

**Dr. Ram Manohar Lohiya National Law University, Lucknow**  
Sector-D-1, LDA Colony, Kanpur Road Scheme, Lucknow  
Web site: [www.rmlnlul.ac.in](http://www.rmlnlul.ac.in)

**SHORT TERM TENDER NOTICE**  
**(For Pest Control Management Services)**



**: Important Dates:**

<b>DATE OF SALE OF TENDER</b>	: 24.07.2016
<b>LAST DATE FOR RECEIPT OF TENDER DOCUMENT</b>	: 08.08.2016 (up to 02:00 PM)
<b>TIME AND DATE FOR OPENING OF THE TENDER (Technical bid)</b>	: 3:00 PM on 08.08.2016
<b>TIME AND DATE FOR OPENING OF THE FINANCIAL BID</b>	: Date and time of financial bid opening will be informed telephonically
<b>PLACE OF OPENING OF THE TENDER</b>	: Administrative Block of the University.
<b>ADDRESS FOR COMMUNICATION</b>	: Registrar/Joint Registrar, Dr. Ram Manohar Lohiya National Law University, Lucknow - 226012



**SIGNATURE OF THE TENDERER WITH SEAL**

# Dr. Ram Manohar Lohiya National Law University

Sector-D1, L.D.A., Kanpur Road Scheme, Lucknow-226012

## 1. About Dr. Ram Manohar Lohiya National Law University, Lucknow:

All over country, there are 18 National Law Universities (as of now) and Dr. Ram Manohar Lohiya National Law University, Lucknow is one of them. Dr. Ram Manohar Lohiya National Law University was established by an Act of Govt. of Uttar Pradesh in 2005, U.P. Act No.28 of 2005 and came into being on 4<sup>th</sup> of January 2006 to meet up the new challenges in legal field and to strengthen the vision that was given by the establishment of first National Law School of the country.

## 2. Purpose of tender:

Purpose of tender is the selection of service provider for Pest Control Management Services in the University Campus.

### (1) Bidding Schedule:

Name of Work	Selection of Service provider for Pest Control Management Services in the University Campus
Date of sale of tender	24.07.2016
Earnest Money Deposit (EMD)	₹50,000/-
Date and time of receiving of sealed bids	08.08.2016 2:00 PM
Date and time of opening of Technical Bids	3:00 PM on 08.08.2016
Place of bid submission and opening	Administrative Block, Dr Ram Manohar Lohiya National Law University, Lucknow

### (2) General Information and Instruction to the Bidders:

#### (a) Submission of offers

The Service Providers shall submit their proposals in two parts (i) Technical Proposal and (ii) Financial Proposal

(i) The tender is a "Two Bid" document. The **technical proposal** should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). The **financial proposal** should contain only price Bid Form.

(ii) The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting or interpolation. Correction, if any, shall be made by neatly crossing out and rewriting with signature and date. **The name and signature of bidder's authorized person should be mentioned on each page of the tender document. All pages of the tender document shall be numbered and submitted along with forwarding letter on bidder's letter pad.**

(iii) **Incorrect or misleading information:** If the bidder deliberately gives incorrect or misleading information in



their tender or wrongfully creates circumstances for the acceptance of the tender, the Vice Chancellor of the University reserves the right to reject such a tender at any stage of the tendering process.

- (iv) Even though the bidder may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work etc.
- (v) The tender document can be obtained from the University office on all working days on payment of a processing of Rs. 1000/-. Tender document can also be downloaded from the University website and be submitted along with a **processing fee of Rs. 1,000/- (non-refundable)** in form of demand draft in favour of Dr. Ram Manohar Lohiya National Law University payable at Lucknow. There is no exemption from payment of tender processing fees and tenders without requisite fees shall not be accepted. The technical and financial documents should be kept separately in sealed envelopes and both of these envelopes should be Kept in one envelope super-scribing “**Tender for Pest Control Management Services**” so as to reach the **Registrar, Dr. Ram Manohar Lohiya National Law University, Lucknow Administrative Block, Dr. Ram Manohar Lohiya National Law University, Lucknow–226012 by 02:00 PM on 08.08.2016**. Tender documents will not be received after the prescribed date and time. The University will not be responsible for any type of postal delay. Technical bid shall be opened as per schedule in clause-2 above in presence of bidders who may like to be present.

**(b) Other instructions:**

Tenderers are advised to read carefully other terms & conditions of the contract and sign as a token of acceptance of the terms.

- (i) The earnest money will be returned to the unsuccessful tenderers within 30 days of award of contract. EMD to the successful tenderer will be converted to the Performance Guarantee and shall be retained by the University.
- (ii) In the interest of the University, if required, Vice-Chancellor of the University can relax or waive-off any terms as stipulated in (Part-1-Technical Bid) or (Part-2-Financial Bid) of the tender documents.
- (iii) Tender unaccompanied by requisite earnest money shall be summarily rejected. Earnest money should be deposited in the form of TDR/Demand Drafts issued by any scheduled bank in favour of Registrar, Dr. Ram Manohar Lohiya National Law University payable at Lucknow.



- (iv) Tenderers are required to submit two separate bids namely '**Technical Bid**' and '**Financial Bid**'. Both bids are to be sealed separately and put in big sealed envelope superscripted as "Tender for Pest Control Management Services". In the financial bid tenderers will be required to quote their rates in both table 1 & 2. Rates quoted should include all taxes, charges, if any. Separate work order for the works mentioned in Table-2 shall be issued by the University and payment shall be made accordingly. This is not a regular work. Work order shall be issued as and when required.
- (v) The contractor shall be paid once in a month on the basis of certificate of satisfactory completion of the work from the official assigned the job of looking after the work.
- (vi) Tenderers will be required to give justification of the quoted rates. Unjustifiable low rates shall not be accepted.
- (vii) The contractor shall have to produce the proof of taxes deposited in the respective head of accounts alongwith next bill produced for services rendered.
- (viii) Provision of all Labour Laws and Regulations of U.P. State and Central Govt. as applicable shall be abided by the Contractor.
- (ix) Contractor shall be solely responsible for safety of his manpower. They have to be provided safety tackles like shoe, hand gloves, mask, helmets etc. for execution of the work.
- (x) In case of fetal/non fetal/accident, all the liability of concerned person shall be borne by the contractor only.
- (xi) University administration reserves the right to terminate the contract at any time during the currency of the contract without assigning any reasons.
- (xii) Equipments required for rendering services shall be the responsibility of the contractor.
- (xiii) It must be clearly understood that if the contractor fails to perform the contract and to observe/fulfill any of the conditions thereof to the satisfaction of the University, the contract may be terminated at sole risk and for such action, if any, without prejudicing the right of the administration to forfeit the security deposit.
- (xiv) In case of any dispute in respect of the implementation of the contract, the decision of the sole Arbitrator appointed by the Vice-Chancellor shall be final and binding on both of the parties.
- (xv) Tender forms are not transferable.

**(c) Price Quotation**

- (i) **The bidder shall indicate the prices/rates as specified in the quotation format for Pest Control Services. The rates**



**quoted shall be inclusive of all taxes and all other charges.**

- (ii) The bidders should quote their most competitive prices/rates and it should be noted that their quotations would not ordinarily be subject to further negotiations. Negotiations may however, be carried out as per rules and instructions on the subject at the discretion of the Vice Chancellor.
- (iii) All prices/rates should be clearly written both in figures and in words. Bidders should avoid alterations/corrections in the prices/ rates submitted by them. However, if alterations/ corrections in prices/rates are inescapable each alteration/ correction should be indicated both in figures and words and duly attested under the full signature of the Bidder/ Authorized Signatory. In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.
- (iv) Rates approved under the contract shall be valid for a period of 12 months from the date of award of the contract, provided that the contract may be extended by mutual consent for a further period of 24 months at the rates agreeable to both the parties.

**(d) Security Deposit/EMD**

- (i) The bidder should enclose EMD of **₹50,000/- (₹ Fifty thousand only)** in form of Demand Draft drawn in favour of the Dr.Ram Manohar Lohiya National Law University and payable at Lucknow, with the Technical proposal/bid.
- (ii) The tenders without EMD (except those having govt. exemption from depositing EMD) shall be summarily rejected.
- (iii) Earnest money will be forfeited if the bidder unilaterally withdraws the offer, or unilaterally amends, impairs the offer within the period of its validity.

**(e) Evaluation Process**

Detailed technical evaluation shall be carried out by the Competent Committee to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility terms and condition of the tender without any material deviation.

Such committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution.

Each bid would be evaluated against the 60-40 criteria. This means 60% weightage will be given to Technical bid and 40% to financial bid respectively.



### Broad Criteria

1	Credentials of Service provider	40 Marks
2	Managerial Skills	20 Marks
3	Operational Capability and similar work experience	40 Marks

**Note:** – The detailed technical scoring criteria and cut off scores will be informed to bidders before the financial bids are opened on the bids opening day.

Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points.

### Financial Bid Evaluation:

The Financial bid of those bidders, who qualify in the technical evaluation, will only be opened. The Financial bids of the technically qualified bidders will only be evaluated. For that bidder shall have to secure minimum 50 marks in technical bid evaluation criteria.

The commercial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

### Quality and Cost based selection (QCBS):

The individual bidder's commercial scores (CS) are normalized as per the formula below:

$F_n = F_{min}/F_b * 100$  (rounded off to 2 decimal places) Where:

$F_n$ = Normalized commercial score for the bidder under consideration

$F_b$ = Absolute financial quote for the each bidder under consideration

$F_{min}$ = Minimum absolute financial quote

$T_s = (T_b/T_{max}) * 100$  Where :

$T_s$ = Normalized technical score for the bidder under consideration

$T_b$  = Absolute technical score for the each bidder under consideration

$T_{max}$  =Highest absolute technical score

Composite Score (S) =  $T_s * 0.6 + F_n * 0.4$

**The Bidder with the highest Composite Score(S) would be awarded the contract.**



# Dr. Ram Manohar Lohiya National Law University

Sector-D1, L.D.A., Kanpur Road Scheme, Lucknow-226012

## (Part-1-Technical Bid Page-1)

### (Particulars of the Tendering Firm)

1.	Name of firm	
2.	Registered Address	
3.	Address of Office at Lucknow	
4.	Name & Designation of Contact Person	
5.	Telephone/Mobile No.	
6.	E-mail ID	
7.	Type of Firm	Pvt. Ltd./Public Ltd/ Cooperative/NGO/PSU (Please tick and enclose copy of memorandum/articles of association / certificate of Incorporation)
8.	Bank A/c No. (Please enclose an unsigned cancelled cheque)	
9.	Income Tax (PAN No.)	
10.	Service Tax Registration No.	
11.	EPF Registration No.	
12.	ESI Registration No.	
13.	Labour Department Registration No.	
14.	Earnest Money Details	TDR/D.D. No.:          Dated: Drawn on:

### DECLARATION

I/We.....Designation.....  
..... (Name of the company)..... hereby agree to abide by the terms & conditions of the tender document given above. I declare that I/we have sufficient work experience for providing Pest Control Services to the government institutions/universities/reputed organizations. I/we will not sublet the work to any other agency/firm. I certify that the facts given in the tender documents are correct and nothing has been concealed in this regard.



Signature of authorized signatory  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Seal:

**Dr. Ram Manohar Lohiya National Law University**  
**(Part-1-Technical Bid Page-2)**

<b>Technical Bid Evaluation Criteria</b>			
S.N.	Criteria	Score	Yes/No
<b>I.</b>	<b>Credentials</b> of providing Pest Control Services to the government institutions/universities/reputed organizations.	<b>40</b>	
<b>A.</b>	<b>Annual Turnover of the Firm/Individual /Company in last 3 Financial Years 2013-14, 2014-15, 2015-16</b> in providing Pest Control Services to the government institutions/universities/reputed organizations <b>(Enclose copy of audited Balance Sheet)</b>	<b>15</b>	
(i)	Above Rs. 5.00 Crore (each year)	15	
(ii)	Rs. 3.00 Crore to 5.00 Crores (each year)	10	
(iii)	Less than 3.00 Crore (each year)	05	
<b>B.</b>	<b>Registration in various authority: (COMPULSORY)*</b> <b>(Enclose photo copies of Registration Certificates)</b>	<b>25</b>	
(i)	Income Tax (PAN No.)	2.5	
(ii)	Service Tax Registration No.	2.5	
(iii)	Labour Department Registration No.	2.5	
(iv)	EPF Registration No.	2.5	
(v)	ESI Registration No.	2.5	
(vi)	VAT Registration No.	2.5	
(vii)	Indian Pest Control Association (IPCA) Registration No./Membership Certificate	2.5	
(viii)	License from Plant Protection Office for carrying out pest control works and dealing in pesticides and insecticides (as Domestic license) (Form-VIII)	2.5	
(ix)	License for commercial pest control (Form - VI-C)	2.5	
(x)	Registration of Chemicals by Central Insecticide Board (CIB)	2.5	
<b>II.</b>	<b>Managerial Skill</b> for providing Pest Control Services to the government institutions/universities/reputed organizations	<b>20</b>	
<b>A.</b>	<b>Category of the Firm</b>	<b>10</b>	
(i)	Firm Registered as a Company (Enclose copy of registration certificate)	10	
(ii)	Firm Registered as a Partnership Firm (Enclose copy of registration certificate)	6	
(iii)	Sole proprietorship	5	
<b>B.</b>	<b>Appreciation Certificate (enclose photocopy of letters)</b>	<b>10</b>	
(i)	More than one Certificate from any Govt. Institution/University for similar service	10	
(ii)	One Certificate from any Govt. Institution/University for similar service	05	
<b>III.</b>	<b>Operational Capability</b> of providing Pest Control Services to the government institutions/universities/reputed organizations	<b>40</b>	
<b>A.</b>	<b>Experience of providing similar services to Govt. Institutions in last one year (Since 1st Jan, 2015): number of institutions (enclose photocopy of certificates)</b>	<b>20</b>	
(i)	More than 05 Service Contracts	20	
(ii)	03-05 Service Contracts	10	
(iii)	01-02 Service Contracts	5	
<b>B.</b>	<b>Year of experience in the Pest Control Services (enclose photocopy of letters/certificates)</b>	<b>20</b>	
(i)	More than 10 Years	20	
(ii)	5-10 Years	10	
(iii)	Less than 5 Years	05	

\* Firms scoring less than 15 in I(B) above shall be treated as disqualified. No marks will be awarded in case, certified copies of the relevant certificates are not enclosed.



Signature & Seal of the tendering Company



# Dr. Ram Manohar Lohiya National Law University

Sector-D1, L.D.A., Kanpur Road Scheme, Lucknow-226012

## Part-2-Financial Bid

**Table -1: Regular Services**

Nature of Services	Frequency of services	Total quoted service charges per month (for all services including all type of consumables, insecticides, or any other items required to execute the contract) (₹)
The integrated pest control measures taken care off at your end shall be such that the entire University Campus (Administrative Building, Academic Building, Library, Boys Hostel, Girls Hostel, Guest House, Sampark Plaza & All Residential Buildings etc.) shall be free from insects like cockroaches, bedbugs, spiders, Ants - Red and Black, house-flies, Rats, Mice & Bandicoots and Mosquitoes.	Daily basis for all 365 days of the year	
<b>Monthly Service Charges (₹)</b>		
Taxes (if any) (₹)		
<b>Total Monthly Service Charges including taxes, if any (₹)</b>		

**Table -2: Regular Services: Specific Services (As and when required)**

Nature of Services	Rates (inclusive of all taxes) per sqft. of area of building	Remark
Spot treatment for termite control		For termite treatment specific work orders shall be given to the firm and payment shall be released accordingly. This is not a regular work. Work order shall be issued as and when required based on survey of the affected area.
Termite Control for entire building with five year warranty.		

The above quoted rates are irrevocable and quoted by us with full awareness and without any pressure. I understand that these rates, if accepted by the university will be acceptable to me and services will be provided by us for the entire duration of contract at these quoted rates.



Signature & Seal of the Tendering Company