



**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
East Khasi Hills, Umsawli Shillong- 793018

Phone No: 0364-2308011/8012

Email: spo@iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/23-24/010

Dated: 02.08.2023

**Sub: Notice Inviting Quotation for Pest Control Service at IIM Shillong, Umsawli Campus**

Quotations are invited on behalf of Director IIM Shillong from registered/ reputed dealer/supplier for tentative requirement of goods/services as per Terms & Conditions mentioned therein **in two packet system in two separate sealed covers duly marked “Techno-Commercial Bid” and “Price/ Finance Bid”, placed in another sealed cover/envelope.** The Quotation as per format given below are to be submitted in **Sealed Envelope**, addressed to the Chief Administrative Officer, IIM Shillong with the words **“Quotation for Pest Control Service at IIM Shillong, Umsawli Campus”, with due date boldly superscripted on the top of the envelope.** The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 09.08.2023 by 12:00 noon.**

**Detailed Technical Specification of requirement**

<b>Service Name (Pest Covers)</b>	<b>Frequency</b>	<b>Chemicals to be Use</b>
1. GPMS (General Pest Management Service) – Flies, Ants, Rodents, Snake, Mosquito, Lizard, General Pests	On Daily Basis (As per areas mentioned in Annexure A & B)	Deltamathrine spraying, Touble Gum, Roban Cake, Roda Box Installation, Fogger service, Lambdacyhalothrin spraying, Furaton, Carbolic Acid.
2. Anti Termite Service	Pre & Post Construction	Imidacloprid 30.5% s.c (systemic and contact insecticide)

**A. Technical Bid format (Packet 1)**

**BIDDER'S DETAILS**

1.	<b>Name of the Firm/Agency</b>	
2.	<b>Full address with Pin code, Telephone No/Mobile No.</b> <b>E-mail.</b> Address Telephone/ Mobile no.: Email id:	
3.	<b>Name &amp; Designation of Contact Persons</b> Name Designation Telephone/ Mobile no.: Email id:	
4	<b>Registration Details for Constitution of the Firm/ Agency (if any) (Attached copy)</b>	
5	<b>Nature of Business: Sole Proprietorship/ Partnership etc.</b> <b>(Documentary proof to be attached)</b>	
6	<b>a. GSTIN: (Copy to be attached)</b> <b>b. PAN: (Copy to be attached)</b>	
7	<b>Bank Account Particulars:</b> Name of the Beneficiary Bank Account Number Bank's Branch IFS code: Account type (SB/ CA) Name of the Bank Branch name & Address <b>(Please attached a copy of cancelled cheque)</b>	

**Signature and Seal of Bidder**

**Date**

**B. Financial quote Format (Packet 2)**

<b>Sl No.</b>	<b>Service Name</b>	<b>Frequency</b>	<b>Units</b>	<b>Rate per Month excluding GST</b>	<b>Total Amount excluding GST</b>	<b>Total Amount including GST</b>
1	GPMS (General Pest Management Service) – Flies, Ants, Rodents, Snake, Mosquito, Lizard, General Pests	On Daily Basis (As per areas mentioned in Annexure A & B)	3 months			
<b>Sl No.</b>	<b>Service Name</b>	<b>Frequency</b>	<b>Units</b>	<b>Rate per sq ft excluding GST</b>	<b>Total Amount excluding GST</b>	<b>Total Amount including GST</b>
2	Anti Termite Service Post Construction	One time	10,000 sq ft			
3	<b>GRAND TOTAL</b>					

**Additional Specifications/Requirement:**

**Validity of Quoted Rate:**

**Delivery/Supply Time:**

**Signature and Seal of Bidder**

**Date:**

**A. General Terms and Conditions**

1. This is Notice Inviting Quotation (NIQ) only hence does not bind the Institute in any commitment to place order to any vendor.
2. Tender should be addressed to the Chief Administrative Officer, IIM Shillong. The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 03.08.2023 by 12:00 noon** under sealed cover failing which the quotation shall be rejected. Terms and conditions for supply should invariably be indicated otherwise would be taken on its face value. The rates may be quoted on separate sheets failing which the tender(s) will be rejected.

TENDER SHOULD INVARIABLY BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:

PART-I: - TECHNO-COMMERCIAL BID IN ONE SEALED COVER.

PART-II: - PRICE BID/FINANCIAL BID IN ONE SEALED COVER.

BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN OUTERCOVER INDICATING THEREON:

i) Reference No. of the Quotation: \_\_\_\_\_

ii) Tender regarding: \_\_\_\_\_

iii) Due date for submission of the tender: \_\_\_\_\_

v) Name and Address of the firm: \_\_\_\_\_

PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNO-COMMERCIAL BID. THE PRE-QUALIFICATION DOCUMENTS AS REQUIRED SHOULD INVARIABLE BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

**NOTE: OFFERS SUBMITTED WITHOUT FOLLOWING TWO-PACKET SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED.**

3. No counter proposal is acceptable to us and conditional/late tenders are liable to be rejected.

4. Vendors/Suppliers/ Contractor are required to submit copies of valid GST and PAN Registration with all associated spec. sheets and brochures and copies of work orders executed in the Techno-Commercial Bid.
5. The Quotation should be submitted **as per the format given on Official Letter Head** of the vendor indicating GST No. & PAN. The Quotation submitted should be signed, seal of vendor affixed with date. The rate quoted should be Carriage and Insurance Paid (CIP) at Central Store IIM Shillong.
6. It will be the prerogative of the Institute to place the supply order for the whole lot or in staggered manner depending upon the requirement of the Institute.
7. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard.
8. Only one best quality item according to Institute approved specification should be quoted against the item.
9. Quotation will be accepted subject to the verification and inspection by competent authority of IIM Shillong.
10. Quotation will only be entertained when received within the stipulated date and time mentioned in the NIQ.
11. Validity of Quotation, Rate, GST & Delivery Period must be mentioned clearly in the quotation.
12. The NIQ queries (if any) should only be e-mailed on [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in).

#### **B. Special Terms and Conditions**

1. The service will be on daily basis i.e. from 9.00 am to 5.00 pm (except Sunday's), covering all the specified areas for pest control services. The area's surrounding the buildings and the perimeters up to 10 meters area will be covered for General pests, Flies, Mosquitoes, Rodents, Lizards, Snakes etc.
2. For General pests, Flies, Mosquitoes, Lizards etc Deltamethrine and Lamdacyhalothrin spraying and fogging is to be done.
3. For Rodents in the area specified Roda boxes is to be installed with Double Gum and Roban Cake with Phosphide powder should be used.
4. For Snakes, the drain lines in all the areas will be sprayed with Carbolic Acid and Furaton is to be sprayed.
5. For Open areas, services for Rodents, Snakes, and Mosquitoes will be done with the same procedure is to be followed as detailed above.
6. Details of work to be done area wise mentioned in Annexure A.

**Sd/-**  
**Purchase Officer**  
**IIM Shillong**

## ANNEXURE A

Area's to be Covered (Buildings/ Blocks)	Service Type	Service Frequency	Chemicals to be used
Type II Qtr's (A, B & C)	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
Type III Qtr's (A, B & C)	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
Type IV A, B & C	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
Type VI (A, B, C & D)	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
Director's Residence	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
Director's Residence	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
Main Gate House	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
Bank & Post Office	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
MRS	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
Male Barrack (Dr. A P J Abdul Kalam Centre)	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
Female Barrack	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
Main Building Office	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
Hostel I	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
Hostel II	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
Dinning Block	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton
Main Gate House	Rodents, Flies, Snakes, Mosquito, Lizards, Ants	Daily	Deltamethrine spray, Lambdacyhalothrin Spray, Fogging, Roda box & Touble gum, Fogging Service, Carbolic Acid and Furaton

<b>Area's to be Covered (Open Space)</b>	<b>Service Type</b>	<b>Service Frequency</b>	<b>Chemicals to be Used</b>
Play Ground	Rodents, Snakes, Mosquito	Daily	Roda box & Touble gum, Fogging Service, Carbolic Acid Spraying and Furaton
Area in front of Hostel I	Rodents, Snakes, Mosquito	Daily	Roda box & Touble gum, Fogging Service, Carbolic Acid Spraying and Furaton
Area in between Hostel I & Hostel II	Rodents, Snakes, Mosquito	Daily	Roda box & Touble gum, Fogging Service, Carbolic Acid Spraying and Furaton
Football Ground and its surrounding	Rodents, Snakes, Mosquito	Daily	Roda box & Touble gum, Fogging Service, Carbolic Acid Spraying and Furaton
Lawn In between the Type VI & Director's Residence	Rodents, Snakes, Mosquito	Daily	Roda box & Touble gum, Fogging Service, Carbolic Acid Spraying and Furaton
Left side from the Main Gate up to Cafeteria	Rodents, Snakes, Mosquito	Daily	Roda box & Touble gum, Fogging Service, Carbolic Acid Spraying and Furaton
Landscape in front of Main Building	Rodents, Snakes, Mosquito	Daily	Roda box & Touble gum, Fogging Service, Carbolic Acid Spraying and Furaton
Behind the Main Building (Northern Side)	Rodents, Snakes, Mosquito	Daily	Roda box & Touble gum, Fogging Service, Carbolic Acid Spraying and Furaton
Behind the Main Building (Western Side)	Rodents, Snakes, Mosquito	Daily	Roda box & Touble gum, Fogging Service, Carbolic Acid Spraying and Furaton