

**NATIONAL BANK STAFF COLLEGE, LUCKNOW**

**ANNUAL MAINTENANCE CONTRACT FOR PEST CONTROL - OFFICE  
PREMISES & STAFF QUARTERS AT NBSC/BIRD, LUCKNOW-226012**



NAME OF TENDERER: \_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Principal**

NATIONAL BANK STAFF COLLEGE  
SECTOR 'H', LDA COLONY  
KANPUR ROAD  
LUCKNOW - 226 012

**SCHEDULE OF TENDER :**

- i. Tender document will be available from 05/10/2016 to 19/10/2016
- ii. Submission of Tender by 1500 hrs on 19/10/2016
- iii. Opening of tender - 1530 hrs on 19/10/2016

**This tender consists of 27 pages.**

## TENDER NOTICE

(1) Sealed tenders are invited for Annual Maintenance Contract for Pest Control - Office Premises & Staff Quarters at NBSC/BIRD, Lucknow-226012, which is estimated to cost **Rs 4,00,000/-** (Rupees Four Lakh only).

(2) Contractors, who are eligible as per the criteria given at para (4) below, need tender for the work.

(3) Tender forms will be issued from **05/10/2016 to 19/10/2016 upto 1.00 PM** from the office of the Principal, National Bank Staff College (NBSC) Sector 'H', LDA Colony, Kanpur Road, Lucknow- 226012 on payment of **Rs. 150.00** which is not refundable under any circumstances. Tenders in prescribed forms, along with EMD of **Rs. 8,000/-** for Annual Maintenance Contract for Pest Control-Office Premises & Staff Quarters at NBSC/BIRD, Lucknow-226012 superscribing the description of the work on sealed envelope and addressed to **Dr. P. J. Ranjith, Principal**, National Bank Staff College (NBSC), Sector 'H', LDA Colony, Kanpur Road, Lucknow 226 012 will be received by the National Bank Staff College (NBSC) upto 03.00 pm on **19 October 2016** and will be opened on the same day at 03.30 pm in the presence of the authorized representative of the tenderers, who choose to be present. The Bank reserves the right to accept the lowest or any tender or to reject all of them. Validity of tendered rates shall be for 30 (Thirty) days from the date of opening. The firms downloading the application form and other documents related to the work from the website will have to pay non-refundable charges of **Rs.150/- (Rupees One hundred Fifty only)** by demand draft to our office at the time of submission of the application form and tender documents for the said work.

#### **(4) Eligibility Criteria:**

Bidders having experience in undertaking similar nature of work and fulfilling the following **eligibility criteria** only need tender for the work:

(a) Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least **30%** of the estimated cost i.e. **Average annual financial turnover ending 31 March 2016 should be at least 0.3 X Rs. 4,00,000/- (i.e. Rs 1,20,000/-)**.

(b) The Bidder must have executed during the preceding 7 years at least three similar works costing not less than the amount equal to **40%** of the estimated cost i.e. Three similar works each Rs 1,60,000/- each.

#### OR

Two similar works costing not less than the amount equal to **50%** of the estimated cost i.e. Two similar works costing Rs 2,00,000/- each.

#### OR

One similar work costing not less than the amount equal to **80%** of the estimated cost i.e. One similar work costing Rs 3,20,000/-.

(c) The bidder must have a valid license from the statutory authority for permission to carry out commercial & domestic pest control (Form VI-C). The license should not be only for selling, exhibiting and stocking insecticides. The license should be in the name of bidder. In case, the license is in the name of an individual, then he/she must be proprietor/partner or director of the bidding organization. The bidder must be a valid member of IPCA. Govt organization including PSUs and statutory bodies are

exempted from IPCA membership requirement. The licensor should be at least graduate in agriculture or in science with chemistry as subject with a certificate of minimum 15 days training from any of the following institutions- CFTRI, Mysore; Indian Grain Storage Institute, Hapur and National plant protection training institute, Hyderabad.

**(5) Bidding Process:**

The bidding will be a single stage bidding process and each bidder will submit **one envelope** as indicated below:

1. **Technical part** will contain transaction slips/proof of having submitted EMD (Rs.8,000/-) and tender fee (Rs.150/-), duly signed form of tender, NIT, General Conditions of Contract, Special conditions of contract, Safety Code, Schedule of Fiscal aspects, Specifications etc.
2. **Commercial part** will contain the Bill of Quantities (only as per enclosed proforma) duly priced.

**FORM OF TENDER**

Place:- Lucknow

Date:-

**The Principal**

National Bank Staff College (NBSC)  
Sector 'H', LDA Colony, Kanpur Road,  
Lucknow- 226012

Dear Sir

Having examined the Scope of work and the guidelines relating to Annual Maintenance Contract for Pest Control - Office Premises & Staff Quarters at NBSC/BIRD, Lucknow-226012 at National Bank Staff College (NBSC) Sector 'H', LDA Colony, Kanpur Road, Lucknow-226012 as specified in the memorandum hereinafter set out and having visited and examined the site of the work specified in the Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the work/s specified in the said Memorandum at the rates mentioned in the Annexure and in accordance in all respects with the specifications and instructions in writing referred to in the conditions of the tender, the Articles of Agreement, Special Conditions and terms and conditions, and in all other respects in accordance with such conditions so far as they may be applicable.

Yours faithfully

Name and Signature of the tenderer

**MEMORANDUM**

(a) Description of work/s: Annual Maintenance Contract for Pest Control - Office Premises & Staff Quarters at NBSC/BIRD, Lucknow-226012 at National Bank Staff College (NBSC) Sector 'H', LDA Colony, Kanpur Road, Lucknow- 226012.

(b) **Earnest Money :Rs 8000/-**

2. Should this tender be accepted, I/We hereby agree to abide by the terms and provisions of the said conditions of contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to the National Bank Staff College (NBSC), Lucknow amount mentioned in the said conditions.

3. I/We have deposited a sum of Rs 8000/- as earnest money with the National Bank Staff College (NBSC), Lucknow, which is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by me/us to the National Bank Staff College.

The names of partners of our firm are:

(i)

(ii)

Name of the partner of the firm authorised to sign

OR

Names of person having Power of Attorney to sign the contract. (Certified true copy of the Power of Attorney should be attached)

Yours faithfully,

Signature of authorised signatory

(Signature and addresses of witnesses)

The Agreement which would be entered by the successful tenderer with the National Bank is prescribed as follows:-

**ARTICLES OF AGREEMENT**

ARTICLES OF AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ between the National Bank Staff College, (NBSC), Sector-H, LDA Colony, Kanpur Road, Lucknow having its Head Office at Mumbai (therein after called “ the Employer”) of the one part and

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(hereinafter called “the Contractor”) of the other part

WHEREAS the National Bank Staff College (NBSC) is desirous of outsourcing the work of Annual Maintenance Contract for Pest Control - Office Premises & Staff Quarters at NBSC/BIRD, Lucknow-226012. (hereinafter referred to as the said premises)

AND WHEREAS the party has offered to undertake the work as per the scope of work and details indicated in the special instructions

AND WHEREAS the National Bank in consideration of the conditions and covenants to be observed by the party has agreed to permit the party to carry out the Annual Maintenance Contract for Pest Control - Office Premises & Staff Quarters at NBSC/BIRD, Lucknow-226012 hereinafter set out.

NOW, THIS AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES:-

NBSC hereby awards the work of Pest Control in the said premises from **01.11.2016 to 31.03.2017**. If the work rendered by you is satisfactory then the bank may at its own discretion extend the contract for a period of one year or more on the same terms and conditions.

2. As compensation for the Pest control work , the party shall be reimbursed an amount of

Rs \_\_\_\_\_ / ( Rs \_\_\_\_\_ only) per month plus

taxes as applicable. These rates shall be firm rates. No request for increase of rates shall be entertained by the Bank on grounds of increase in cost of material, labour costs or any other reasons during the period of the agreement.

3. The compensation shall be payable to the party by NBSC within 02 weeks from the date of receipt of the bill for the month for which services have been rendered to the satisfaction of the Bank.

4. (a) The party shall comply with the municipal and other laws, obtain license, permission as required under the contract labour laws and cover all the employees under his charge with all statutory requirements like minimum wages, EPF, ESIC etc. The party shall indemnify and keep indemnified the Bank against any lapse on the party's part in complying with these conditions or any other statutory requirements in connection with the Electrical Maintenance work.

(b) The quality of maintenance work shall be of good standard subject to the satisfaction of the Chief General Manager of the Bank

(c) The party shall keep, at a conspicuous place in the said premises a complaint/suggestion register in which complaints and suggestions, if any, could be recorded by the concerned and the complaint/suggestion register shall be open to inspection by the Chief General Manager or any other officers of the Bank so deputed by him. The party shall put up the complaint register once in a week on Monday mornings and if Monday were to be a public holiday or by any other reasons the NBSC remain closed on any Monday the same shall be submitted on the next working day immediately following that day. The Chief General Manager will take such action in respect of each complaint or suggestions as the case may be and the party shall be obliged to take remedial / rectification measures as instructed by the Principal/Chief General Manager.

(d) The party shall ensure that no loss or damage is caused by an act or default on his part or his employees and agents to the Bank's furniture, fixture and fittings and other articles.

(e) This agreement shall stand automatically terminated in the event of insolvency, death or mental disorder of the party.

(f) If the Principal/Chief General Manager so considers that the situation so warrants then he shall be entitled to terminate this agreement without giving any prior notice and also without assigning any reason in writing and the party shall not be entitled to any

compensation in the event of such termination.

**However, in normal course the agreement can be terminated by the party by giving three month 's notice and by the Bank by giving one month`s notice.**

(g) On the expiry or earlier termination of this agreement the party shall remove himself and his employees/servants and agents from the premises and all articles belonging to him, or to his employees or agent.

(h) If any dispute arises on any matter concerning this agreement, then the decision of NBSC shall be final and binding in respect of such dispute.

(i) The reference to the Principal/ Chief General Manager in this agreement and the schedules hereto annexed shall mean the Chief General Manager holding, charge of General Administration Department for the National Bank Staff College (NBSC) Sector 'H', LDA Colony, Kanpur Road, Lucknow- 226012 and shall include, in respect of any powers exercisable by him or NBSC under this agreement any officers of the NBSC designated by him in that behalf from time to time.

(j) This agreement shall be executed in duplicate. The Bank shall retain the original and party the duplicate. Stamp duty on original and duplicate shall be borne by the party.

IN WITNESS WHEREOF the National Bank Staff College has set its hands to these presents and a duplicate hereof through its authorised official and the party has set his hands to these presents and the duplicate on the day/month and year first hereinabove written.

SIGNATURE CLAUSE:

SIGNED AND DELIVERED By the National Bank Staff College, Lucknow

by the hand of Shri

Signature of Authorised representative of the Employer/  
Accepting Authority Witness (Signature, Name and Address)

Signature of Authorised representative of the Employer/Accepting Authority	Signature of Contractor (with seal)
Witness (Signature, Name and Address)	Witness (Signature, Name and Address)
1	1
2	2



## Schedule "A"

### **Terms & Conditions**

1. In the said conditions hereinbefore mentioned, the officer in charge of the General Administration Department i.e. the Chief General Manager shall act on behalf of the Bank.
2. The said Conditions and appendix thereto shall be read and construed as forming part of this agreement, and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively contained in the said Conditions.
3. The agreement and documents mentioned herein shall form the basis of this Contract.
4. This Contract is for PEST CONTROL, other areas, and allied works as specified in the scope of work and special conditions, at National Bank Staff College (NBSC) Sector 'H', LDA Colony, Kanpur Road, Lucknow- 226012 as per the rates accepted and the governing conditions.
5. The party shall make good any damages to the property, during and after the completion of the Contract.
6. All payments by the Bank under this contract will be made only at National Bank Staff College (NBSC) Sector 'H', LDA Colony, Kanpur Road, Lucknow- 226012.
7. All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at National Bank Staff College (NBSC) Sector 'H', LDA Colony, Kanpur Road, Lucknow- 226012 and Courts in Lucknow only shall have jurisdiction to determine the same.
8. That the several parts of this contract have been read by the party and fully understood by him.

### **General Instructions to Party**

Sealed Tenders, should be addressed by name to The principal, National Bank Staff College (NBSC) Sector 'H', LDA Colony, Kanpur Road, Lucknow- 226012 and superscribed " ANNUAL MAINTENANCE CONTRACT FOR PEST CONTROL- OFFICE PREMISES & STAFF QUARTERS, at Sector 'H', LDA Colony, Kanpur Road, Lucknow- 226012" and send so as to reach him not later than **03.00 p.m. on 19<sup>th</sup> October 2016**. The tenderers should clearly indicate on each copy of the tender, under the full signature, whether it is original or duplicate.

**No tender will be received after 03.00 P.M. on 19<sup>th</sup> October 2016 under any circumstances whatsoever.**

Tenders will be opened on **19<sup>th</sup> October 2016 at 3.30 PM** at his office by the Principal, National Bank Staff College, or any other officer designated for this purpose by him in the presence of other officials and the tenderers or their representatives, should they choose to be present.

Tender shall remain open for acceptance by the Bank for a period of Six Months from the date of opening the tender which may be extended by mutual agreement and the tenderers shall not cancel or withdraw the tender during this period/extended period.

The tender forms should be filled in English and all entries must be made by hand and written in ink. If any of the above documents are missing or unsigned the tender may be considered invalid by the Bank at its discretion.

Rate should be quoted both in figures and words in the columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderers. Over writing of figures is not permitted, failure to comply with either of these conditions will render the tender void at the Bank's option. No advice of any change in rate or conditions after opening of the tender will be entertained.

Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of the Contract, Specifications, Special Conditions, etc., as laid down. Any tender with any documents not so signed is liable to be rejected.

The tenders submitted on behalf of the Firm shall be signed by all the partners of the Firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender is liable to be rejected by the Bank.

The National Bank for Agriculture and Rural Development does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, without assigning any reasons for doing so.

Intending tenderers shall pay an Earnest Money Deposit a sum of Rs 8000/- by a Demand Draft drawn on a Schedule Bank which amount will be credited into the office of the National Bank Staff College. The Earnest Money Deposit will be returned to the tenderer if his tender is not accepted but without any interest.

Under no circumstances, Earnest Money Deposit will be accepted in the form of fixed deposit receipts or Bank Guarantee or insurance guarantee, cash or cheque.

The Earnest Money Deposit of Rs 8000/- paid by the successful tenderers shall be held by the National Bank Staff College as partial security deposit for the execution and due fulfillment of the contract. No interest shall be paid on the said deposit.

The Earnest Money Deposit of the successful tenderer will be converted into the Security Deposit and retained with National Bank Staff College. All compensation or other sum of money payable by the party to the Bank under the terms of this contract may be deducted from his security deposit if the amount so permits and the party shall, unless such deposit has become otherwise payable, within 10 days after such deduction make good in cash the amount so deducted.

On receipt of intimation from the Bank of the acceptance of his/their tender the successful tenderer shall be bound to implement the contract within 14 days thereof. The successful tenderer shall sign an agreement in accordance with the draft agreement along with other terms and conditions of the tender document.

The party shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the Bank. In case of breach of these conditions, the Bank may serve a notice in writing on the party rescinding the contract whereupon the Security Deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the party.

The tenderer must obtain for himself on his own responsibility and at his own expenses all

the information which may be necessary for the purpose of making the tender on entering into a contract and must inspect the site of the work and acquaint himself with all local conditions, means of access to work, nature of work and all matters pertaining thereto.

The successful tenderer must co-operate with the other contractor appointed by the Bank so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Bank.

The Bank will provide water and power required for the work free of cost at suitable points. The party should ensure that the water and power facility provided by the Bank are not wasted.

The Earnest Money Deposit of the successful tenderer will be forfeited if he fails to comply with any condition of the contract.

I/We hereby declare that I/We have read and understood the above instructions for the guidance to tenderers.

Signature of Tenderer : \_\_\_\_\_

Address: \_\_\_\_\_

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

### OTHER CONDITIONS OF THE CONTRACT

In Construing these Conditions, the Specifications, and Contract Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires. Interpretation Clauses are as under:

"The Bank"	Shall mean National Bank Staff College and shall include its assigns and successors.
"The party"	Shall mean M/s _____ and shall include his/their legal representative, assigns or successors
"This Contract"	shall mean the Articles of Agreement, the Special Conditions, the conditions, the Appendix and the specifications attached hereto which are duly signed.
"Notice in Writing"	written notice shall mean a notice in writing, typed or printed charter sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known residential or business address and shall be deemed to have been received when in the ordinary course of post it would have been delivered.
"Act of Insolvency"	shall mean any act of insolvency as defined by the Presidency Towns Insolvency Act, or the Provincial Insolvency Act or any amendments/modifications thereto.
"The Works"	shall mean work of PEST CONTROL, other areas, and allied works as specified in the scope of work and special conditions, at Office Premises & Staff Quarters, National Bank Staff College (NBSC), Sector 'H', LDA Colony, Kanpur Road, Lucknow- 226012 as provided herein.

Words importing persons include firms and corporations. Words Importing the singular only also include the plural and vice-versa where the context requires.

### **Covenants made by the party.**

1. The party shall conform to the provision of any Act of the Legislature relating to the works, and to the Regulation and Bye-Laws of any authority.
2. The party shall bring to the attention of the Bank all notices required by the said Acts, Regulations or Bye-laws to be given to any Authority and pay to such Authority, or to any Public Office all fees that may be properly chargeable in respect of the works, and lodged the receipts with the National Bank Staff College.
3. The party shall on request of the Bank immediately dismiss from the works any person employed thereon by him who may, in the opinion of the Bank, be incompetent or misconduct's himself, and such person shall not be again employed on the work without the permission of the Bank.
4. The whole of the works included in the Contract shall be executed by the party and the party shall not directly or indirectly transfer, assign or sublet the Contract or any part thereof or interest therein without the written consent of the Bank
5. The party shall be responsible for all injury to persons, and for all structural and decorative damage to property which may arise from the operation or neglect of party or their staff or damages arising from carelessness, accident or any other cause whatsoever in any way connected with carrying out of the party. The party shall indemnify the Bank and hold it harmless in respect of all and any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damages under Acts of Government or otherwise and also in respect of any Award of compensation of damages consequent upon such claims.
6. The Bank shall be at liberty and is hereby empowered to deduct the amount of any damages compensation, costs, charges and expenses arising or accruing from or in respect of any such claim or damages from any or all sums due or to become due to the party.

## Scope of work

National Bank Staff College (NBSC) Sector 'H', LDA Colony, Kanpur Road, Lucknow

AMC for Pest Control - Office Premises & Staff Quarters

### DETAILED SCOPE OF WORK AND OTHER TERMS & CONDITIONS

1. The pest control treatment of Office Buildings and Staff Quarters at National Bank Staff College (NBSC) Sector 'H', LDA Colony, Kanpur Road, Lucknow- 226012 will include treatment of Basement, Ground floor plus three upper floors including lifts, terrace etc. on monthly basis. The firm is to carry out the pest control services at fortnightly basis in canteen area (Herbal Treatment only). The approximate areas of Office Premises and quarters are provided in schedule of quantities.
2. Xerox copy of valid pest control operator's license issued by Department of Agriculture, Government of Uttar Pradesh may be enclosed. You should also have such other licenses/ permission if any, required to operate as pest control contractor.
3. Rates are inclusive of removal of debris out of premises and clearing the site thoroughly and unless the same is done to the satisfaction of the concerned officer, bill will not be settled.
4. The rodent control treatment should be carried out by trapping, poison baits, fumigation, etc. in and around the premises to keep it free of rats. If after treatment also, rodents are found, additional treatment shall be carried out without any extra payment. Rodent control should commence with strategic placement of bait and at suitable interval of times to bring the rodent population under control. Subsequently, periodic visits/ treatments should be made by the contractor to continue baiting as per the specification and keep constant vigil on rodent population.
5. Rates are inclusive of taxes and taxes as applicable shall be deducted from total payment mad in the financial year.
6. The Bank shall not be responsible for any personal loss or injury or accident to the contractor's person while execution/ servicing of work or otherwise. No banned chemical should be used.
7. Materials used should conform to the stipulations in the relevant I.S. Codes (Latest Edition).
8. Rates should include for any additional materials required for satisfactory completion of the work, even if the same are not included in the schedule of quantities.
9. The contractors shall specify all the chemicals which are proposed to be used by him/ them. Formulation of chemicals shall be comprising any of the following.

1	Deltamathrine
2	Kingfog
3	Baygon Bait
4	Imidachloropid
5	Cyfluthrine
6	Lindane
7	Bromodiline cake
8	Zinc Phosphide
9	Chlorpyriphos
10	Alphamathrine
11	DDVP
12	Cypermathrine

10. The contractors shall forward the information such as method of treatment proposed, chemicals proposed to be used, concentration and the rate of application of the chemicals, which may be decoded by him/them after studying the state and type of infestation.
11. All chemicals sprayed or gas generated at the time of treatment shall be harmless to human beings in the premises treatment.
12. Entire quantity of required material /chemical, kerosene etc. are per theoretical consumption should be brought at site at one time only. Chemical available in the original container in market with concentration indicated on sealed container shall be brought to the side of work. the empties should be removed with the permission of the bank.
13. The treatment should effectively eradicate all household insects such as cockroaches, bugs, spiders, silver fish wasps' bees etc. The treatment includes rodent control by trappings, poison, baits, fumigation, etc. to be carried out in and around the premises to keep it free of rats. Bee-hives/honey combs, etc. if any, shall be removed at no extra cost as and when visible at any of floors. Chemical spray and burning the spot of hives shall also be included. If at any time, pest/rodents, etc. are found in the premises after completion of treatment, additional treatment shall be carried out without any additional payment.
14. Payment will be made on satisfactory and monthly basis for office premises on completion of monthly treatment.
15. Contractor shall ensure that his persons are properly dressed and equipped with safety kits, tools, tackles etc. with identity card and uniform.
16. All the chemicals to be used in the work are subject to bank verification as per specifications. to be used in the work are subject to bank verification as per specifications. In case the work is not carried out satisfactorily, same will not be paid for. Banks action in this regards shall not be disputed.
17. In the event of any difference or dispute in connection with the agreement over the right of obligations of the parties, the matter shall be settled by arbitration in accordance with Indian Arbitration Act 1940, and any statutory modifications or reenactment thereof to the act in jurisdiction of Lucknow court.
18. In the event of breach of the aforesaid Terms & Conditions, NBSC shall be at liberty to terminate the contract summarily giving one month notice in the event of which you shall not be entitled for any compensation whatsoever.
19. The contractor will be responsible for compliance to all statutory provisions which may be applicable viz. ESIC, Provident Fund, minimum wages, accident / death insurance, license etc. for coverage of all the employees under his charge.



**APPENDIX**

**SCHEDULE OF FISCAL ASPECTS**

S No	Item	Details
1	Earnest Money Deposit	Rs 8,000/- (To be directly credited in NBSC's Current Account No. 912020055439842 with Axis Bank, Main Branch, 31/93 MG Road, Near Governor House, Lucknow, Uttar Pradesh 226001. IFSC Code No. UTIB0000053
2	Possession of site	Immediately on award of work
3	Liquidated damage per day	0.25% of value of the unfinished work per week subject to a maximum of 5% of value of contract.
4	Cycle for interim bill	On monthly basis
5	Release of retention money	The retention amount shall be refunded after one year
6	<b>Insurance Policies</b>	
a)	Workmen Compensation Policy	As per Workmen Compensation Act
b)	Third Party liability policy	Sum Assured minimum Rs.2 lakh
c)	Works insurance	Sum Assured : 125% of contract value
d)	Duration of the above policies	From date of commencement of work to end of Contract

## Scope of work

**National Bank Staff College (NBSC) Sector 'H', LDA Colony, Kanpur Road, Lucknow- 226012**

### **AMC for Pest Control in Office Premises and Staff Quarters**

#### **SCOPE OF WORK AND OTHER TERMS & CONDITIONS**

1. The contractor shall have valid license to carry out pest control operations. Copy of valid License issued by Department of Agriculture, Government of Uttar Pradesh may be submitted to the bank. You should also have such other licenses / permission, if required to carry out pest control operations.
2. The Contractor has to treat all the areas inside the NBSC Staff Colony, both from inside and outside the flat, as necessary or as decided by NBSC for treatment of mosquitoes, rodents, cockroaches, bugs, spiders, silver fish, wasps, lizards, etc. so as to keep the premises free from the above.
3. The rodent control treatment should be carried out by trapping, poison baits, fumigation, etc. in and around the premises to keep it free of rats. If after treatment also, rodents are found, additional treatment shall be carried out without any extra payment. Rodent control should commence with strategic placement of bait and at suitable interval of times to bring the rodent population under control. Subsequently, periodic visits/ treatments should be made by the contractor to continue baiting as per the specification and keep constant vigil on rodent population.
4. The contractor has to put necessary chemicals inside the drains, damp areas, manholes, sewer lines, etc. regularly to destroy the mosquito breeding at every fortnight or more frequently as directed by the bank.
5. The treatment for cockroaches, mosquitoes, bugs, spiders, silver fish, wasp, lizards, etc. inside the flats should be treated with Herbal treatments only. No other method of treatment shall be permissible inside the flats. The composition of the Herbal treatment should be clearly mentioned by the firm and the contractor should give an undertaking to NBSC to the effect that the material composition of the Herbal treatment is not harmful for human health by any means.
6. The contractor has to mention clearly the method of treatment for eradication of the household pests, rodents and mosquitoes by mentioning herbal treatment proposed to be used, its concentration and the rate of application of the chemicals, which the contractor can decide after visiting the colony concerned. All chemicals sprayed or gas generated out of spraying at the time of treatment shall be harmless to human health.
7. Fogging in the external areas for reducing the mosquito menace has to be done as and when necessary. The area of fogging shall be inside the Residential Complex on monthly basis as and where necessary and as decided by NBSC. The Contractor should mention clearly, the name of the chemical to be used for fogging and its concentration with water or with any other solvent. Contractor must give an undertaking to the effect that the chemical is not harmful for human health and, if any health hazard occurs due to the chemicals used in fogging, the contractor shall be solely responsible and shall bear all the costs for the same.
8. The contractor has to get signature of individual occupants for completing the Herbal Treatment inside the flat. In case the flat is vacant, the signature should be obtained from

the caretaker/ ACT. In case of no signature against a flat, payment shall not be done if the signature is found to be forged/ fabricated by the contractor, suitable penalty action shall be taken against the contractor, which may lead to termination of the contract.

9. Contractor shall mention the name of the herbal or any other chemical, along with the literature of the manufacturers and its concentration etc. proposed to be used at site. Contractor also should indicate the health problem on account of treatment. They should give an undertaking to the effect that the herbal or any other chemical, its solvent or its mix with any other compound are not harmful to human health either by consumption or inhaling. However, as the possibility of poisoning effect cannot be totally ruled out, contractor may also indicate the names of antidote that can be used in case of emergency. If any health hazard occurs due to the chemicals used, the contractors shall be held solely responsible and all the damages are to be recovered from them.
10. Applying the herbal chemicals inside the flats shall be done at strategic locations to get rid of all the household pests such as cockroaches, bugs, spiders, silver fish, wasps, lizards etc. The payment shall be done based on the resident's or CT/ACTs certificate and as per the rate quoted by the contractor.
11. Rates should include for removal of debris out of premises and clearing the site thoroughly and unless the same is done to the satisfaction of the concerned officer, bill will not be settled.
12. Rates are exclusive of all taxes. Taxes as applicable shall be deducted from total payment made in the financial year.
13. The contractor/s shall forward the information such as method of treatment proposed, chemicals proposed to be used, concentration and the rate of application of the chemicals, which may be decided by him/ them after studying the state and type of infestation.
14. Contractor shall ensure that his persons are properly dressed and equipped with safety kits, tools, tackles etc. with identity card and uniform.
15. In the event of any difference or dispute in connection with the agreement over the right of obligations of the parties, the matter shall be settled by arbitration. The conciliation/Arbitration shall be governed by the Conciliation and Arbitration Act, 1996 as in force from time to time.
16. In the event of breach of the aforesaid Terms & Conditions, NBSC shall be at liberty to terminate the contract summarily giving one month notice in the event of which you shall not be entitled for any compensation whatsoever.
17. **All the workmen deployed under the contract should have valid Identity Card issued by the Agency and should be in proper uniform having Agency/Firm/ Company's Name & Logo, embossed/embroidered on it.**
18. The contractor will be responsible for compliance to all statutory provisions which may be applicable viz. ESIC, Provident Fund, minimum wages, accident / death insurance, license etc. for coverage of all the employees under his charge.
19. In the event of contractor's staff not attending to a specific item of work required under the contract, pro-rata amount will be deducted from contractor's bills.

### **Special terms & conditions**

1. The Party shall pay the ESI & EPF contributions of all employees as per the prevailing Employees Insurance and Employees Provident Funds Acts under the contract. The contract value quoted by the Party is inclusive of Employer's share of ESI & EPF contributions and no separate charges shall be payable by us on this account. Monthly payment will be done on production of proof of payment towards ESI & EPF(counterfoils) & other documents such as registration number, photo card etc. As per requirements of Contract Labour (Regulation & Abolition) Act 1970, the payment of wages to the employees to be made by the contractor in presence of official of NBSC who will sign the payment register.
2. The staff deployed should be available 3 days prior to commencement of the contract to ensure smooth handing over / taking over from the existing contractor.
3. The Party should ensure payments to the labourers as per latest minimum wages act and also payment to be disbursed to the contract labour and supervisor in the presence of NBSC's representative on or before 7th of every month irrespective of fact that previous monthly bill is paid or not by the NBSC.
4. The Party shall employ the required number of workers and keep the attendance record properly so that same can be inspected by the competent authority.
5. Mobile phone of the supervisor deputed on site may be intimated to us.
6. The Party should provide 2 sets of uniforms of approved color and quality to the employees deployed for the job at NBSC and also one pair of safety shoes, every year at your own cost.
7. The Party shall observe all the necessary safety precautions for the safety of the labour and the employees of NBSC/residents of the colony during execution of works . The Party would be responsible for the safety of persons employed by the Party as also the safety of employees of NBSC / residents of the colony.
8. The Party shall take all precautions to avoid accident and causes of accident. The Party must be careful regarding safety during working of the Party worker in the premises/colony.
9. NBSC shall not bear any responsibility in case of any accident to the Party worker in the premises/colony due to no fault of NBSC's working but merely due to negligence of the Party worker or lack of safety provided to them by you.

Tenderers are requested to submit the following:

1. Copy of the registration certificate for the following (Strike out the option that is not applicable)

a )	ESI	:	
b )	EPF	:	
c )	Service Tax	:	
d )	Income Tax	:	
e )	PAN No.	:	
f )	Sales Tax	:	
g )	Labour commission	:	

**PROFORMA FOR ELECTRONIC PAYMENT**

Name and address of contractors/service providers with phone nos

.....  
 .....

1	Name of the account holder (As appearing in the Bank account)	
2	Name of the Bank	
3	Name of the Branch	
4	Account number	
5	RTGS/ NEFT/ IFS Code	
6	Type of account (Savings, current, etc.)	

1. Please enclose photocopy of cancelled cheque and PAN Card along with Tender Document.
2. Contractor should follow C.L.(R & A) Act and Minimum Wages/labour Act. Contractor should indemnify NBSC for any liability arising out of operation of C.L.(R & A) Act and Minimum Wages/labour Act.
3. Relevant experience certificates and Client Reports.
4. License from Competent Authority, wherever applicable.
5. The quotations are liable to be rejected if the above conditions are not complied with.

Place:

Date:

**Name, Signature and Seal of the Contractor**

National Bank Staff College (NBSC)  
Sector-H, LDA Colony,  
Kanpur Road, Lucknow



Annual Maintenance Contract for Pest Control- Office  
Premises & Staff Quarters  
at

NBSC/ BIRD Campus,  
Sector-H, Kanpur Road,  
Lucknow

**\*\*\*\*\*Financial Bid\*\*\*\*\***

## PREAMBLE TO SCHEDULE OF QUANTITIES

Annual Maintenance Contract for Pest Control - Office Premises & Staff Quarters at NBSC/BIRD, Lucknow-226012: Preamble to schedule of quantities form a part of schedule of quantities for contractual purpose and should be studied carefully prior to filling up the schedule of quantities.

1. Schedule of quantities supersedes Technical specifications, General and Particular conditions of Contract in case there are any discrepancies between any of these sections.
2. Items are described to the best possible extent in schedule of quantities. However, should there be any clarifications required about any item, the same should be done by the bidder prior to quoting final rate for a particular item. No claim for any unclear and missing information shall be entertained once the contract is awarded.
3. Rate to be quoted against any item in the Schedule of Quantities shall be inclusive of all the materials, labour, equipment, facilities and direct and indirect overheads and profits necessary for safe and timely completion of item in accordance with the specifications.
4. Mode of measurements for any item shall be in accordance with IS 1200, if not mentioned in the item specifications. If there is any discrepancy the decision of NBSC shall be final.
5. Quantities allocated for various items are based on general inspection and as such they are only approximate. Variations to any extent are possible during actual execution for individual items as well as for whole work. It shall be the responsibility of bidder to assess the extent of variations and to account for the same in the quoted bid, no extra claim shall be entertained on account of variations in quantities for whatsoever reason.
6. If no rate/amount is mentioned against any of the items in Bill of Quantities, the same shall be considered to be covered in the quoted items, or the tender may be rejected at the discretion of NBSC.
7. Notes given in the Bill of Quantities should be read carefully before quoting the rates.
8. All quoted rates shall be exclusive of all taxes, Government Sales Tax (State & Central), Service Tax or any other taxes & inclusive of octroi and excise duty, levies, wages, etc. as per minimum wages Act etc. No other claim whatsoever in this respect shall be entertained. The rates shall be firm for the duration of this contract plus authorized extension period, if any.
9. Rate quoted by the contractor shall include for removal of debris out of premises to the safe LMC limit, removing stains and cleaning the site thoroughly and unless the same is done to the satisfaction of the Consultant/NBSC, the bill will not be settled.
10. Income Tax, Works Contract Tax or any other Tax as applicable will be deducted from any payment due to the Contractors. The Contractor shall furnish necessary documentary evidence related to PAN and Certificate for Registration under Works Contract Tax.
11. The BIS/CPWD specifications shall be followed wherever applicable, and in the absence of it, the decision of NBSC will be final in respect of the specifications given by the NBSC.



12. The tender rates shall be firm and shall not be subjected to variations on account of fluctuations in market rates, taxes or any other reasons whatsoever.

13. RATES TO BE FILLED IN BILL OF QUANTITIES

The tenderer is requested to fill up rates both in figures and words. If on check there are differences between the rates given by the contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.

- (a) When there is a difference between the rates in figure and in words, the rates, which correspond to the amounts worked out by the contractor shall be taken as correct.
- (b) When the amount of an item not worked out by the contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the contractors in words shall be taken as correct.
- (c) When the rates quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.

14. National Bank Staff College (NBSC) does not bind itself to accept the lowest or any tender and reserve the right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.

**15. Before tendering, the contractors are advised to visit the site, conduct survey of the existing set up so as to familiarize themselves with the scope of works to be carried out and get all clarifications as necessary from NBSC before quoting their rates.**

**DECLARATION BY THE CONTRACTOR**

We/ I have read and understood all the instructions/conditions stated above and We/ I accept all the above terms and conditions without any reservation. We/ I have taken in to account the above terms and conditions while quoting the rates.

Signature of Contractor

Place:  
Date:

Name and Seal  
Address:

## Schedule of Quantities

Annual Maintenance Contract for Pest Control - Office Premises & Staff Quarters at NBSC/BIRD, Lucknow-226012

### Schedule-I

#### Schedule of Rates for Pest Control Treatment once in a month in NBSC Campus

Sl. No.	Area of Pest Control	Particulars	Rates per month *	Amount per month * (Rs.)
1	Entire Office Building, Dining Hall, Kitchen, Reception, Pump House, Sub-station, Guard Rooms, Open Areas, Beehive elimination & Rodent Control	Area = 6050 sqm (approx.)	Rs.....	
2	Hostel Rooms (123 Nos.) General Disinfection & rodent control	123 X 20 = 2460 sqm (approx.)	Rs..... per room	
3	Residential Flats (71 Nos.) - General Disinfection & rodent control SF- Principal's bungalow + 16 flats= 17 flats SA-10 flats, SB-22 flats and SC-22 flats	SF- 17 Nos X 104 SA -10 Nos X 66 SB -22 Nos X 60 SC -22 Nos X 32 Area in sqm (Approx.)	SF- Rs..... per flat SA -Rs..... per flat SB -Rs..... per flat SC -Rs..... per flat	
4	<b>Fogging</b> - NBSC Campus & BIRD Campus**	2 X Rs ..... per treatment	2 X Rs ..... per treatment	2 X Rs ..... per treatment
5	<b>Anti-termite treatment</b> (03 years guarantee) **	Rs..... per sq. ft.	Rs..... per sq. ft.	Rs..... per sq. ft.
6	<b>Wood borer treatment</b> **	Rs..... per sq. ft.	Rs..... per sq. ft.	Rs..... per sq. ft.
	<b>Sub Total per month</b>			

Amount in words:

\* Service Tax, extra as applicable from time to time.

\*\* These treatments should be carried out after prior approval of NBSC's competent authority in writing and the payment for the same will be in addition to the AMC charges.

Name, Signature and Seal of the Contractor

## Schedule of Quantities

Annual Maintenance Contract for Pest Control - Office Premises & Staff Quarters at  
NBSC/BIRD, Lucknow-226012

### Schedule-II

#### Schedule of Rates for Pest Control Treatment once in a month in BIRD Campus

Sl. No.	Area of Pest Control	Particulars	Rates per month *	Amount per month * (Rs.)
1	Entire Office Building, Dining Hall, Kitchen, Reception, Pump House, Sub-station, Multipurpose Hall, Open Areas	Area = 18000 sqm (approx.)	Rs.....	
2	Hostel Rooms (171Nos.) General Disinfection & rodent control	171X 20=3420 sqm (approx.)	Rs..... per room	
3	<u>Residential Flats</u> (a) Director's Bungalow & BF flats (1 + 26)= 27 (b) BM flats (14) (c) BA flats (35) (d) BB flats (42) (e) BC flats (22)	BF- 27 Nos X 92 BM-14 Nos X 78 BA -35 Nos X 66 BB -42 Nos X 60 BC- 22 Nos X 32 Area in sqm (Approx.)	BF- Rs..... per flat BM- Rs..... per flat BA -Rs..... per flat BB -Rs..... per flat BC -Rs..... per flat	
	<b>Sub Total per month</b>			
	<b>Grand Total per month</b> (Schedule-I + II)			

Amount in words:

\* Service Tax, extra as applicable from time to time

Name, Signature and Seal of the Contractor