

**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.**  
**IN ISO 9001:2008 Certified Company**

(A Govt. of India Undertaking, Ministry of Textiles)



“RATE CONTRACT FOR PEST CONTROL SERVICES FOR CCIC's  
PREMISES in DELHI”

**MSME Development Act, 2006 benefits applicable**

**E- TENDER DOCUMENTS**

1. बिड डेटा शीट / BID DATA SHEET
2. ई निविदा नोटिस / E-TENDER NOTICE
3. तकनीकि सह वित्तीय प्रारूप / TECHNICAL-CUM-FINANCIAL FORMAT (PART-I,II)
4. कार्य का क्षेत्र / SCOPE OF WORK
5. बोलीदाताओं को मानक निर्देश /STANDARD INSTRUCTIONS TO BIDDERS
6. स्टार्टअप को रियायत सहित एमएसएमई को लाभ / BENEFITS TO MSME INCLUDING RELAXATION TO STARTUPS
7. एनईएफटी/आरटीजीएस मानडेट प्रपत्र / NEFT/RTGS MANDATE FORM

## **BID DATA SHEET**

1.	NIT RFP No.	No.CCIC/G.A./2018-19/ET6
2.	Project	E-Notice for Rate Contract for Pest Control Services for CCIC's premises in Delhi
3.	Contact Person	Shri Manoj Kumar Dy. Manager (Gen.Admn.) Ph.011-23310804 Email : <a href="mailto:admin@cottageemporium.in">admin@cottageemporium.in</a>
4.	Bid to be submitted	Online
5.	Bidding Process	Single Bid (Technical-cum-Financial Bid)
6.	Website for NIT download and any other related information	<a href="http://www.thecottage.in">www.thecottage.in</a>
7.	Portal for Online Submission	<a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a>
8.	Validity of bid	The Bid shall be valid for a period of 120 days from the date of opening of bids
9.	Selection Method	L1: Lowest Price among technically qualified bidders
10.	Time frame for implementation	As per tender document
11.	Value of Tender	Rs.1.50 lakhs
<b>Schedule of Events</b>		
	<b>EVENT</b>	<b>VENUE/DATE/TIME</b>
1.	Publishing date on E-procurement Portal	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) <b>22.03.2019</b>
2.	Submission of Online Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) <b>Latest by 11.04.2019,03:00 PM</b>
3.	Opening of Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) <b>12.04.2019, 04:00 PM</b>

**Note:** In case any of the days mentioned above happens to be declared a holiday, the said event shall be held on the next following working day at the same time and venue.



**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.**

(Govt. of India Undertaking, Ministry of Textiles)

Jawahar Vyapar Bhawan, Janpath New Delhi -110 001.

Tel : +91-11-23310804, 23326790, 23320439

Fax : 011-23328354, 23310804

Website : [www.thecottage.in](http://www.thecottage.in)

No.CCIC/G.A./2018-19/ET6

March 22, 2019

**E-Tender Notice**

**Sub:- Rate Contract for providing Pest Control Services**

**1. Request for quotation (RFQ)**

CCIC invites E-tenders from Delhi/NCR based ICPA & CIB registered Company/firms with valid license for Pest Control Services for various locations as given in technical cum financial format **on monthly basis**. The intending bidders may see the locations before quoting their rates.

Delhi/NCR Interested firms/parties may submit their bids online using e-Procurement portal of NIC ([eprocure.gov.in](http://eprocure.gov.in)) in the prescribed formats alongwith all necessary documents and information requested herein.

**The bids may be submitted latest by 15.00 Hrs on 11.04.2019. The e bids shall be opened on e-procurement portal on 12.04.2019 at 16.00 hrs.**

All details regarding the subject RFQ are available on websites: [www.thecottage.in](http://www.thecottage.in), and [www.eprocure.gov.in/eprocure](http://www.eprocure.gov.in/eprocure). Any changes/modifications/corrigendum in connection with this RFQ will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. CCIC shall not be liable to send any individual information or issue a public notice.

**2. Electronic Submission of Bids**

- i. Bids against this RFQ shall be received only electronically through the e-Procurement Portal of NIC ([eprocure.gov.in](http://eprocure.gov.in)). No bids shall be accepted in hard copy or in any other form.
- ii. For submission of e-bids, bidders are required to get themselves registered with [eprocure.gov.in](http://eprocure.gov.in) website using Digital Signature Certificate (DSC) essentially having signing certificate.
- iii. Earnest Money Deposit (EMD) is required to be submitted online through RTGS/NEFT mode as per bank details mentioned in the tender.

The bidders are required to upload soft copies of the following:

- Technical cum Financial Bid (prepared on Company's Letter head).
- Copy of PAN No., CIN No., & GST No.
- Valid Registration certificate

**For any queries relating to the process of online bid submission or queries relating to CPP Portal (eprocure.gov.in), Bidder may contact CPP Portal Helpdesk on Tel Nos.:1800-3070-2232, +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.**

### **3. Earnest Money Deposit (EMD)**

- (a) All Bidders are requested to furnish Earnest Money Deposit of **Rs.5,000/-** (Rupees Five Thousand only) by NEFT/RTGS mode only as per following bank details.

**Name of Account holder** : - Central Cottage Industries Corp. of India Ltd.  
**Account Number** : -10185775245  
**IFSC Code** : -SBIN0001639  
**MICR Code** : -110002017  
**Bank Name** : - State Bank of India  
**Branch** : - Chanderlok Bldg., Janpath, New Delhi

- (b) The bidders who are registered with either NSIC/MSME or DGS&D are exempted from submitting the EMD and are eligible for other benefits including relaxation of norms for startups regarding prior experience under Public Procurement Policy for MSE's and preferences earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in place of EMD the bidder will have to submit valid Registration/Exemption certificate.
- (c) Bids for which EMD is not received in the prescribed manner shall be rejected summarily.
- (d) CCIC shall not be responsible for non-receipt/non-delivery/delayed receipt of the EMD due to any reason whatsoever. EMD shall not carry any interest.
- (e) EMD shall not carry any interest and EMD of unsuccessful bidders shall be returned after Award of Contract to the Successful Bidder. EMD of the successful bidder shall remain with CCIC as Security Deposit and shall be refunded after expiry of the contract without interest within a period of two months.

### **4. Bid Details**

Bidders are required to furnish the monthly rate including all taxes etc., strictly in the prescribed Performa in Technical-cum-Financial Bid format (Part-I and II). Rates should be firmed and no escalation will be allowed during the currency of contract.

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## TERMS AND CONDITIONS

### 1. SCOPE OF WORK :

**The job of Pest control shall include the following:**

- (i) **General Pest Control: - Monthly** -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 Godown and any hidden space under the furniture and should leave no space unattended.
- (ii) **Rodent Control: Fortnightly** - Rodent controlling should be done as per orders and instructions on the subject.
- (iii) **Anti Termite Treatment - Optional - On need basis.**
- (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 cost.

2. Agencies are advised to visit the place of work during any working days and hours for assuring the nature and volume of work realistically before quoting the rates. Date for pest controlling shall preferably be each first Friday of the month or as shall be decided by this office.
3. The agency must be registered with IPCA and should have valid **Registration of Chemicals by Central Insecticide Board (CIB)**.
4. The agency should have valid license of pest control Services issued by concerned Department. Govt. of Delhi.
5. The cost of pesticides and related labour and transportation charges shall be borne entirely by the firm to whom contract would be awarded. The chemicals/pesticides used by the agency be purchased from reputed concern should be ISI Marked and/or WHO approved.
6. The rates should be mentioned in figures as well as in words exclusive of taxes and levies. The taxes and other levies, if any, should be indicated separately. In case nothing is mentioned, it will be assumed that taxes/other levies are included in the rates quoted. There should be no erasing and/or overwriting.
7. The chemicals to be used should not cause any health hazard to CCIC's employees.
8. The agency should not be blacklisted by any Govt. Organization. A undertaking is to be submitted.
9. The tenderer shall ensure pest control services without damaging any documents, equipment, records, costly merchandise, etc.

10. No enhancement of rates will be allowed for the job contract during the currency of the contract.
11. **Prices:**  
Rates shall remain fixed and valid during the period of contract. TDS and any other Government levies applicable on bill as per Government of India instructions issued from time to time shall be deducted.
12. In case of non-services of pest control during contract period services would be got done from the open market. If any excess amount is paid on such purchase and cartage incurred thereon the same would be recovered from the Performance Security Deposit/Pending bills of the successful bidders.
13. During the period of contract, it would be your responsibility to keep aforesaid premises free from any type of pests, which may destroy valuable documents, papers, structure, furniture, Handloom and Handicraft items and disturb the smooth and hygienic condition of office premises. **You will have to provide preventive services as per schedule and also receipt of complaints as and when made, without any additional charges.**
14. The payment for above work shall be made on monthly basis on proper certification by the HO/Unit.
15. The rates shall not be revised during the period of contract.

**I have physically inspected the premises and understand the volume of work and I agree to the terms and conditions laid down in the letter inviting NIT.**

**Signature of Authorized Signatory  
NAME OF THE AGENCY WITH SEAL**

**Central Cottage Industries Corporation of India Ltd.**  
**Jawahar Vyapar Bhawan, Janpath, New Delhi-110001**

**Technical Cum Financial Format- (Part-I)**

Sl. No.	Particulars	
1.	Name of the firm	
2.	Registration No. (Attach copy of registration)	
3.	Address	
4.	Contract Person	
5.	Telephone Number/Email No	Office: _____ Shop: _____ Res. _____ Mobile: _____ Fax No. _____
6.	PAN No.	
7.	CIN No.	
8.	GST No.	
10.	WCST No.	
11.	a. Whether MSME (Attach proof) b. Whether MSME owned by SC/ST (Attach Proof)	Yes/No Yes/No
12.	<p><b>Eligibility Criteria</b></p> <p>1. Agency should have valid license of pest control services issued by concerned department, Govt. of Delhi. (Attach proof)</p> <p>2. The agency must be registered with IPCA and Central Insecticide Board. (Attach proof).</p> <p>3. The average Turnover of the Contractor for last 3 financial years ending on 31<sup>st</sup> March 2018 should be atleast <b>Rs. 10.00 lakhs</b>;(Attach proof) or</p> <p>4. Contractor must have completed /executed experience atleast one similar work amounting to not less than <b>Rs.8.00 lakhs</b>; (Attach proof)or</p> <p>5. 2 similar works amounting to not less than <b>Rs.5.00 lakhs</b>: (Attach proof)or</p> <p>6. 3 similar works amounting to not less than <b>Rs.4.00 lakhs</b>, in last 3 years ending on 31<sup>st</sup> March 2018. (Attach proof)</p> <p><i>The similar work means works related to providing professional pest controlling services for reputed institutions / PSUs, Govt. Bodies and renowned showrooms.</i></p>	
13.	<b>EARNEST MONEY DEPOSIT</b>	
	<p>An Earnest Money Deposit of Rs.5,000/- (Rupees five thousand only) may directly transferred through <b>NEFT/RTGS mode only as per details given in tender.</b></p> <p style="text-align: center;"><b>(MSME/NSIC or DGS&amp;D parties are exempted)</b></p>	UTR No. _____ Date _____ Amt. _____ Bank _____

(Part-II)

**A. REGULAR SERVICES**

Description	Frequency	Locations	Area (sq.ft.)	Monthly Rate (Rs.)
General Pest Control	Spray-Monthly	1. Jawahar Vyapar Bhawan Janpath, New Delhi 2. Weavers Service Centre, Weavers Complex, Bharat Nagar, Delhi – 52 3. Rajiv Gandhi Bhavan Baba Kharak Singh Marg Carpet Shop No.10	53,000	
			9,000	
Rodent Control	Fortnightly Check-up		1600	
<b>GST, if any</b>				
<b>TOTAL</b>				

**B. OPTIONAL SERVICES**

Anti-Termite Treatment	As per requirement in above mentioned locations	(Rate per sq. ft.)
Fogging		(Rate per service)
<b>GST, if any</b>		

**Note:** The taxes and other levies, if any, should be indicated separately.

**Date:**

**Signature of Tenderer**  
**Name of Address**



# Central Cottage Industries Corporation of India Ltd.

(A Government of India Undertaking, Ministry of Textiles)

Jawahar Vyapar Bhavan, Janpath,

New Delhi-110001

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## STANDARD INSTRUCTIONS TO BIDDERS

### 1. Period of Contract

The period of contract shall be valid for a period of one year w.e.f date of approval of competent authority. However, the contract may be extended for a further period of one year on mutual consent.

CCIC reserves the right to terminate the contract by giving 15 days notice and without assigning any reason.

### 2. Tender Validity

The Tender shall remain valid for 120 days from the date of opening of Technical cum financial bid.

### 3. EMD

- a. All Bidders are requested to furnish Earnest Money Deposit of **Rs.5,000/-** (Rupees Five Thousand only) by NEFT/RTGS mode only as per following details.  
(MSME/NSIC or DGS&D registered parties are exempted)

**Name of Account holder: - Central Cottage Industries Corp. of India Ltd.**

**Account Number:-10185775245**

**IFSC Code:-SBIN0001639**

**MICR Code:-110002017**

**Bank Name: - State Bank of India**

**Branch: - Chanderlok Bldg., Janpath, New Delhi**

- b. The bid security of the unsuccessful bidder will be discharged / returned as promptly as possible and no interest would be paid thereon.
- c. In case of successful tenderer the same shall be adjusted against interest free security deposit and shall be refunded on expiry/termination of contract.

### 4. Forfeiture of EMD:

**The bid security may be forfeited:**

- a. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form; or
- b. In the case of successful bidder, if the bidder:
- Fails to sign the contract,
  - Fails to furnish performance security,
  - Fails or refuses to honour his own quoted price for pest controlling at specified premises.

- c. In both the above cases, the bidder will not be eligible to participate in any of the tender issued by CCIC for one year from the date of issue of letter of intent. The bidder will not approach the court against the decision of CCIC in this regard.

## **5. Security Deposit /Performance Security**

- a. Successful bidder shall be liable to deposit Rs.5,000/-(Rupees Five thousand only) towards performance security.
- b. The Earnest money of the successful bidder may be adjusted against above interest free security deposit which shall be refunded on expiry of the contract.
- c. Security deposit shall be forfeited in case of unsatisfactory performance as decided by CCIC or variation in the quality of supply material which shall render into the termination of the contract.

## **6. Bid Documents Consists of:**

- i. Bid Data Sheet
- ii. E-Tender Notice
- iii. Technical cum Financial Bid Format (Ann-A)
- iv. Standard Instructions to the bidders.
- v. Benefits to Micro and Small Enterprises
- vi. NEFT/RTGS Mandate Form

The bidder is requested to examine all instructions, forms, terms and specification in the Bid documents. Failure to furnish all the information required as per Bid documents or submission of the bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

## **7. Tender Prices**

- a) Prices quoted by the tenderer shall be exclusive of all taxes/duties/levies/ service tax, which shall be shown separately.
- b) The tenderer is required to quote prices as per Financial Bid in tender documents.
- c) The rates quoted should be clearly typed / written in figures and words, repeat in figures and words free from over typing or over writing. The corrections, if any, must be authenticated by the full signature of the person who has signed the Bid.
- d) There shall be no escalation in the price during the contract period of one year.

## **8. Award of Tender**

The tender shall be awarded to lowest financial bidder i.e. L-1 party amongst technically qualified parties.

**9. Mandatory experience in the subject of tender:**

1. The agency should have valid license of pest control services issued by concerned department, Govt. of Delhi. (Attach proof)
2. The agency must be register with IPCA and Central Insecticide Board. (Attach proof).
3. The average Turnover of the Contractor for last 3 financial years ending on 31<sup>st</sup> March 2018 should be atleast Rs.10.00 lakhs; or
4. Contractor must have completed /executed experience atleast one similar work amounting to not less than Rs.8.00 lakhs; or
5. 2 similar works amounting to not less than Rs.5.00 lakhs: or
6. 3 similar works amounting to not less than Rs.4.00 lakhs, in last 3 years ending on 31.03.2018.

*The similar work means works related to providing professional pest controlling services for reputed institutions / PSUs, Govt. Bodies and renowned showrooms.*

**10. Payment terms/RTGS Mandate**

**For supply of Goods/Services**

1. Payment subject to TDS shall be made within 15 days after submission of bill alongwith certificate of work done on monthly basis. No advance payment shall be made. The payment shall be made through RTGS/NEFT for which enclosed RTGS mandate form is required to be submitted with the bid.
- 2 For purchase of Goods/Execution of works payment terms would as specified in the tender documents.

**11. Quality and Penalty**

The servicer shall ensure that the Pest control services under the contract are as per tender specifications / requirement keeping in view of clientele of the Showroom. Agencies must ensure that the pest control once done shall remain effective up to next pest control schedule failing which it shall have to be done again without any cost. In addition, constant quality complaints may lead to forfeiture of Performance Security Deposit.

**12. Management's right to accept any tender and reject any or all tenders**

Management reserves the right to accept or reject any tender, and to annul the tender process and reject all the tenders, at any time prior to award of contract.

Signature of authorized signatory & Seal

Date.....

Place.....

### **Benefits to Micro and Small Enterprises and Relaxation to startups**

- i) Exemption from submission of Earnest Money/Bid Security : MSEs (and not their dealers/distributors) registered with District Industry 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 MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.
- ii) Documents Required to be submitted by MSEs : Micro or Small Enterprises (MSE) registered with District Industry 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 MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
- iii) Performance Security : Micro and Small Enterprises registered with District Industry Centres 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 MSME however, should note that Performance Security shall be required to be submitted by them for orders/contracts placed by CCIC on them.
- iv) Purchase Preference :- In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE and such MSEs shall be allowed to supply at least 25% of total tendered value including minimum 03% reservation for women owned MSEs within the limit of 25% reservation. In case more than one such MSEs, the supply will be shared proportionately (to tendered quantity).

In case of tender item is non-splitable or non-dividable, etc: MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

Out of 25% target of annual procurement from MSEs, a sub target of 4% (i.e. 25% out of 25%) will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender Process or meet the tender requirements and the L1 price, the 4% sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs will be met from other MSEs.

**Definition of MSEs owned by SC/ST is as given under:**

- (a) In case of proprietary MSE, proprietor(s) shall be SC/ST.
- (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- v) In case a supplier (other than Micro/Small Enterprise) against an order placed by CCIC procures materials from their sub-vendor who is a Micro or Small Enterprise registered with District Industry 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 MSME, with prior consent in writing from CCIC, the complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor(s) shall be furnished by the supplier to CCIC. All other terms and condition of the tender will remain unchanged.
- vii) **Relaxation to Startups** : Condition / criteria of prior turnover and prior experience is relaxed for **Startups Medium Enterprises** whether Micro & Small Enterprises (MSEs) or otherwise subject to their meeting of quality and technical specifications. All startups (recognized by Department of Industrial Policy & Promotion) are also exempted from payment of EMD.

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CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.  
JAWAHAR VYAPAR BHAWAN  
JANPATH, NEW DELHI-01

**Mandate for payment through NEFT/RTGS**

**(Please use capital letters only)**

1.	Name of the party	
2.	Party address	
3.	Contact No.	
4.	Email ID	
5.	PAN No.	
6.	Aadhar Number	
7.	Name of Bank Account holder	
8.	Bank A/C No.	
9.	Bank Name	
10.	Branch Code/ Address	
11.	IFSC Code	
12.	MICR Code	

1. Cancelled cheque of above mentioned account and Copy of Pan Card must be enclosed.
2. I hereby declare that particulars given above Point No.1 to 12 are correct and complete, if the transaction is delayed or not effect at all for reason of incomplete of incorrect information, I would not hold the CCIC OF INDIA LTD. responsible.
3. I also under take that I shall inform any changes in my bank account particulars in future to CCIC failing which payment shall continue to be made as details to CCIC by me, for which CCIC shall not be held responsible.
4. Certified that the particular furnished above are correct as per knowledge.

Date : \_\_\_\_\_

\_\_\_\_\_  
(Signature of party)