

# **SATYAJIT RAY FILM & TELEVISION INSTITUTE**

AN ACADEMIC INSTITUTION OF MINISTRY OF I&B OF GOVT. OF INDIA  
E. M. BYPASS ROAD, P.O. PANCHASAYAR, KOLKATA – 700 094

## **TENDER NOTIFICATON**

**TENDER NO. : 62053/01/2015-Admn./3083 dated 18.01.2016**

### **NOTICE INVITING TENDER FOR PROVIDING PEST CONTROL SERVICES AT S.R.F.T.I.**

Satyajit Ray Film & Television Institute (SRFTI) invites sealed quotations from reputed and experienced firms to provide pest control services in its Campus located at E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094, for 02 (two) years.

2. Details of the services required and other terms and conditions relating to the award of Contract are given in the **Annexure –I**.

i)	Tender Document Fee	Rs.100/- per set.
ii)	Earnest Money	Rs. 2,000/-
iii)	Security Deposit	Rs. 2,000/- or 10% of the bid value for 02 years, whichever is higher.
iv)	Sale of Tender Document	From 18.01.2016 to 01.02.2016 during Office Hours (except Sundays & holidays)
v)	Pre-bid Meeting	At 15.00 hours on 27.01.2016 at Committee Room, Admn Block, SRFTI
vi)	Last date of submission of Tender	Upto 15.00 hours on 02.02.2016
vii)	Date & time of opening of Techno-commercial bid of Tender	At 16.00 hours on 02.02.2016
viii)	Opening of Price Bid	Tentatively on 10.02.2016

Tender document may be obtained from Accounts Section, Satyajit Ray Film & Television Institute (SRFTI) at E. M. Bypass Road, Panchasayar, Kolkata 700 094, on payment of Rs.100/-, in cash, against application. Alternatively, the prospective tenderers may download the complete tender document from website of SRFTI: [www.srfti.ac.in](http://www.srfti.ac.in) and in that case, the prospective tenderers would be required to deposit Rs.100/- in the form of Bank draft (in favour of 'Satyajit Ray Film & Television Institute' from any scheduled bank, payable at Kolkata) along with the duly filled up techno-commercial part of the tender. The tender will not be accepted if it is not accompanied by the requisite draft towards cost of tender document, in case the same is downloaded from SRFTI's website.

The tender will be liable to be rejected if all requisite information are not furnished and all columns are not properly filled up and duly signed by the tenderer.

**The SRFTI reserves the right to reject any or all the tenders fully or partly without assigning any reason thereof.**

Director

**TERMS & CONDITIONS****GENERAL INSTRUCTIONS TO TENDERERS**1. **Scope of work:**

The job of Pest control shall include the following:

- i) **General Pest Control/Anti Termite** which means eradication of Cockroaches, Mosquitoes, Flies, Lizards, Termite 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 all toilets drain ducts, on all pantry rooms, in all stores and any hidden space under the furniture and should leave no space unattended. The frequency of pest control will be twice in a month.
- ii) **Snake Control:** Snake controlling should be done as per orders and instructions on the subject, at least once in a month.
- iii) **Rodent Control:** Rodent controlling should be done as per requirement.
- iv) 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 extra cost.
- v) The pesticides/chemicals/gadgets, etc. used for pest/rodent/snake control, should not have adverse impacts on human health.

2. **Eligibility conditions:**

- i) The bidder shall have an experience of at least 2 years or more in this field. The bidder should submit a performance certificate as in **Form - I** from any 2 Govt. Departments or PSUs (Minimum one year experience in one Govt. Deptt./PSU). The bid received without prescribed performance certificate shall be rejected.
- ii) The bidder should have a valid license to stock and use of permissible insecticide for commercial pest control operation.
- iii) Copy of VAT/Sales Tax/Service Tax Registration Certificates.
- iv) List of Customer along with the details of contact person, Tel. Nos., Fax, and complete address.

Bidders may please note that non-submission of any of the aforesaid documents might lead to techno-commercial disqualification of their offers.

3. **Validity of the contract:**

The period of contract shall be for a period of 02 (two) years from the date of start of contract. However, the contract may be extended for a further period of 01 (one) year on mutual consent. SRFTI reserves the right to terminate the contract by giving 30 days notice and without assigning any reason thereof.

4. **Pre-bid Meeting:**

All Tenderers are advised to attend the Pre-bid meeting in order to make themselves fully aware of the work conditions. In the event of non-attendance of the Pre-bid meeting by the Tenderers, it would, however, be presumed that the tenderer has fully considered all factors, risks & contingencies which will have direct & indirect impact on his expenses & profit from the work and no correspondence from the tenderer/contractor in this regard would be entertained. The 'Record Note of discussion' of the Pre-bid meeting, if circulated, would also be made available in the website of SRFTI, Kolkata. Any prospective tenderer who would not be present in the Pre-Bid meeting, may download the 'Record Note of discussion' of the Pre-bid meeting from the website of SRFTI, if circulated, and take necessary action accordingly. SRFTI will not be responsible for any cost or expense incurred by the Tenderer in connection with preparation or submission of the tenders.

5. **Earnest Money:**

Each tenderer shall have to deposit **Rs.2,000.00 (Rupees two thousand)** only in the form of Bank draft on any Nationalized bank in favour of "**Satyajit Ray Film & Television Institute**", payable at **Kolkata**, towards interest free Earnest Money, alongwith Techno-commercial Bid. Cheques, Govt. papers, Post Office Pass Book will not be accepted. Tenders received without the Earnest money in full and in the manner prescribed above, are liable to be rejected.

For unsuccessful bidder(s), the Earnest Money without any interest, will be refunded within 01 (one) month from the date of issue of Work Order to the successful bidder. SRFTI reserves the right to forfeit the Earnest Money in case –

- i) the bidder revokes his tender or alters his earlier quoted rate, terms & conditions, after opening of Tender;

For successful bidder, the Earnest Money will be retained as Security Deposit by SRFTI till expiry of the contract.

6. **Security Deposit:**

The Security Deposit will be Rs.2,000.00 or 10% of the bid value for 02 years, whichever is higher. The amount of Earnest Money of **Rs.2,000.00 (Rupees two thousand)** only of the successful bidder will be converted into the Security Deposit for which a fresh Receipt will be issued (against surrender of the relevant original Receipt). If the value of Security Deposit exceeds Rs.2,000.00, the balance amount (i.e. Security Deposit value – EMD value) will have to be deposited by the successful bidder before issue of work order. The Security Deposit will be retained by SRFTI till expiry of the contractual period, without interest. In the event of the contractor failing to execute the

contract without sufficient reason acceptable to SRFTI, the Security Deposit will be forfeited along with cancellation of the contract.

7. **Validity:**

The tender shall remain valid for acceptance for a period of six months from the date of opening of price bid. If any tenderer withdraws the tender before six months, the earnest money deposit will be liable to be forfeited.

8. **Tender conditions binding:**

- i) It is impressed upon the tenderer that such tender should be based on the conditions and specifications stipulated in the tender documents and that the tenderer shall not stipulate his own terms and conditions in deviation thereof, as apart from the likelihood of vitiating the tender, such deviations will lead to non-uniformity of tender & make evaluation of tenders difficult and accordingly, will render such tender liable to rejection/cancellation. However, if the tenderer feels that deviation is unavoidable, he should place the same, clause-wise with justification, in the Pre-Bid meeting. The decision taken in the aforesaid Pre-Bid meeting on the proposed deviations will, however, be binding on the tenderers.
- ii) The contract may be terminated anytime within the currency period of the contract by SRFTI at its sole discretion for any of the following factors & for such cancellation, SRFTI will under no circumstance be subject to any liability:-
  - a) Breach of any terms and conditions of contract.
  - b) Any unlawful act of the contractor(s) on any third party on behalf of the contractor entailing any damage/loss to the property/material of SRFTI or any inconvenience to SRFTI.

The decision of the Director, SRFTI to this effect shall be final.

9. **Declaration:**

The successful tenderer shall have to furnish a “Declaration” on Non-judicial Stamp Paper of Rs. 50/- stating acceptance of all Terms & Conditions mentioned in the tender documents (Format is enclosed at **Form - II**).

10. **Agreement:**

The successful tenderer/contractor shall be required to execute within 15 days from the date of acceptance of the tender at their own cost and expenses ‘Contract Agreement’ on a non-judicial stamp paper valued not less than Rs.50/- (Rupees fifty only) signed jointly by the representatives of SRFTI and successful tenderer under official seal as per format **FORM OF AGREEMENT** at **Form - III**) enclosed with this tender document.

11. **Submission of Tenders:**

- i) The quotation indicating rates for Pest Control (exclusive of taxes) must be submitted in sealed covers superscribed “**Tender for providing pest control services at S.R.F.T.I.**” and put in the Tender Box kept in front of the Reception

desk of SRFTI, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094, by **15.00 hours on 02.02.2016** with the following certificate duly signed:-

“ I/We have physically inspected the premises and understand the volume of work and I agree to the terms and conditions laid down in the NIT”.

- ii) The tender must be submitted in two parts, both under separate sealed covers duly superscribed “**Price Bid**” & “**Techno-commercial Bid**” and both the sealed covers should be kept within the main sealed cover superscribed “**Tender for providing pest control services at S.R.F.T.I.**”.
- iii) The sealed cover, superscribed “**Price Bid**”, should contain only the Rate Schedule duly filled in the prescribed format in the agency letter pad (Format is enclosed at **Form - IV**).
- iv) The sealed cover, superscribed “**Techno-commercial Bid**” should contain the following :
  - a) Copies of documents as mentioned in Sub-clause (i) to (iv) under Clause 2 above.
  - b) Signed & stamped copies of SRFTI’s Tender Documents (i.e. each page of the tender document needs to be signed & stamped by the tenderer) including cancelled, blank Rate Schedule i.e. without any price.
  - c) EMD of Rs.2,000.00 (Rupees two thousand) only in the form of Bank draft on any Nationalized bank in favour of “**Satyajit Ray Film & Television Institute**”, payable at **Kolkata**.
  - d) In case the prospective tenderers download the complete tender document from SRFTI’s website, Rs.100/- in the form of draft (in favour of ‘Satyajit Ray Film & Television Institute’ from any scheduled bank, payable at Kolkata) should also be enclosed with the techno-commercial part of the tender, if not deposited in cash earlier.
  - e) Duly filled in the prescribed format in the agency letter pad (Format is enclosed at **Form - V**)
  - f) Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.
12. Agencies are advised to visit the place of work for assuring the nature and volume of work realistically before quoting the rates.
13. The pest controlling exercise is to be undertaken on monthly basis.
14. The quoted rates should include the cost of pesticides/chemicals/gadgets and related labour and transportation charges. The chemicals/pesticides used by the agency be purchased from reputed concern and should be ISI Marked and/or WHO approved.
15. The rates should be mentioned in figures as well as in words exclusive of taxes and levies.

16. **The bidder should go through all the clauses of the tender document and quote their rate** accordingly. The price-bid of only the techno-commercially qualified bidders, will be opened. Bidders should quote rate in English language, either typed or hand written, legibly, in international numerals. The rates should be in whole rupees. The rates should be entered in figures as well as in words without any cutting, erasing or over-writing. Cancellation, insertions, overwriting, if any, should be duly attested by the bidder. In the event of any dispute of any nature, the decision of Director, SRFTI, shall be final and binding on the contractor.
17. If the bidder deliberately gives any wrong information in his tender, SRFTI reserves the right to reject such tender at any stage or cancel the contract, if awarded, and forfeit the EMD or EMD & Security deposit, as required.
18. The agencies / contractors should quote the total value in terms of Rupees for two years.
19. **Refund of Security Deposit:**

On due and satisfactory performance of the Contract and on completion of all obligations by the contractor under the contract, the Security Deposit will be refunded to them subject to the following conditions:

- i) After deducting the amount from the Security Deposit, which may fall due towards any claim for loss or for whatsoever reasons felt necessary by SRFTI.
- ii) The contractor shall have to apply for the refund of Security Money along with Original Money Receipt issued against Security Deposit.
- iii) Before releasing the Security Deposit, the contractor shall also have to submit a certificate to the effect that they have no claim(s) against SRFTI under this contract. If any Bill(s) for the job done under this contract is/are left pending at the time of releasing the Security Money, the contractor may furnish the certificate in the following format:

“I/We hereby certify that there are no claims against SRFTI under contract No.....for the job..... except to the extent of the claims preferred by me/us as per the under-noted bills already submitted to you.”

20. **Terms of payment:**

Payment to the successful bidder shall be released on Monthly basis on submission of Log Book for the services rendered in the particular month duly certified by the concerned official of the department/section within 30 days from the date of submission, provided bill in order. TDS and any other Government levies applicable shall be deducted on bill amount as per Government of India instructions issued from time to time.

21. **Dispute:**

In the event of any dispute, question or difference arising during the contractual period or during any other time, as to any matter connected with or arising out of the contract, the decision of the Director, SRFTI shall be final and binding upon all parties.

22. **Formal order:**

Formal order will be placed on the successful tenderer(s) after signing of the contract agreement.

23. **Damage & loss to private property & injury to workmen:**

The contractor(s) shall at his (their) own expenses reinstate and make good to the satisfaction of SRFTI and pay compensation for any injury, loss or damage accrued to any property or rights whatever, including property and rights of SRFTI or Agents or servants or employees of SRFTI, the injury, loss or damage arising out of or in any way in connection with the execution or purported execution of the contract(s) and further, the contractor(s) shall indemnify SRFTI against all claims enforceable against SRFTI (or any Agent, servant or employees of SRFTI) or which would be so enforceable against SRFTI where SRFTI is a private person, in respect of any such injury (including injury resulting to death), loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.

24. The contractor should not have any legal or judicial proceedings pending in any court of law in Kolkata or anywhere in India.

25. **Settlement of dispute & Arbitration:**

Any dispute arising during the term of agreement, the contractor shall promptly, within 15 days, request the Registrar of SRFTI in writing for written instruction or decision within a period of one month from the receipt of contractor letter. If Registrar, SRFTI fails to give his instruction or decision in writing within the aforesaid period or if the contractor is dissatisfied with the instruction or decision of the Registrar, SRFTI the contractor may, within 15 days of the receipt of Registrar, SRFTI's decision, appeal to Director of SRFTI who shall afford an opportunity to the contractor to be heard, if the latter so desires and to offer evidence in support of appeal. The Director shall give his decision within 30 days of receipt of contractor's appeal, if the contractor is dissatisfied with this decision give notice to the Director for appointment of Arbitrator failing which the said decision shall be final binding and conclusive and not referable to adjudication by the arbitrator. The Arbitrator shall be appointed on mutual consent of both the parties and shall be of the rank of Director or equivalent as per the terms and conditions of agreement.

The arbitration shall be conducted in accordance with the provision of Arbitration and conciliation Act. 1996 (26 of 1996) or any statutory modification or re-enactment thereof in the rule made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

26. Rates once accepted would be valid for entire period of contract from the date of acceptance and no interim changes will be allowed.

27. The Institute reserves the right to reject or accept any/all tender and modify the total requirement at any stage without assigning any reason whatsoever. The decision of the Director of the Institute in this regard shall be final.

28. The law applicable to the contract shall be the law in force in India. The courts of Kolkata shall have the exclusive jurisdiction in all matters arising under the contract.
29. All payment due to the contractor shall be made in Indian currency through Account payee cheque. TDS will be made as per rule.

30. **Evaluation Criteria of the Price Bid:**

- i) Rates are to be quoted as per enclosed **Form - IV** format. It is mandatory to quote building/area wise rates for each of the area mentioned in Rate Schedule. Even if Price is not quoted for one area, the bid is liable for rejection.
- ii) The evaluation for selection of contractor will interalia consist of past performance (previous experience, work order copies, letter of acceptance), financial soundness, technical competence (certification by reputed bodies).
- iii) SRFTI reserves the right to verify all statements of the applicants and inspect contractor's service at the other organization to evaluate their capacity to execute contract works.
- iv) SRFTI shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
- v) If there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, SRFTI will determine the substantial responsiveness of each bid. A substantially responsive bid is one, which confirms to all the terms and conditions of bid document without any material deviation. A bid determined as substantially non-responsive will be rejected by SRFTI.
- vi) Evaluation will be based on the lowest total amount quoted in the Rate Schedule (**Form - IV**) excluding Tax, of the contract for 2 years.
- vii) The bidder with the lowest total amount quoted in the Rate Schedule (**Form - IV**) excluding Tax, of the contract for 2 years, will be considered for placement of order.

31. **Validity and Termination of the Agreement:-**

- i) The agreement shall come into effect from the day it is signed by the Contractor/Agency/caterer and remain valid for a period of two years (extendable by one year). The agreement shall be comprehensive and its terms shall be binding on both the parties.
- ii) In case SRFTI or contractor desires to discontinue with the agreement, a three months notice will have to be given from either side.

**Director**



**Form – I**

**PERFORMANCE CERTIFICATE**

Certified that M/s. .... has performed the work of pest control in this PSU/Government Department, satisfactorily for the period from ..... to .....

Authorized signatory

**Form - II**

**TENDER FOR PROVIDING PEST CONTROL SERVICES AT S.R.F.T.I.**

**Declaration**

I, Shri/Smt. ...., son/ daughter of Shri  
....., proprietor/ Partner/ authorized  
signatory of M/s..... of  
..... do hereby Undertake that  
I/we shall abide by the terms and conditions as laid down in the Tender Documents bearing  
Tender No. 62053/01/2015-Admn./3083 dated 18.01.2016 in connection with providing pest  
control services in SATYAJIT RAY FILM & TELEVISION INSTITUTE, E.M. Bypass Road,  
Panchasayar, Kolkata – 700094.

(Full Signature)

**Form - III**

**SATYAJIT RAY FILM & TELEVISION INSTITUTE**

**TENDER FOR PROVIDING PEST CONTROL SERVICES AT S.R.F.T.I.**

**FORM OF AGREEMENT**

Agreement made this day of \_\_\_\_\_ 2016 between Satyajit Ray Film & Television Institute (hereinafter called 'SRFTI'), an academic Institution under Ministry of Information & Broadcasting, Govt. of India, of one part and \_\_\_\_\_ (hereinafter called the 'the Contractor' which expression shall unless excluded by or repugnant to the context, be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part.

Whereas SRFTI is desirous that certain work should be undertaken viz., providing pest control services at SRFTI, for a period of two years with effect from \_\_\_\_\_ and has accepted the Tender submitted by the Contractor for the execution of such works against the Tender No.62053/01/2015-Admn./3083 dated 18.01.2016. Now this Agreement witnesseth as follows :

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1. In the Agreement, words and expressions shall have the same meanings as are respectively assigned to them in "General Instructions to Tenderers" hereinafter referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement and form the provisions of contract, hereinafter referred viz.,

- a) The said Tender document and the acceptance of the Tender
- b) The General Instructions to the Tenderers
- c) Rate Schedule
- d) All correspondence by which the contract is added, amended, varied or modified in any way, by mutual consent.

3. In consideration of the payments to be made by SRFTI to the Contractor as hereinafter mentioned, the Contractor hereby covenants with SRFTI to execute the work in conformity in all respects with the provisions of the contract.

4. SRFTI hereby covenants to pay the Contractor in consideration of such execution at the contract prices at the time and in the manner prescribed by the contract.

In witness whereof the parties hereunto set their respective hands and seals the day and year first above mentioned.

Name.....  
Address.....  
.....  
.....

\_\_\_\_\_  
Director, SRFTI

Signed, Sealed and delivered  
at Kolkata in the presence of

Name.....

Address.....

.....

.....

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Contractor

**Form – IV****TENDER NO. : 62053/01/2015-Admn./3083 dated 18.01.2016****TENDER FOR PROVIDING PEST CONTROL SERVICES AT S.R.F.T.I.****PROFORMA FOR PRICE BID (RATE SCHEDULE)**

S/ N	Building/ Area (Treatments will be Inside the building and adjacent outside periphery of the same by method of spraying for General Pest Control, Mosquito, Anti-Termite & Snake Control Services) and Rodent Control will be only outside periphery of the building mixing chemical/pesticide with eatable area applied nearest the burrow or near Rat run ways.	Monthly rate for Pest Control* (inclusive of Rodent /Snake Control and ATT- Treatment) Frequency once in a month (Rs.)	Total rate for 01 years for Pest Control* (inclusive of Rodent /Snake Control and ATT- Treatment) (Rs.)	Total rate for 02 years for Pest Control* (inclusive of Rodent /Snake Control and ATT- Treatment) (Rs.)
01	Administration Block- 2 <sup>nd</sup> stories (14 nos. rooms)			
02	Direction & SPW Block- 3 <sup>rd</sup> flr. (9 nos. room) & Annex Building			
03	Main Theatre & Film Library Block- 1 story (372 nos. sit)			
04	Still Photography- each 3 nos. room			
05	Canteen Block - each 3 nos. room			
06	Motion Picture Photography Deptt. + Production & Studio Block [4 stories (6 nos. room)] }			
07	Preview Theatre Block – 1 no.			
08	Editing Block – 3 stories (12 nos. room)			
09	Sound Recording & Design Block -Do			
10	Library Block- 2 <sup>nd</sup> flr.			
11	Producing & Animation Block- New			
12	New Film Studio			
13	Open Air Theatre- 1 no.			
14	Guest House Block- 18 nos room			
15	Hostel Block (Common Area)			
16	New Hostel Block (Common Area)			
17	Old Hostel Block (Common Area)			
18	Director's Bunglow - 1 <sup>st</sup> flr.			
19	Common Area of Residential Quarters 'E' Type Residential Quarters 'D' Type Residential Quarters 'C' Type Residential Quarters 'B' Type }			
20	Security Main Gate- 1 no.			
21	Open drain of the entire Campus- Entire drains on running foot basis.			
	<b>Total</b>			

**\*exclusive of Taxes**

I have physically inspected the above mentioned area of the SRFTI Campus and understand the volume of work and I agree to the terms and conditions laid down in the letter inviting NIT.

\_\_\_\_\_  
Signature of the Tenderer with date & seal

**Form – V****TENDER FOR PROVIDING PEST CONTROL SERVICES AT S.R.F.T.I.****TENDER NO. : 62053/01/2015-Admn./3083 dated 18.01.2016****PROFORMA FOR TECHNO-COMMERCIAL BID**

1)	Name of the Firm & Owner (with Tel./Mob. Nos)	
2)	Office Address with Tel/Fax/Mob. Nos.	
3)	Contact Person(s) Name Tel/Fax/Mob. Nos.	
4)	Whether enclosed copy of past experience of at least 2 years or more in this field in the prescribed performance certificate in <b>Form - I</b> from any 2 Govt. Departments or PSUs (Minimum one year experience in one Govt. Deptt./PSU)	
5)	Whether enclosed copy of valid license to stock and use of permissible insecticide for commercial pest control operation	
6)	Whether enclosed copy of VAT/Sales Tax/Service Tax Registration Certificates	
7)	Whether enclosed copy of list of Customer along with the details of contact person, Tel. Nos., Fax, and complete address	
8)	Details of Earnest Money	
9)	Whether enclosed signed & stamped copies of SRFTI's Tender Documents (i.e. each page of the tender document needs to be signed & stamped by the tenderer) including cancelled, blank Rate Schedule i.e. without any price.	
10)	Details of cost of Tender document	
11)	Other details, if any	

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 Signature of the Tenderer with date & seal