



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

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ENQUIRY NO: IIMS/S&P/NIQ/24-25/017

Dated: 04.09.2024

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 13.09.2024 by 03:00 pm.**

Detailed Technical Specification of requirement

| Service Name (Pest Covers) | Frequency | Chemicals to be Use |
|--|--------------------------------------|--|
| Indoor and Outdoor GPMS (General Pest Management Service) – Flies, Ants, Rodents, Snake, Mosquito, Lizard, General Pests | As per areas mentioned in Annexure A | 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. | Name of the Firm/Agency | |
| 2. | Full address with Pin code, Telephone No/Mobile No. E-mail. Address Telephone/ Mobile no.: Email id: | |
| 3. | Name & Designation of Contact Persons Name Designation Telephone/ Mobile no.: Email id: | |
| 4. | Registration Details for Constitution of the Firm/ Agency (if any) (Attached copy) | |
| 5. | Nature of Business: Sole Proprietorship/ Partnership etc. (Documentary proof to be attached) | |
| 6. | a. GSTIN: (Copy to be attached) b. PAN: (Copy to be attached) | |
| 7. | Bank Account Particulars: Name of the Beneficiary Bank Account Number Bank's Branch IFS code: Account type (SB/ CA) Name of the Bank Branch name & Address (Please attached a copy of cancelled cheque) | |

Signature and Seal of Bidder

Date

B. Financial quote Format (Packet 2)

| Sl No. | Service Name | Frequency | Period/ Unit | Rate per unit excluding GST | Total Amount excluding GST | Total Amount including GST |
|--------|--|---|---|-----------------------------|----------------------------|----------------------------|
| 1 | Indoor and Outdoor GPMS (General Pest Management Service) – Flies, Ants, Rodents, Snake, Mosquito, Lizard, General Pests | As per schedule mentioned in Annexure A | Indoor (1 service every month) for 3 months | | | |
| | | | Outdoor (1 service every week) for 3 months | | | |
| 2 | Anti Termite Service | As per schedule mentioned in Annexure A | 10,000 sq ft | | | |
| 3 | GRAND TOTAL | | | | | |

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 13.09.2024 by 03:00 pm** 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. Vendors/Suppliers/ Contractor are expected to visit the Institute and understand the scale of requirement before submitting their quote.
7. 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.
8. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard.
9. Only one best quality item according to Institute approved specification should be quoted against the item.
10. Quotation will be accepted subject to the verification and inspection by competent authority of IIM Shillong.
11. Quotation will only be entertained when received within the stipulated date and time mentioned in the NIQ.
12. Validity of Quotation, Rate, GST & Delivery Period must be mentioned clearly in the quotation.
13. The NIQ queries (if any) should only be e-mailed on 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 (for Outdoor) Flies, Mosquitoes, Lizards etc Deltamethrine and Lamdacyhalothrin spraying and fogging is to be done.
3. For General pests (for Indoor) Rodents, Flies, Snakes, Mosquito, Lizards, Cockroaches, Ants etc Deltamethrine and Lamdacyhalothrin only spraying is to be done
4. For Rodents in the area specified Roda boxes is to be installed with Double Gum and Roban Cake with Phosphide powder should be used.
5. For Snakes, the drain lines in all the areas will be sprayed with Carbolic Acid and Furaton is to be sprayed.
6. For Open areas, services for Rodents, Snakes, and Mosquitoes will be done with the same procedure is to be followed as detailed above.
7. Details of work to be done area wise mentioned in Annexure A.

Sd/-
Store and Purchase Officer
IIM Shillong

ANNEXURE A

| Area's to be Covered (Indoor) (Buildings/ Blocks) | Service Type | Service Frequency |
|--|---|--------------------------|
| Type II Qtr's (A, B & C) | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Type III Qtr's (A, B & C) | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Type IV A, B & C | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Type VI (A, B, C & D) | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Director's Residence | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Director's Residence | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Main Gate House | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Bank & Post Office | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| MRS | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Male Barrack | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Female Barrack | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Main Building Office | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Hostel I | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Hostel II | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Dinning Block | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Every week |
| Dr. APJ Abdul Kalam Centre | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Gym | Rodents, Flies, Snakes, Mosquito, Lizards, Ants | Once in every month |
| Area's to be Covered (Open Space) | Service Type | Service Frequency |
| Type II Qtr's (A, B & C) | Rodents, Snakes, Mosquito | Every week |
| Type III Qtr's (A, B & C) | Rodents, Snakes, Mosquito | Every week |
| Type IV A, B & C | Rodents, Snakes, Mosquito | Every week |
| Type VI (A, B, C & D) | Rodents, Snakes, Mosquito | Every week |
| Director's Residence | Rodents, Snakes, Mosquito | Every week |
| Director's Residence | Rodents, Snakes, Mosquito | Every week |
| Main Gate House | Rodents, Snakes, Mosquito | Every week |
| Bank & Post Office | Rodents, Snakes, Mosquito | Every week |

| | | |
|--|---------------------------|------------|
| MRS | Rodents, Snakes, Mosquito | Every week |
| Male Barrack | Rodents, Snakes, Mosquito | Every week |
| Female Barrack | Rodents, Snakes, Mosquito | Every week |
| Main Building Office | Rodents, Snakes, Mosquito | Every week |
| Hostel I | Rodents, Snakes, Mosquito | Every week |
| Hostel II | Rodents, Snakes, Mosquito | Every week |
| Dinning Block | Rodents, Snakes, Mosquito | Every week |
| Dr. APJ Abdul Kalam Centre | Rodents, Snakes, Mosquito | Every week |
| Gym | Rodents, Snakes, Mosquito | Every week |
| Play Ground | Rodents, Snakes, Mosquito | Every week |
| Area in front of Hostel I | Rodents, Snakes, Mosquito | Every week |
| Area in between Hostel I & Hostel II | Rodents, Snakes, Mosquito | Every week |
| Football Ground and its surrounding | Rodents, Snakes, Mosquito | Every week |
| Lawn In between the Type VI & Director's Residence | Rodents, Snakes, Mosquito | Every week |
| Left side from the Main Gate up to Cafeteria | Rodents, Snakes, Mosquito | Every week |
| Landscape in front of Main Building | Rodents, Snakes, Mosquito | Every week |
| Behind the Main Building (Northern Side) | Rodents, Snakes, Mosquito | Every week |
| Behind the Main Building (Western Side) | Rodents, Snakes, Mosquito | Every week |