INDIAN CUSTOMS AND INDIRECT TAXES MUSEUM, PANAJI, GOA.

NOTICE INVITING E-TENDER FOR PROVIDING PEST CONTROL SERVICES AT THE INDIAN CUSTOMS AND INDIRECT TAXES MUSEUM AT PANAJI, GOA.

Tel.: 0832-2420620

The office of the Commissioner of CGST, Goa invites e-tenders from reputed and experienced Agencies and firms for carrying out Pest Control Services at the Indian Customs and Indirect Taxes, Museum at Panaji, Goa for the period from 01.04.2021 to 31.03.2022.

The e-tender forms along with the terms and conditions of the contract to be fulfilled by the interested Agencies/firms may be downloaded from the website https://eprocure.gov.in/sppp and www.cbic.gov.in

Bids shall be submitted online at CPPP website and submitted in 2 parts Technical bid and Financial bid.

The last date and time of receipt of filled e-tender forms is 04.03.2021 upto 11.00am. The e-tenders will be opened on 05.03.2021 at 4.15 p.m.

The Commissioner CGST reserves the right to accept/reject any bid and the decision shall be final and binding on the tenderer. No enquiry shall be entertained.

The undersigned may be contacted on Telephone No. 0832-2420620 for any clarification in the matter.

(AMREETA TITUS )
JT.COMMISSIONER(MUSEUM)(in-situ)
PANAJI, GOA.

F.No: 1/8/2019-Museum
Dated: 01.02.2021

1. The Asstt. Commissioner, CGST Hqrs. with a request to display on the Notice board of CGST Office, Panaji.
2. The Dy. Commissioner of Customs,(P)Marmagao, with a request to display on Notice Board.
4. Supdt.CGST, Tender Publisher.......to upload on the CPP portal.
5. The Navhind Times, O’Heraldo, Gomantak Times(Marathi).
TENDER ENQUIRY NO. 05 /2021 (Museum)

1. The Office of the Commissioner of CGST, Goa invites e-tenders from Pest Control Service providers to provide pest control services, at the Indian Customs and Indirect Taxes Museum at Panaji, Goa from 01.04.2021 to 31.3.2022. The services are required on a monthly basis and the area to be maintained is approximately 25,833.38 sq. ft.(ground floor + 1st floor).

2. Tendering process: The bidders are required to submit soft copies of their bids electronically on the CPPP portal using valid Digital Signature Certificates. The instructions and other information regarding submitting online bids on the CPPP portal may be obtained at http://eprocure.gov.in/eprocure/app. The tenderer shall fill up all the information in the e-tender forms in two parts(1) Technical bid Annexure ‘A’ and (2) Financial bid Annexure ‘B’ complete in all respects electronically on the CPPP Portal. The terms and conditions of the e-tender are enclosed as Annexure to this notice.

3. The e-tenderer shall fill up all the information in the e-tender form in the format at Annexures along with the relevant details/supporting documents. Fixed amount of Rs.5,000/- by way of Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a Commercial Bank in an acceptable form drawn in favour of the Commissioner CGST, Goa at the Indian Customs and Indirect Taxes Museum at Panaji, Goa (Opp. Captain of Ports Office) may be sent by registered post or through courier so as to reach the Museum office latest by 11.00am on the last day i.e.04.03.2021. Exemption of EMD is allowed to Micro and Small Medium Enterprises (MSMEs) as defined in MSE Procurement Policy issued by the Department of Micro and Small and Medium Enterprises or are registered with the Central Purchase Organisation or the concerned Ministry or Department or Start ups as recognized by Department of Industrial Policy and Promotion(DIPP) as per Government of India Rules. Tender forms of agencies who do not deposit earnest money will be rejected.

4. The EMD of the unsuccessful bidder will be returned without any interest, while the EMD of the successful bidder will be returned without any interest after submission of the Performance Security deposit.

5. The tenderer shall sign and stamp each page of the tender document & all other enclosures as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. The tenderer shall fill up the information in the tender forms in clear and legible handwriting. Necessary documents of proof should be enclosed. Prices wherever quoted should be written both in figures and words. The Annexures shall be signed and stamped by the bidder or its authorized signatory as mentioned above. Incomplete tender forms will be rejected outright.
6. The e-tenders will be opened on 05.03.2021 at 4.15 p.m.

6.1 Tenders incorporating additional conditions by the agency will be rejected. E-Tender forms of agencies who do not deposit earnest money will be summarily rejected.

7. **Performance Security**: The successful bidder will have to submit an amount of 10% of the total value of the contract in the form of an Account Payee Demand Draft/Fixed deposit Receipt/Bank Guarantee from a Commercial Bank in an acceptable form drawn in favour of “The Commissioner of CGST, Goa”, at the time of signing of the Agreement. The validity of the Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations i.e. 31.05.2022.

The Performance Guarantee shall be refunded to the selected bidder without any interest on the completion of all contractual obligations i.e. 31.05.2022. In case of breach of contract or violation of any terms of the contract, performance security deposit shall be forfeited.

8. The contractor/bidder will be liable for ensuring compliance with the relevant Rules and Regulations as notified by the Government from time to time.

9. **VALIDITY OF THE TENDER**

The validity of the e-tender will be from 01.04.2021 to 31.03.2022. The contract may be terminated for reasons of want of funds or other administrative reasons or unsatisfactory performance of the job. In such cases, the contractor will be given advance notice in writing.

10. **RATES**

The rates quoted should be inclusive of all taxes and other charges and the rates should be mentioned in figures as well as in words. The amount quoted shall not vary during the entire period of contract.

11. **PENALTIES**

i) In the event of failure in maintaining the Pest Control Services during any month to the desired standards in part or full, the Agency/Firm is liable to pay penalty at the rate of Rs. 250/- per day, which shall be recovered from the bills or otherwise.

ii) In case any termites are noticed in the Museum, the agency will have to immediately redo the pest control and also penalty of Rs. 2,000/- will be imposed on the agency and may even result in termination of the contract.

iii) The contractor would ensure that all its personnel deployed behave courteously and decently with the employees/officers of the museum. They should be given identity cards which should be displayed whenever on duty in the Museum. They should maintain law and order in the premises.

12. The Commissioner of CGST, Goa reserves the right to postpone the date of opening or to accept or reject any or all the E-Tender/bids.
13. **SCOPE OF WORK**

The Indian Customs and Indirect Taxes Museum, Panaji, Goa has a built up area of approximately 12,916.69 sq.ft. on the ground floor and 12,916.69 sq.ft. on the 1st floor.

**The work of Pest Control Services will involve:**

a. Anti Rodent/Bird control: Entire Museum building (ground floor and 1st floor) through permitted insecticides as per Government of India and WHO norms (standard branded Chemicals to be used) to eradicate the menace of rodents, mice, insects, birds etc. Frequency: Twice a month during the period 01.04.2021 to 31.03.2022. It should be ensured that the chemicals used are effective and that the museum is free from all rodents/birds.

b. General Pest Control: Spray, Gel and Herbal treatment for cockroach, ants & Lizards. Frequency: Monthly once during the period 01.04.2021 to 31.03.2022.

c. Termite (White ants) Control treatment: Frequency: Monthly once during the period 01.04.2021 to 31.03.2022 (for roof, beams in only 3 galleries and curators room, wooden flooring, showcases, half height paneling, staircases, auditorium etc.).

For all the 3 above mentioned Pest Control Treatment, only branded standard chemicals and other medicines ( compulsorily use chemicals of any of the brands i.e Bayer, Rallis & Bombay Chemicals Ltd.) Herbal/Gel system to be used.

Agencies must ensure that the pest control once done shall remain effective upto next pest control service, failing which it should have to be done again without any cost or else it will result in termination of contract.

14. **TIMINGS FOR CARRYING OUT PEST CONTROL SERVICE.**

The Pest control services should be carried out only on Sundays by two personnel as pest control is to be carried out on the beams of the roof between 2.00pm. to 4.30p.m. under prior intimation to the Museum staff.

15. **QUALIFICATIONS OF THE AGENCIES/FIRM**

a) The bidder should have a valid license to stock and use permissible insecticide for commercial pest control operation and agriculture license.

b) The bidder should have ISO 9001-2008 certificate.

c) The bidder should have an experience of at least 3 years or more in such services to the Government/Semi Government Departments/Organizations (Copies of Empanelment certificate, Customer satisfactory certificates and work orders may be attached).

d) Copies of having satisfactorily executed similar work in a government or reputed organization. Copies of necessary orders must be enclosed.

e) The bidder should not be blacklisted by any PSU, Banks/Govt. organisations. Self declaration should be submitted by the authorized official of the company.
15.1 Copies of the following documents are required to be uploaded along with the e-tender:
1. VAT/Sales Tax/GST and PAN number Registration Certificates.
2. List of clients along with Empanelment certificate, customer satisfactory certificate
   and work orders from other government and semi-government organizations.
4. Labour license.
5. P.F/E.S.I.C. information and payment challans.
7. Five year bank account statement and TDS details.
8. Turnover certificate from the Chartered Accountant and Bank Solvency certificate

16. RESPONSIBILITY OF THE AGENCY/FIRM

1. The Agency/Firm shall employ manpower required as mentioned in the Annexure ‘A’ for
   providing Pest Control Services at the Indian Customs and Indirect Taxes Museum premises in
   neat and tidy manner. The details of the personnel deployed at the museum along with photographs, mobile numbers and police clearance should be submitted at the time of signing of
   the Agreement.

2. The workmen should have sufficient experience and should be given identity cards which
   should be displayed on their uniforms.

3. The personnel deployed should not mishandle any of the machinery items, equipments,
   furniture, paintings, electrical fittings, office records and showcases containing antiquities and
   artefacts. The agency/firm should ensure that no stains/marks are left behind on the showcases,
   mannequins/artefacts displayed and on the wooden surfaces/staircases after the pest control
   services are carried out. If any damage is done to the departmental property, the cost will be
   recovered from the agency/firm.

4. For every service visit, the service provider should prepare a service report which should
   be endorsed by the Superintendent of Customs Museum, Panaji, Goa. The service report should
   list down activities carried out.

17. PAYMENTS:

1. The payment will be made to the Pest Control Agency on a monthly basis against bills
   after verification of the service reports as per the agreement by the Department. The Pest Control
   Agency will be responsible for payment of salaries etc. of the personnel engaged in pest control
   work.

2. Taxes if any will be deducted as per rules in force. The department shall deduct Income
   Tax (TDS) on the value of work done from each bill of the agency as per prevailing Government
   instructions/orders, in lieu, the department shall issue a certificate of deduction of the tax at
   source to the agency, in relevant forms.
18. IMPORTANT RESPONSIBILITIES OF THE AGENCY/FIRM.

The Museum houses objects of invaluable nature. The workmen should be highly dependable. The agency/firm must take the responsibility and give in writing that those deployed are of clean character and without any criminal record and submit police verification of the personnel deployed in this regard. If found otherwise, the order will be summarily cancelled. The firm will be blacklisted and the same will be notified to other Government agencies. The contractor must also ensure that the workmen wear clean uniforms and display their Identity card.

The Agency/firm shall take insurance cover protecting the agency against all claims applicable under the Workmen’s Compensation Act, 1984. The Department shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on this Commissionerate the same shall be reimbursed/indemnified by the contractor.

No other person except Agencies/firm authorized representative shall be allowed to enter the Museum. The Agency/firm shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

F. No. 1/8/2019-Museum
Dated : 01.02.2021

[Signature]
AMREETA TITUS
JT.COMMISSIONER(MUSEUM)(in-situ)
PANAJI, GOA.
E-TENDER FORM FOR PROVIDING PEST CONTROL SERVICES AT THE INDIAN CUSTOMS AND INDIRECT TAXES MUSEUM AT PANAJI, GOA FROM 01.04.2021 to 31.03.2022.

1. Name of the Tenderer:
2. Address of the Tenderer:
3. Name of the Proprietor:
4. Contact Telephone No. /Mobile No.
5. Email address
6. Fax No.
7. ESI Code:
8. EPFO code:
9. GST Registration No:
11. PAN Number :
12. Names of the technicians with their mobile numbers,
   Copies of Identity card, and qualification proof
13. Income Tax Returns for the last 3years
14. Work experience certificate
15. Registered with Registrar of Companies.
16. Registered with Provident Fund Commissioner.
17. License issued from the Ministry of Labour, GOL
18. Brief profile of the Agency.
19. Scanned copy of EMD
20. List of clients for showing experience in the field
21. Whether having ISO 9001-2008 certificate:
23. Whether having Agriculture license and license to stock and use of permissible insecticide for commercial pest/bird control association.

Name:

Signature of the Contractor or authorized signatory

Seal
FINANCIAL BID - ANNEXURE 'B'

E-TENDER FORM FOR PROVIDING PEST CONTROL SERVICES AT THE INDIAN CUSTOMS AND INDIRECT TAXES MUSEUM AT PANAJI, GOA FROM 01.04.2021 to 31.03.2022.

1. Name of the Tenderer:

2. Address of the Tenderer:

3. Name of the Proprietor:

4. Contact Telephone No. /Mobile No. /Fax No.

5. Rates quoted:

6. Taxes:

7. Total:

8. Details of EMD

Name:

Signature of the Contractor or authorized signatory

Seal
DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.

Should this tender be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions annexed hereto as applicable. A sum of Rs. ____________/-
Rupees ______________________ (only) is herewith forwarded in D.D. No. __________ dated __________ drawn on __________________ as earnest money. If I/We fail to commence the work specified in the above memorandum I/We agree that President of India through the Commissioner of CGST, Goa, shall, be at liberty to cancel the acceptance of the tender.

Name:

Signature of the Contractor or authorized signatory

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