

TENDER FOR EMPANELMENT OF AGENCIES FOR PROVIDING  
COMPREHENSIVE PEST CONTROL SERVICES FOR SIDBI'S  
OFFICER/ STAFF QUARTERS AT VARIOUS LOCATIONS IN  
MUMBAI, NAVI-MUMBAI & THANE



**मुंबई, नवी मुंबई और ठाणे स्थित सिडबी के अधिकारी /स्टाफ आवासों पर विशद कीट नियंत्रक सेवाएँ  
प्रदान करने वाली एजेंसियों की सूचीबद्धता - नोटिस**  
**NOTICE FOR EMPANELMENT OF AGENCIES FOR PROVIDING  
COMPREHENSIVE PEST CONTROL SERVICES FOR SIDBI'S OFFICER/ STAFF QUARTERS AT  
MUMBAI, NAVI-MUMBAI & THANE**

जमा करने की अंतिम तिथि /Last Date of Submission  
07 जनवरी, 2019 को 1500 बजे तक /January 07, 2019 upto 1500 hrs.

**द्वारा जारी Issued By :** परिसर उद्-भाग Premises Vertical,  
5वाँ तल, भारतीय लघु उद्योग विकास बैंक (सिडबी)  
5<sup>th</sup> Floor, Small Industries Development Bank of India (SIDBI)  
एसएमई विकास केंद्र, सिडबी, प्लॉट नं. सी-11, 'जी' ब्लॉक,  
MSME Development Centre, Plot No-C-11, 'G' Block,  
बांद्रा कुर्ला कॉम्प्लेक्स, बांद्रा (पू.) मुंबई- 400051  
Bandra Kurla Complex, Bandra (East), Mumbai-400 051  
फोन नं. /Phone No. 6753 1146 / 6722 1516.

**को जारी /Issued to :**

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**बोलियों /भाव-दरों के लिए आमंत्रण /INVITATION FOR BIDS / QUOTATIONS**

सिडबी मुंबई, वाशी-नवी मुंबई और मानपाडा - ठाणे आदि विभिन्न स्थानों जैसे माटुंगा (प.), अंधेरी (प.), ओशिवारा एवं गोरेगाँव (पू.) तथा पवई स्थित अपने स्टाफ आवासों में संपूर्ण कीटनियंत्रक सेवाओं हेतु प्रसिद्ध एजेंसियों /प्रतिष्ठानों /सेवा प्रदाताओं को सूचीबद्ध करने का इच्छुक है।

SIDBI wish to empanel reputed agencies / firms/ service providers for Total Pest Control services at its Staff Quarters located at various locations i.e. at **Matunga (W), Andheri (W), Oshiwara and Goregaon (E) & Powai in Mumbai, Vashi - Navi Mumbai & Manpada - Thane.**

सभी सहायक दस्तावेजों सहित आवेदनपत्र विनिर्दिष्ट प्ररूप में प्रस्तुत किए जाने अपेक्षित हैं। पात्र एवं इच्छुक एजेंसियाँ सिडबी” के पक्ष में मुंबई में देय डिमांड ड्राफ्ट के माध्यम से ₹200/- (दो सौ रुपए मात्र) या नकद रूप में गैर-वापसी योग्य शुल्क का भुगतान कर “सूचीबद्धता हेतु प्रलेख” संबंधी दस्तावेज निम्नलिखित कार्यालय से प्राप्त कर सकती हैं।

The applications in the prescribed Format should be submitted along with all supporting documents. The eligible and interested agencies may collect the relevant “Document for empanelment” from the following office on paying a non-refundable fee of ₹200/- (Two Hundred only) by way of cash/Demand Draft (DD) favoring “SIDBI” Payable at Mumbai.

वैकल्पिक रूप से उक्त दस्तावेज बैंक के वेबसाइट [www.sidbi.in](http://www.sidbi.in) के साथ ही, सीपीपीपी से भी डाउनलोड किए जा सकते हैं। संबंधित कार्य हेतु विधिवत रूप से भरे गए दस्तावेज, तत्संबंधी शुल्क स्वरूप ₹200/- (दो सौ रुपए मात्र) के भुगतान (“सिडबी” के पक्ष में आहरित और मुंबई में देय डिमांड ड्राफ्ट के माध्यम से) के साथ प्रस्तुत किए जाएँ। निर्धारित शुल्क के बगैर प्रस्तुत दस्तावेज निरस्त किए जा सकते हैं। तथापि, पंजीकृत एमएसई इकाइयों को निविदा दस्तावेज शुल्क से छूट प्राप्त है।

Alternatively, the document can also be down loaded from the website of Bank viz. [www.sidbi.in](http://www.sidbi.in) and also from CPPP. The document fee of ₹200/- (Two Hundred only) for the work (in the form of DD drawn in favor of “SIDBI” payable at Mumbai) may be submitted along with the duly filled in document. The document submitted without the prescribed fee will be liable for rejection. However, registered MSEs are exempted from tender document fee.

सभी सहायक दस्तावेजों सहित विनिर्दिष्ट प्ररूप में विधिवत रूप से पूर्ण दस्तावेज सीलबंद कवर में “मुंबई, नवी मुंबई और ठाणे स्थित सिडबी के अधिकारी /स्टाफ आवासों पर विशद कीट नियंत्रक सेवाएँ प्रदान करने वाली एजेंसियों की सूचीबद्धता हेतु आवेदन” के शीर्षक के साथ, उप महाप्रबंधक (परिसर), 5वाँ तल, एसएमई विकास केंद्र, सिडबी, प्लॉट नं. सी-11, ‘जी’ ब्लॉक, बांद्रा कुर्ला कॉम्प्लेक्स, बांद्रा (पू.) मुंबई- 400051 को दिनांक 07 जनवरी, 2019 को 3.00 बजे अपराह्न तक प्रस्तुत किए जाएँ।

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The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as "Application for EMPANELMENT OF AGENCIES FOR PROVIDING COMPREHENSIVE PEST CONTROL SERVICES FOR SIDBI'S OFFICER/ STAFF QUARTERS AT VARIOUS LOCATIONS IN MUMBAI, NAVI-MUMBAI & THANE " and shall be submitted to The Dy. General Manager (Premises), 5th Floor, SME Development Centre, SIDBI, Plot No-C-11, 'G' Block, Bandra Kurla complex, Bandra (E), Mumbai- 400051 on or before January 07,2019 upto 3.00 PM.

बैंक को बिना किसी कारण बताए किन्हीं या सभी आवेदनों को स्वीकृत या निरस्त करने का अधिकार होगा और चयन की प्रक्रिया में बैंक का निर्णय अंतिम होगा।

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons there of, and its decision of selection will be final.

हस्ताक्षर /Signature:

निविदाकार का नाम /Name of the Tenderer:

दिनांक Date / स्थान Place:

सील /Seal:



### **SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS**

Applicants should satisfy the following minimum eligibility criteria:

1. Contractors should have registered/ branch office, wide dealer & service network in the geographical jurisdiction of Mumbai, Navi Mumbai, & Thane for taking up the Annual Pest control contract of SIDBI Office Staff Quarters at Mumbai/ Navi Mumbai/ Thane
2. Contractors should have minimum 3 years of experience in the field.
3. Contractors should have done at least one job of following magnitude AMC Contract in the office and Residential premises of similar nature with any Govt. Institutions/ PSUs/ Large Cooperates/ Private builders/ Residential Societies/ Condominiums in the last two years prior to 30/11/2018.
  - a. One contract of value ₹ 6 lakh per annum or more  
(or)
  - b. Two contracts of value ₹ 4 lakh per annum or more
4. The contractor should be an Income-tax assessee and should have filed Income Tax return for the last 3 assessment years. Contractor to be in profit, during the last three financial years.
5. The contractor should have an average turnover of at least ₹50 lakhs in the last three FYs
6. The contractor should have a digital platform (website/mobile application) for lodging service requests.
7. The contractor shall comply with all statutory requirements prescribed by the local as well as Central government authorities from time to time like valid Goods and Service Tax Registration, Registration with the labor Department, P.F. and ESIC Cover/Insurance Cover for its employees, obtaining valid labour license and Necessary licenses for pest control etc.
8. The contractor shall produce all the relevant statutory documents for inspection by SIDBI and the government authorities. The contractor shall also be bound to discharge obligations as provided under various statutory enactments including the Employee's Provident Fund & Miscellaneous Act, 1952, Employees Pension Scheme, 1995, ESI Act 1948, Contract Labour (Regulation and abolition) Act, 1970, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act, 1965, Payment of Gratuity Act, 1972, Workmen's Compensation Act 1923, Works Contract Act, 1999 and other relevant Acts, Rules and Regulations in force and as amended from time to time and are in force in the Central Govt. where the scope of supply under this Contract are executed.

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9. The contractor could be a firm or a company and should be registered with Registrar of Firms/ Companies wherever applicable.
10. Contractor should have sufficient manpower and tools/ materials to take up the work.
11. Contractor should be registered with IPCA (India pest control Association) certificate. An ISO 9001 certified company will be preferred.
12. The agency should have not been blacklisted by any Bank/PSU/Govt. Organization/Large Cooperates during last 3 years.

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**Notification- ADDITIONAL CONDITIONS OF TENDER**

**All the intending Agencies/Contractors are also requested to note following important provisions.**

1. SIDBI is governed by Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, Gol.
2. These provisions shall be applicable to Micro and Small Enterprises (MSEs) registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises (MSMEs).
3. If deemed fit, the Bank may procure minimum of 20% of the contract value of any goods or services from MSEs. Further, the Bank reserves the right to procure part work/services (about 4% out of above 20%) to MSEs owned by SC and ST entrepreneurs, if found suitable. Provided, these MSEs quoting price within the price band of L1 +15% & bringing down their price to L1 price, in a situation where L1 price is from someone other than a MSEs. In case of more than one such MSEs, the supply shall be shared proportionately at the discretion of the Bank.
4. Further, such MSEs would also be exempted from payment of earnest money deposit. In case of any issue on the subject matter, the MSE's may approach the tender inviting authority to resolve their grievances.
5. Agencies desirous of availing preference under above provisions should submit a copy of proof of Registration as MSEs/ and ownership of the same by SC/ST along with the tender/RFP/RFQ.

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निविदा सारांश Tender Summary

क्रमां क Sr. No.	विवरण Particulars	विस्तृत विवरण Details
1	कार्य का स्वरूप Nature of Work	मुंबई, नवी मुंबई और ठाणे में सिडबी कार्यालय परिसर और आवासीय फ्लैटों के वार्षिक कीट नियंत्रण अनुबंध के लिए For Annual Pest control contract of SIDBI Office premises and Residential flats at Mumbai, Navi Mumbai & Thane.
2	कार्य स्थान Site of Work	<p>i. सिडबी अधिकारी अपार्टमेंट, प्लॉट नं .25, वीरा देसाई रोड अंधेरी(पश्चिम ), मुंबई SIDBI Officers Apartments, Plot No.25, Veera Desai Road Andheri(W), Mumbai</p> <p>ii. सिडबी अधिकारी क्वार्टर्स प्लाट संख्या 10 &amp; 11, वाशी ,कोपरी, नवी मुंबई SIDBI Officers Quarters, Plot No.10 and 11, Sector 26, Vashi, Kopri, Navi Mumbai,</p> <p>iii. रहेजा मैजेस्टिक , प्लाट संख्या 161 ,टीपीएस III, मन्माला टंक रोड माहिम (पश्चिम) मुंबई Raheja Majestic, Plot No.161, TPS-III, Manmala Tank Road, Mahim (W), Mumbai</p> <p>iv. मीनाक्षी एपार्टमेंट " बी " विंग गोकुलधाम , गोरेगांव (पूर्व) , मुंबई Meenaxi Apartment, 'B' Wing, Gokuldharm, Goregaon (E), Mumbai</p> <p>v. भवन संख्या 1&amp;10, माँस हाऊसिंग प्रोजेक्ट , न्यू लिंक रोड अपोजिट ओशिवारा पुलिस स्टेशन , जोगेश्वरी (पश्चिम) मुंबई Building No.1&amp;10, Mass Housing Project, New Link Road, Opp. Oshiwara Police Station, Jogeshwari (W), Mumbai</p> <p>vi. भवन संख्या 3 ए और 3 बी माँस हाऊसिंग प्रोजेक्ट, आदि शंकराचार्य रोड अपोजिट पवई लेक , अंधेरी (पूर्व) , मुंबई Bldg No.3-A and 3-B, Mass Housing Project, Adi Shankaracharya Road, Opp. Powai Lake, Andheri (E), Mumbai</p> <p>vii. एफ 1 भवन , वैली टावर एनेक्स अग्रवाल इस्टेट, मानपाडा ठाणे (पश्चिम)</p>

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		F-1 Building, Valley Tower Annex, Agarwal Estate, Manpada, Thane (W).
3	विहित दिनांक Stipulated dates	
	निविदा दस्तावेज प्रस्तुत करने की अंतिम तिथि Last date and time of submission of Tender Document	07 जनवरी 2019 को 15 बजे तक 15:00 hrs of January 07,2019
	कार्य स्थान का दौरा Site Visit	बोलीकर्ताओं से अनुरोध है कि वे कार्यस्थान की स्थिति और कार्य के प्रकार से परिचित होने के लिए दिसंबर 24,2018 से 04 जनवरी 2019 के दौरान सोमवार से शनिवार के बीच में 10.00 बजे से 5.00 तक कार्य स्थान का दौरा कर सकते हैं The bidders are requested to visit the site to acquaint with site conditions and type of work involved. Site visit can be done between December 24,2018 to January 04,2019 between 10.00 a.m. to 5.00 p.m from Monday to Saturday.
	बोली का खुलना Opening of bid	<b>07 जनवरी, 2019</b> को 15.30 बजे तक 15:30 hrs of January 07,2019.
	टिप्पणी Note	यदि ऊपर वर्णित किसी भी तारीख पर अवकाश घोषित किया गया है, तो अगला कार्य दिवस और समय उसी उद्देश्य के लिए तारीख होगी। If holiday is declared on any of the dates mentioned above, the next working day and time shall be the date for the same purpose.
	निविदा की वैधता Validity of Tender	बोली मूल्य खोलने से 120 दिन 120 days from the date of opening of Price Bid
4	अनुबंध की समय अवधि Time period of contract	कार्य आदेश में उल्लिखित तिथि से 12 महीने के लिए अनुबंध की अवधि होगी। The period of contract will be for 12 months from the date as mentioned in work order.
5	बयाना राशि Earnest Money Deposit (EMD)	Nil
6	अनुमानित राशि Estimated Amount	3.75 Lakh



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हस्ताक्षर Signature :

निविदाकर्ता का नाम Name of the Tenderer :

दिनांक /स्थान Date / Place :

मुहर Seal :

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

**The scope of work/service inside the premises, which is to be undertaken by the agency selected is as under:**

- a) General Pest Control Service for Cockroaches, all types of Rodents, Ants (White, Black & Red), all types of biting & sitting insects, Beetles, Flies, Lizards, Spider & Silverfish in SIDBI's officer's/staff quarters (194) nos. in various buildings/ locations as mentioned above in item no. 1(i to vii) including places like under the tables, chairs, almirahs, on and around the pile of files, on wooden furniture, on false ceiling, on all staircases, Ducts, Chambers, lift lobby, on all toilets drain ducts, on all pantry rooms, in all stores and any hidden space under the furniture and should leave no space unattended and the common areas of residential complexes at Andheri & Vashi, all with a minimum of quarterly service frequency.
- b) Rats/Rodents treatment & Mosquito Treatment (Cold fogging /Misting/Spraying) for entire compound area of the complex/ common portion of building at the locations of Andheri & Vashi as mentioned above in item no. 1(i and ii) with a minimum of monthly service frequency. 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. The pesticides, etc. used for pest/rodent control, should not have adverse impacts on human health.
- c) Termite and Bed bugs treatments only on need basis in the flats with service guarantee of 3 months. (As the work is to be attended only on need basis, quote rate should be submitted by the bidder along with price bid for the above mentioned treatments).

**Note : 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.**

The scope also includes any other treatments which would be necessary to completely eradicate the menace of the above mentioned general pests (all types) in the entire compound/premises of the Bank (mentioned above). The scope also includes any extra treatments which would be necessary in case of reoccurrence (of all types of pests) within the AMC period of 1 year.

The agency shall also obtain necessary (if any) approvals required from Local Govt. bodies for the Pest Control, fogging, etc.

## **3. Period of Contract**

The empanelment shall be valid for a period of Three years from the date of intimation to the short - listed applicants. However, the Bank may extend the validity period by another 2 years, subject to performance review at its discretion.

## **4. Place of Work and Visit to Site**

Intending bidder shall visit the Officers Quarters and make themselves thoroughly acquainted with local site conditions, nature and requirement of work, conditions, and make arrangement of staff and material, etc. as required & indicated before quoting.

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**Specifications of Pest Control Services for Bank's Residential premises at Mumbai, Navi Mumbai and Thane :**

Sl. No.	Location	Particulars / Approx area ( sqft)
1	SIDBI Officers Apartments , Plot No.25, Veera Desai Road Andheri(W), Mumbai	(SIDBI Building - 59 flats + 1 Refuge Area) – Stilt + 10 Floors (Carpet area of each flat = 900 sq.ft. approx)
2	SIDBI Officers Quarters, Plot No.10 and 11, Sector 26, Vashi, Kopri, Navi Mumbai,	(SIDBI Building - 40 flats) – Stilt + 10 Floors (Carpet area of each flat = 850 sq.ft. approx)
3	Raheja Majestic, Plot No.161, TPS-III, Manmala Tank Road, Mahim (W), Mumbai	(29 Flats in one building) (Carpet area of each flat = 1100 sq.ft. approx.)
4	Meenaxi Apartment, 'B' Wing, Gokuldham, Goregaon (E), Mumbai	(24 flats in one building) (Carpet area of each flat = 900 sq.ft. approx)
5	Building No.1&10, Mass Housing Project, New Link Road, Opp. Oshiwara Police Station, Jogeshwari (W), Mumbai	(25 flats in 2 buildings) (Carpet area of each flat = 700 sq.ft. approx.)
6	Bldg No.3-A and 3-B, Mass Housing Project, Adi Shankaracharya Road, Opp. Powai Lake, Andheri (E), Mumbai	(13 flats in 2 buildings) (Carpet area of each flat = 500 sq.ft. approx)
7	F-1 Building, Valley Tower Annex, Agarwal Estate, Manpada, Thane (W).	(4 flats in 1 buildings) (Carpet area of each flat = 688 sq.ft. approx)

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Note: The number of flats and the area in addition to the above may increase or decrease & location may undergo change in future during the currency of contract, which will be advised to the successful bidder accordingly. The final payment to the successful bidder will be made proportionately with regard to increase or decrease in the scope of work and the bank's decision in this regard will be final and this will be binding on the successful bidder.

The contractor shall have to be entirely responsible to maintain separate records, duly signed by the concerned Occupant/ Care taker/Authorised representative, apart from their challans every month, clearly indicating minimum frequency of operation as under:

- **Fogging- Fortnightly/ as per requirement.**
- **Spray treatment- Quarterly/ as per requirement.**
- **3. Gel/ Paste Treatment - Quarterly/ as per requirement.**
- **4. Rodent control – Fortnightly/ As per requirement.**

The contractor must be fully equipped with foggers/mist blowers, dusters, sprayers, adequate traps to control rats/cats/bats/snacks/lizards, wasp hives and bee hives, termite treatment, gumboots, etc. which will be frequently used in SIDBI Premises and they should have valid insecticide licence & other licences, for the job.

**5. Damage to the Bank's Property**

The agency shall ensure that no civil damage is done to the buildings in the treatment process. In case of any damage, the repair work shall be carried out by the agency without claiming for any extra charges.

**6. Chemicals**

The agency shall use only Non-toxic herbal chemicals or gel/paste approved by CIBI/BIS and as per Government of India & WHO norms which are not harmful to human being and not risky.

Contractor shall take/ provide all necessary precaution and preventions for safety of any human present while fogging, spray, gel/ paste application etc.

**7. Compensation towards non-attentiveness**

The agency shall maintain a proper Record / Register indicating reasons for not attending/completing the treatment work as per scheduled time cycle, failing which appropriate compensation shall be recovered. The expected period of completion/time cycle of the treatment works and the amount deductible for non-attentiveness beyond that period will be as under :-

Work	Frequency	Days of Delay	Compensation for delay
General Pest Control Service for Rodents, Cockroaches, All types	Quarterly/as per requirement	7 days	200/- per flat
		15 days	500/- per flat
		30 days	1000/- per flat

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of Ants (White, Black & Red), all types of biting & sitting insects, Beetles, Flies, Lizards, Spider & Silverfish in all flats i.e. (196) nos		More than 30 days	Rs 1000 + Rs 100 per day for no. of days exceeding 30 (per flat)
General Pest Control Service for Rodents, Cockroaches, All types of Ants (White, Black & Red), all types of biting & sitting insects, Beetles, Flies, Lizards, Spider & Silverfish in the common areas of residential complexes at Andheri & Vashi.	Quarterly/ as per requirement	7 days	500/- per compound
		15 days	1000/- per compound
		30 days	2000/- per compound
		More than 30 days	Rs 2000 + Rs 200 per day for no. of days exceeding 30 (per compound)
Rats/Rodents treatment & Mosquito Treatment (Cold fogging /Misting/Spraying) for entire compound area of the complex/ common portion of building at the locations of Andheri & Vashi	Monthly/ as per requirement	3 days	500/- per compound
		7 days	1000/- per compound
		15 days	2000/- per compound
		More than 15 days	Rs 2000 + Rs 200 per day for no. of days exceeding 15 (per compound)
Termite and Bed bugs treatments only on need basis in the flats	Within two days of complaint reporting	3 days	200/- per flat
		7 days	500/- per flat
		10 days	1000/- per flat
		More than 10 days	Rs 1000 + Rs 200 per day for no. of days exceeding 10

- For Misbehaviors' by the agency's staff to Bank employee or visitors – Rs.1,000 /- per incident.
- Recurring of irregularities given Double the penalties amount mentioned
- However, bank may at its own discretion increase/decrease/cap the compensations to a certain amount based on the performance/service provided by the agency.
- A register of treatments done at all the locations shall be maintained by the agency and shall produce the same as and when asked by the Bank.
- Maximum penalty amount shall be capped at 10 % of contract value.

#### **8. Rates, Taxes and Duties**

All the rates furnished in the quotation shall be inclusive of all labour and material including all duties, royalties, Work Contract Tax (WCT) or any other taxes or local charges, if applicable. No extra claim on this account will be entertained in any case. New taxes and increase in existing tax if any, after award of work shall be paid on production of specific proof/ receipt/ challan etc. Applicable Service tax will be paid extra by the Bank.



**9. Payment Terms**

The pest control charges shall be paid to the agency after completion of services and submission of bill indicating that, the whole work is carried out satisfactorily along with the verification from Occupant/ Care taker/ Authorized representative of Bank. Applicable taxes will be deducted at source.

**10. Termination of Contract**

If the contractor fails to perform any of the obligations under this contract or if the Bank is dissatisfied with the services, the Bank may terminate the services of the contractor by giving a 15 days notice in that regard. Bank should not be held liable for any cost, damage, expenses or any loss whatsoever that the contractor may suffer on being served with the notice and termination of contract.

**11. Single point contact**

The agency shall provide a single point contact (Pest Control Manager/Service Manager) to SIDBI to coordinate in the regard of the scheduling of treatments, receiving complaints, submission of bills and other reports and any other required communications/correspondence.

The agency shall coordinate with the occupants of the flats and the caretakers to schedule the treatments and the same shall be displayed in the notice board at the respective complexes.

**12.** The Agency shall ensure that its employee(s) refrain from smoking / consuming alcohol and other intoxicant substance or carrying any inflammable substances etc., inside the premises, while on duty. The Agency shall engage only such well trained workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. Staff deployed by the agency shall perform their duties at the premises of Bank with due diligence and take all precautions to avoid any loss or damage to the property / person. The Agency shall ensure that all its employees are covered under ESIC scheme. **If the agency fails to comply with the above provisions, SIDBI reserves its right to deduct suitable penalty amount from the payment to the agency.**

**13.** The Agency shall comply with all the applicable Labour Laws & shall be responsible fully for compliance of the same.

**14.** Bidder shall quote his rates for all treatments described in the price bid. (Rate per flat in each residential complex and rate for the entire compound treatments in Andheri & Vashi Quarters). No extra sheet or extra conditions should be attached with the Tender Document. Conditional tenders will be summarily rejected and the tender may not be considered for evaluation. Any doubt or clarification may be clarified from the officer-in-charge before submitting the Tender Document.

**15.** The Bank shall not be bound to accept the lowest quotation and reserves the right to reject any or all the quotations without assigning any reasons thereof.

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### Other Terms and Conditions

1. The contractor shall be entirely responsible for the conduct of his staff. In case of any misbehavior / misconduct by the staff, contractor would have to remove such staff, as advised by SIDBI. If required, the contractor may be advised to obtain police verification report of his staff employed, whenever felt necessary. In case of non-compliance, SIDBI reserves the right to withhold the payments partly and no plea in this regard shall be entertained.
2. The contractor shall be solely responsible for all injury to the workmen and for all damages caused to the building and other properties that may occur due to negligence, carelessness, accidental or any other reasons whatsoever. The contractor shall duly indemnify SIDBI and hold SIDBI harmless in respect of all and any such expenses arising from all such injuries or damages to any person(s) or property as aforesaid and also in respect of any claim made in respect of injury or damage under any act of compensation or damage consequent upon such claim.
3. The contractor shall maintain necessary records / registers for stock and consumption of materials, Chemicals/ insecticides/ pesticides etc. as advised by the SIDBI.
4. Contractor shall take/ provide all necessary precaution and preventions for safety of any human present while fogging, spray, gel/ paste application etc.



**APPLICATION FORM**

**( Technical Bid to be submitted in Envelope I )**

1. Name of the Organization :
2. Registered Address :
  - (i) Telephone No -
  - (ii) Fax No -
  - (iii) E - mail address -
  - (iv) Name of contact person -
3. Office Address / Branch Address :
  - (i) Telephone No -
  - (ii) Fax No -
  - (iii) E-mail address -
  - (iv) Name of contact person -
4. Year of Establishment (Attach Supporting Document) :
5. Status of the firm :  
(whether Company / Firm / Proprietary)  
(In case of Ltd Company,  
Memorandum and Articles of  
Association to be attached)
6. Name of the Directors / Partners / Proprietor
  - 1.
  - 2.
7. Whether registered with the Registrar :  
of Companies / Registrar of Firms. If so,  
mention number and date
8. Registration with Tax Authorities  
Income-tax No. PAN/GIR NO :  
GST No :  
Name of Bank with Branch Address and A/C No details:



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9. a) Name and address of Bankers  
 i) \_\_\_\_\_ ii) \_\_\_\_\_

10. Details of last three years Income Tax return filed (copy to be attached):

S.No	Year	Turnover
1.	2014-15	
2.	2015-16	
3.	2016-17	
	Average	

(Enclose necessary documents. The documents are to be certified by C.A without which the application is liable to rejection)

11. Details of registration with the Labor Office (copy to be attached) :
12. Details of P.F. / E S I registration (copy to be attached)
13. If registered in the panel of Government Institutions/ Financial Institutions/ Banks etc., furnish their names, category and date of registration. (Enclose Necessary Documents)

Name of the Organization	Nature of Works	Value of Works	Date of Registration

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14. Details of the qualifying works executed in last 3 years (please mention only such works which qualifies for the service for which you have applied)

S. No	Nature of Work	Work executed for (name of the organization with address, concerned office & telephone no)	Nature of Work (in brief)	Location of Work	Actual Value of Works	Stipulated time of completion	Actual time of Completion	If work left incomplete or terminated (furnish reasons)
1								
2								
3								

15. Furnish the names of responsible persons and their contact details who will be in a position to certify about the quality as well as past performance of your organization :

S.No	Name	Qualifications	Experience	Particulars of Work done	Employed in your firm since	Any other
1						
2						
3						
4						
5						

16. Whether the agency (applicant) has been blacklisted by any Bank/PSU/Govt. Organisation during last 3 years.

**Yes/No**

If Yes, please furnish details.

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17. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

18. Any other details you would like to mention: If required please attach separate sheet.

(Strikeout whichever is not applicable)

#### DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of SIDBI in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the bank.

Place :

Date :

SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANISATION

## Checklist (To be filled by Applicants)

- |  |        |
|--|--------|
| 1. Have you signed in all the sheets?  | Yes/No |
| 2. Whether copy of PAN/GST Registration copy is enclosed?  | Yes/No |
| 3. Whether requisite application fee by cash/DD is paid?   | Yes/No |
| 4. Whether enclosed proof for year of establishment?   | Yes/No |
| 5. Whether proof for average annual financial turnover enclosed?   | Yes/No |
| 6. Whether documentary proof for having undertaken the works is enclosed?  | Yes/No |
| 7. Certificate of registration of Company / partnership deed.  | Yes/No |
| 8. Certificate of registration as MSE  | Yes/No |
| 9. Certificates of registration with Income Tax, GST, EPF authorities.   | Yes/No |
| 10. Certificate of registration with Registrar in case of company  | Yes/No |
| 11. Certificate/Letter of registration/empanelment with Govt./ Public Sector /Banks.   | Yes/No |
| 12. Copies of work orders / appointment letters along with xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work. | Yes/No |
| 13. Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.   | Yes/No |
| 14. Audited Balance Sheet & Profit & Loss A/c. Statement for the last three years.   | Yes/No |
| 15. Copies of income-tax returns / assessment orders for previous 03 years.  | Yes/No |
| 16. If yes, No. of certificates enclosed   |        |

**Note:** In absence of any of the above enclosures, your application is likely to be rejected.



**UNDERTAKING BY THE CONTRACTOR/ AGENCY**

I, ..... S/o ..... Proprietor / Partner /  
Director of ..... do hereby declare and undertake as under:

That in the capacity of independent Labour Contractor for M/s. .... I have complied with the provisions of all laws as applicable. I have paid the wages for the month of ..... which are not less than the Central / State Government's minimum wages rates as applicable, to all my employees and no other dues are payable to any employee.

That I have covered all the eligible employees under Employees' Provident Funds and Miscellaneous Provisions Act and the Employees' State Insurance Act and deposited the contributions for the following months and as such no amount towards contributions whatsoever is payable.

I further declare and undertake that in case any liability pertaining to my employees is to be discharged by the M/s. .... due to my lapse, I undertake to reimburse the same M/s. .... is also authorized to deduct the same from my dues as payable.

**CONTRACTOR/ AGENCY**

**Authorised Signatory**