the results of the service will be documented for each station or device and maintained on file.

### **2.1.3 Building Interior:**

Internal measures shall comply with government regulations. Internal control programs shall consists of the use of mechanical traps, extended trigger traps or glue boards but should not include feeding stations of any kind.

## **2.2 Pest Services:**

- (i) General Pest Control which means eradication of Cockroaches, Mosquitoes, Flies, Lizards etc through permitted insecticides as per Government of India and WHO norms. The Pest control should cover all the places like spray under the tables, chairs, Almirahs, on and around the pile of files, on wooden furniture, on false ceiling, on all staircases, on lift lobby, on all toilets drain ducts, on all pantry rooms, in all stores and Godown and any hidden space under the furniture and should leave no space unattended.

- (ii) Rodent Control: Rodent controlling should be done as per orders and instructions on the subject.
- (iii) Agencies must ensure that the pest control once done shall remain effective up to next pest control failing which it shall have to be done again without any cost.

### **3. SPECIAL CONDITIONS:**

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (as far as is practicable), the form and nature of the site, the means of access to the site. The accommodations they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.

A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents.

Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc., will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

The successful tenderer shall undertake the following services during the currency of the proposed contract.

a) Rat control operation inside office premises and inspection areas etc., of various plants/buildings at STPI premises including temporary sheds.

b) Rodent/snake control operation outside premises of various plants/buildings, vacant; Places in STPI and surrounding areas of temporary sheds etc., (above 50 holes at a time once in a month.

c) Spraying of insecticide inside toilets, closed areas such as stores, inspection areas, and office & plant premises etc., of all plants/buildings and temporary sheds of STPI.

d) Fogging operations for the entire STPI premises.

e) Spraying of larvicide's to control mosquito breeding at open drains, stagnated water, septic tanks etc.,

f) The above service shall be carried out as per the instructions and to the satisfaction Office-in-Charge of the respective plants/buildings/sections. The chemicals etc., proposed to be used for the various operations shall be approved quality and shall be brought to site in sealed containers and to be got cleared from the Engineer-in-Charge before use.

g) The terms various plants and facilities mentioned above covers the entire STPI premises.

h) It will be the foremost responsibility of the successful tenderer or the employees / agents who may be deputed by the successful tenderer at the premises both (inside and outside) to take care of to do not harm the health of the employees of STPI in any way or do not result in the loss of any human life either direct or indirect administration of any insecticides/chemicals. In spite of the above warning, in case any undesirable incidents happen, during the course of the proposed contract, the successful tenderer shall be solely responsible for the same and consequence thereof.

i) It will be the responsibility of the successful tenderer to attend to and undertake suitable and satisfactory measures on the basis of the complaints that may be communicated to them by the concerned Officers of the respective plants/ buildings/ facilities or any officer acting on their behalf in respect of any problem from pesticide of any kind faced by the said officers at any stage during the currency of the contract.

j) The pest control operations shall be carried out only under prior intimation and under the supervision of the authorized representative of various plants/buildings at the plants and buildings mentioned below

#### **4. GENERAL CONDITIONS:**

1. The work shall be carried out at Software Technology Parks of India, No.05 Rajiv Gandhi Salai, Taramani, Chennai-600 113 as per the direction of employer in charge. This building consists of basement, Ground and Three upper floors.
2. **Contractor shall inspect the premises before quoting.** A tenderer shall deem to have full knowledge of rodent, pest and mosquito's control systems. The service supervisor shall make minimum one inspection per week (during normal working hrs i.e. 9 am to 5.30 pm) to ensure proper delivery of services.
3. No advance payment will be made. Payment will be made quarterly by account payee cheque on completion of the work to the fullest satisfaction of the Employer charge. This payment will be treated as advance payment 3% of gross amount of each running bill will deducted as security deposit.
4. Income tax will be recovered at the prevailing rate as per income tax act. Works contract tax at the prevailing rate will be recovered.

5. STPI reserve the right to terminate the contract without assigning any reason, if the annual comprehensive maintenance and services are found to be dissatisfactory.
6. Recoveries will be made if the services and maintenance are not attended properly, as per the decision of STPI which will be final and binding.
7. Rates shall be quoted in words & figure. The amount to be worked out to whole number.
8. Conditional quotes will not be accepted.

## **5.0 TECHNICAL BID:**

5.1. Name, address & Contact No. Of the concern:

5.2. Turnover for last two years

(Copies of I.T. returns filed, P & L A/c and balance sheet / Auditor's certificates to be enclosed)

Financial Year	Turn over in Lakhs.	Whether Supporting Document enclosed
2008-09		Yes/No
2007-08		Yes/No
2006-07		Yes/No

5.3 Proof of WO order / work completion certificate as per the terms mentioned in eligibility criteria: (Please enclose proof of the same):

Sl. No.	Year	Name of the client with the address and contact number	Sq. feet Area ( in Meters)	Proof submitted
				Yes/No
				Yes/No
				Yes/No

5.4 Certificates of Satisfactory completion of above mentioned work may be submitted. If it is noticed that any client did not find the work carried out satisfactory, the tenders of such bidders will be treated as invalid.

5.5 Mention the registration number, if the Agency/ company are registered under provident fund Act, ESI and shops, and Establishments Act. Copy of Registration papers along with code numbers attached to the Agency / Company may be provided

Sl. No.	Particulars	Reg. No & date	Proof submitted
	Mention the registration numbers:		
	a) Certificate of Reg. No		Yes/No
	b) Service tax		Yes/No
	c) ESI		Yes/No
	d) PF		Yes/No
	e) PAN		Yes/No

I certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized person

Name:

Date:

Place:

Designation:

Company Seal:

(To be sealed in the separate cover)

**6. FINANCIAL BID:**

6.1. Name, address & Contact No. Of the concern:

6.2. Rate shall include cost of transportation of staff from agency office to site etc.

**a) Rodent Control Services:**

Comprehensive Rodent control charges per annum	Rs.
Taxes, if any	Rs.
Total - A	Rs.

(Rupees \_\_\_\_\_ only)

**b) Pest Control Services:**

Comprehensive Pest control charges per annum	Rs.
Taxes, if any	Rs.
Total - B	Rs.

(Rupees \_\_\_\_\_ only)

I certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized person

Name:

Designation:

Company Seal:

Date:

Place: