

Request for Proposal (RFP)
For
Hiring of Pest & Rodent Control Agency
For
Punjab Infotech and Invest Punjab Offices at
Udyog Bahwan Sector 17 Chandigarh
PICTC/Admin/2025/02



Punjab Information & Communication Technology Corporation Ltd
(A State Govt. Undertaking)
5th & 6th Floor, UdyogBhawan, 18 Himalaya Marg,
Sector – 17, Chandigarh – 160 017
(Tel- 0172-5256400, Fax – 91-172-2702423)

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Document Control Sheet

S. No.	Particulars	Details
1.	Document Reference Number	PICTC/Admin/2025/02
2.	Start Date for issue of Tender Document	20-05-2025
3.	Last Date for submission of bids	05-06-2025
4.	Last date for pre bid queries	23-05-2025
5.	Tender Fees	Nil
6.	Processing Fee	Nil
7.	Punjab InfoTech Contact Details	Punjab Information & Communication Technology Corporation Ltd. (Punjab InfoTech) 5 th & 6 th Floor, Udyog Bhawan, 18 Himalaya Marg, Sector-17, Chandigarh – 160017 Email: contact@punjabinfotech.in Phone: 0172-5256400-401/433
8.	Website for download of tender document	www.punjabinfotech.in
9.	Method of Selection	L1 bases (Lowest Commercial)

Disclaimer

The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the The Punjab Information & Communication Technology Corporation Ltd (PICTC) or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the PICTC to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this RFP (“the Proposal”). PICTC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that PICTC is bound to select a Bidder or to appoint the Selected Bidder or pest & rodent control Agency, as the case may be, for the Assignment and PICTC reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by PICTC or any other costs incurred in connection with or relating to its Proposal.

PICTC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or for submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

Definitions

Unless the context otherwise requires, the following terms whenever used in this tender have the following meanings:

- a. **“Bidder”** means agency who submits Bid in response to this tender document.
- b. **“Bids”** means Bid submitted by bidders in response to the tender issued by the Corporation.
- c. **“Committee”** means committee constituted for evaluation of Bids.
- d. **“Contract”** means the Contract entered into by the parties for providing services defined in the tender along with the entire documentation specified in the tender.
- e. **“Corporation”** means Punjab Information & Communication Technology Corporation Ltd (PICTCL) also known as Punjab InfoTech.
- f. PBIP “Invest Punjab” means Punjab Bureau of Investment Promotion
- g. **“Parties”** means Punjab Infotech , Invest Punjab and the Selected Agency.
- h. **“PBG”** means Performance Bank Guarantee.
- i. **“Personnel”** means professional and support staff provided by the bidders.
- j. **“Portal”** means website www.punjabinfotech.in
- k. **“Services”** means the work to be performed by the bidder pursuant to this tender and to the contract to be signed by the parties in pursuance of any specific assignment awarded by the Corporation.
- l. **“SOW”** means Scope of Work for the selected bidder, specified in Section 4 of this document.
- m. **“The Term”** means the period of contract for 24 months
- n. **“Tender No. or Document Reference No”** means the document or tender No. mentioned in the Document Control Sheet irrespective of whatever may be mentioned in the text of this document.

Important Notices

1. This tender document is not transferable.
2. The response to this tender document should be full and complete in all respects. Incomplete or partial responses are liable to be rejected.
3. Bidders are advised to study the document (all instructions, forms, requirements) carefully. Submission of response shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
4. The bidder should upload all required documents / information with clear visibility, avoid missing documents and avoid bidding mistakes. In such cases, Punjab Infotech reserves its right in seeking clarification from bidder and may disqualify bidder if bidder is not able to provide clarification / desired information.
5. The bidder shall bear all costs associated with the preparation and submission of the response, including cost of demonstration, benchmarking and presentation for the purposes of clarification of the bid, if so desired by Punjab Infotech. Punjab Infotech will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short listing process.
6. Further clarifications, corrigendum and any other information related to this tender will be available at website www.punjabinfotech.in only.
7. Bidders are advised to check Punjab Infotech portal regularly for any Addendum / Corrigendum / Amendments related to the tender.
8. Punjab Infotech reserves the right to accept or reject any or all responses without assigning any reason.

Section 1: Invitation for Bids

1.1 Invitation

Punjab Infotech invites applications from the eligible and reputed organizations having expertise in rodent and pest control for the following office locations;

S.No.	Organisation	Tentative Area
01	Punjab Infotech (5 th and 6 th Floor of Udyog Bhawan Sector 17 Chandigarh)	Approximately 20,000 sq ft area
02	Invest Punjab (Ground Floor Second Floor, Udyog Bhawan Sector 17 Chandigarh)	Approximately 11,550 sq ft
03	Invest Punjab (First Floor Second Floor, Udyog Bhawan Sector 17 Chandigarh)	
04	Invest Punjab (Second Floor, Udyog Bhawan Sector 17 Chandigarh)	

Applicant Firms may note the following:

- a) Work Order resulting from this tender will be issued for a term of two years, extendable for another one year(*The Term”).
- b) The Corporation reserves the right to extend “**The Term**” for a period or periods to be mutually decided by the parties, such extension or extensions may be given on the terms and conditions of the RFP.
- c) Proposals must be received not later than the date and time mentioned in the Document Control Sheet.
- d) The Corporation may, at its discretion, extend the date for submission of Bids. In such a case all rights and obligations of the Corporation and bidders previously subject to the deadline will thereafter be subject to the deadline as extended. Any such extensions shall be informed to bidders through corrigendum issued on website www.punjabinfotech.in.

Section 2: Instructions to Bidders

2.1 Conflict of Interest

The selected bidders should provide professional, objective, and impartial services and at all times hold the Corporation's interest as paramount, strictly avoid conflicts with other assignments/ jobs or their own corporate interests and act without any consideration for future work.

2.2 Validity of Bids

- a) Bids shall remain valid for a period of 180 days from the date of opening of Bids. The Corporation reserves the right to reject a Bid valid for a shorter period as non-responsive.
- b) In exceptional circumstances, the Corporation may solicit the bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the bidder should be unconditional. The bid security shall also be suitably extended.

2.3 Right to Accept or Reject Bid(s)

The Corporation reserves the right to annul the tender process, or to accept or reject any or all the Bids at any time without assigning any reasons and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

If a Bid is selected, it will be the most advantageous regarding price, the technical compliance and deviations submitted by Bidder.

2.4 Fraud and Corruption

It is required that the Bidders submitting Bid and the successful bidder selected through this tender must observe the highest standards of ethics during the process of selection and during the performance and execution of contract.

- a) For this purpose, definition of the terms are set forth as follows:
 - i) **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of the Corporation or its personnel in contract executions.
 - ii) **"Fraudulent practice"** means a misrepresentation of facts, in order to influence a selection process or the execution of a contract, and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificially high or non-competitive levels and to deprive the Corporation of the benefits of free and open competition;

- iii) **“Unfair trade practice”** means supply of services different from what is ordered on, or change in the Scope of Work given in Section 4.
- iv) **“Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of contract.
- b) The Corporation will declare a bidder ineligible, either indefinitely or for a stated period of time, for participation in any tender, if at any time it determines that the selected bidder has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

2.5 Clarifications and Amendments of Tender

- a) During the process of evaluation of the Bids, the Corporation may, at its discretion, ask Bidders for clarifications on their Bid. The Bidders are required to respond within the prescribed time frame.
- b) The Corporation may for any reason, modify the tender from time to time. The amendment(s) to the tender would be clearly spelt out and the bidders may be asked to amend their Bid due to such amendments.
- c) In order to allow bidders reasonable time in which to take amendment into account in preparing their bids, Punjab Infotech may at its discretion extend the deadline for submission of bids.

Section 3: Selection Process

3.1 Process for Selection of Agency for Rodent and Pest Control

This tender is to hire an agency to provide rodent and pest control services at the mentioned office spaces as per RFP section 1. The responses received pursuant to this tender will be evaluated by a Committee constituted by the Corporation as per the criteria specified in this document and selected bidder will be awarded the contract on L1 basis, having lowest commercial quotes.

3.2 Eligibility Criteria (Pre-Qualification)

The bidders will be assessed as per the pre-qualification criteria defined in the RFP. Only the bidders who qualify pre-qualification shall be eligible for commercial bid opening evaluation. Non-conforming Proposals will be rejected and will not be eligible for any further processing.

The pre-qualification criterion is as below:

Sr. No.	Eligibility Criteria*	Supporting Document Required	Yes / No and Deviation, if any
1	Covering letter	Performa 1	
2	The agency must be registered in India and should have valid GST registration number	GST Registration Certificate PAN Card	
3	Should have atleast 2 purchase order minimum value of Rs 50,000 annually in the past three years w.e.f 01.04.2022 to 31.03.2025	Purchase Order/ Work Order and Completion Certificate for the same.	
4	Should not be blacklisted at the time of bidding by any PIU/Govt./Private organisation	Declaration as per Performa-2	

3.3 Disqualifications

The Corporation may at its sole discretion and at any time during the evaluation of Bid, disqualify any Bidder, if the Bidder has:

- a) Made misleading or false representations.
- b) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any project in the preceding three financial years;
- c) Submitted a Bid that is not accompanied by correct / relevant documents or is non- responsive;
- d) Failed to provide clarifications when sought within applicable/cited stipulated time;
- e) Been declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.
- f) Submitted a Bid with price adjustment/variation provision.

3.4 Prebid queries

Bidders can submit pre-bid queries, if any, on the e-mail mentioned on the document control sheet. Pre bid meeting date, if required may be intimated accordingly. Punjab Infotech is not responsible to reply to the queries.

3.5 Preparation of Bids

The Bidder must comply with the following instructions during preparation of bids:

- a) The Bidder is expected to carefully examine all the instructions, guidelines, terms and conditions and formats of the tender. Failure to furnish the necessary information as required by the tender or submission of a Bid not substantially responsive to all the requirements of the tender shall be at Bidder's own risk and will be liable to rejection.
- b) The Bid and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Bid.
- c) Bidder is allowed to modify/ substitute the Bid even after its submission but before "Last date for submission of bids" as mentioned in Document Control sheet. No bid can be modified subsequent to the deadline for submission of bids.

3.6 Submission of Bids

Bids shall be submitted in two sealed envelopes

- (i) Pre-Qualification bid (for Documents in clause 3.2 of RFP)
- (ii) Commercial bids (Rate of the Services as per perform 3)

Both the envelopes to be sealed and submitted in another envelope sealed by the bidder by writing on top **“Bids for Pest & Rodent Control”**

3.6.1 Pre-Qualification

The bidders will submit the relevant documents as per the section 3.6 given therein. Only the bidders who qualify pre-qualification shall be eligible for commercial bids. Non-conforming Proposals may be rejected and may not be eligible for any further processing

3.7 Evaluation of Bids/ Proposals.

Preliminary Scrutiny:

Preliminary scrutiny of the bid for eligibility will be done to determine whether the bids are in order and complete, whether the documents have been properly signed, whether any computational errors have been made. Proposals not conforming to such preliminary requirements are subject for being rejected.

Commercial Bid

While preparing the financial proposal, firms are expected to take into account the requirements and conditions outlined in the RFP document. The financial proposal should be as per perform 3 of RFP

- i. Commercial Bids will be opened for those bidders who have qualified the Eligibility Criteria.
- ii. The Commercial bids will be scrutinized by the Tender Committee.
- iii. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services (“Bid Price”).
- iv. Omissions, if any, in costing any item shall not entitle the bidder to be compensated and the liability to fulfill its obligations as per the Scope of Work within the total quoted price shall be that of the bidder.
- v. Any conditionality included in the financial proposal will lead to disqualification of the entire bid
- vi. Bidder with lowest commercial bid will be selected.

3.9 Award of Contract

The Corporation will notify the successful bidder in writing that its proposal has been accepted. The bidder shall furnish acceptance of the Purchase order within 7 days of its issuance by PICTC. In case the L1 fails to accept the Purchase Order. The EMD if any will be forfeited and tender will be cancelled

3.10 Confidentiality

Information relating to the examination, clarification and comparison of the Bids shall not be disclosed to any Bidder or any other persons not officially concerned with such process until the selection process is over. The undue use by any Bidder of confidential information related to the process may result in rejection of its Bid. During the execution of the project except with the prior written consent of the Corporation, the selected bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

Confidential information shall mean and include any and all confidential or proprietary information furnished, in whatever form or medium, or disclosed verbally or otherwise by the Bidder/ selected bidder and/ or the Corporation / department to each other including, but not limited to, the services, product information, financial data and statistics, whether or not marked as confidential or proprietary by the parties.

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Section 4: Scope of Work

4.1. Scope of Work

Sr.No.	Requirement	Frequency
Pest Control		
1	<p>Spray based treatment</p> <p>Mosquitoes, Clothes moths, Ants, Silver fish, Spiders, Scorpions, Centipedes, Earwings, Millipedes, house-files etc.</p> <p>(a) Residual Insecticides spray: Applied to the surfaces (under desks, corners, wall edges etc) against the crawling insects like ants, cockroaches and spiders. Chemicals to be used like deltamethrin , Cypermethrin</p> <p>All spray treatment should be Government approved and environment friendly</p>	Fortnightly basis
2	<p>Gel based pest control for Cockroaches. Please note that Gel should be of good quality with following features</p> <ul style="list-style-type: none">▪ No smell▪ Can be applied in sensitive areas such as kitchen appliances, computers, electrical control boards, record rooms etc. as it contain low dosage of active ingredient.▪ No need to leave the premises during or after treatment.▪ No need to empty drawers or cover up food or do any special preparations prior to the treatment	Monthly
Rodent Control		

1.	Live Catch Rat Traps (Kadaki) 20- Medium size and 20 big size	40 traps to be provided at the start of the tender which will remain the property of the firm and the firm will replace the traps which are out of order as and when required
2.	Rat cakes	To be placed at Punjab Infotech & Invest Punjab Offices
3.	In certain cases to address a dead rat in an office space, finding and removing the carcass is crucial and sprays will be required to eliminate the odor, especially if the carcass is accessible.	As per the requirement

- M/s Punjab Infotech reserves the right of altering the specifications of works of adding to or omitting any items of work.
- The agency is required to generate separate bills for Punjab Infotech and Invest Punjab after every month. The contract will be for two years and payment will be released on monthly basis after the completion of the month.
- No supporting manpower will be provided to the agency by the Corporation.
- Agency has to complete the request (Pertaining to pest control) within 24 hrs.
- In case of foul smell (due to trapping of rodents) from the false ceiling the agency will depute its manpower within 6 hrs of the complaint

Section 5: General Contract Conditions (GCC)

5.1 Application

These general conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them. For interpretation of any clause in the tender or Contract Agreement, the interpretation of the Corporation shall be final and binding.

5.2 Relationship between the Parties

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between the Corporation and the Agency. The Agency subject to this Contract for selection has complete charge of its personnel in performing the services under the Project from time to time. The Agency shall be fully responsible for the services performed by it or any of its personnel on behalf of the Agency hereunder.

5.3 Standards of Performance

The Agency shall perform the services and carry out its obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The Agency shall always act in respect of any matter relating to this Contract as faithful advisor to the Corporation. The Agency shall always support and safeguard the legitimate interests of the Corporation, in any dealings with the third party. The Agency shall abide by all the provisions/Acts/Rules etc. of Information Technology prevalent in the country. The Agency shall conform to the standards laid down in the tender in totality.

5.4 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as may be issued and in force from time to time. The Contract shall be interpreted in accordance with the laws of the Union of India and the State of Punjab.

5.5 Termination of Contract

- a) **Material Breach:** In the event that either Party believes that the other Party is in Material Breach of its obligations under this Agreement, such aggrieved Party may terminate this Agreement upon giving a 10 days notice for curing the Material Breach to the other Party. In case the Material Breach continues, after the notice period, the Punjab Infotech or Implementation Agency, as the case may be will have the option to terminate the Agreement. Any notice served pursuant to this Clause shall give reasonable details of the Material Breach, which could include the following events and the termination will become effective:
- i) The selected bidder commits a breach of any of the terms and conditions of the bid.
 - ii) The bidder goes into liquidation, voluntarily or otherwise.
 - iii) If the selected bidder fails to complete the assignment or as per the time lines assigned, Punjab InfoTech reserves its right to cancel the order in the event of delay and forfeit the bid security as liquidated damages for the delay.
 - iv) If deductions on account of liquidated damages exceeds more than 10% of the total Contract price.
 - v) In case the selected bidder fails to deliver the quantity as stipulated in the delivery schedule, Punjab InfoTech reserves the right to procure the same or similar product from alternate sources at the risk, cost and responsibility of the selected bidder.
 - vi) After award of the Contract, if the selected bidder does not perform satisfactorily or delays execution of the Contract, Punjab InfoTech reserves the right to get the balance Contract executed by another party of its choice by giving 10 days notice for the same. In this event, the selected bidder is bound to make good the additional expenditure, which Punjab InfoTech may have to incur in executing the balance Contract. This clause is applicable, if for any reason, the Contract is canceled.

- b) Punjab InfoTech reserves the right to recover any dues payable by the selected Bidder / penalties/ LD from any amount outstanding to the credit of the selected bidder, including the pending bills and/or revoking the bank guarantee under this Contract .

5.6 Termination for Insolvency, Dissolution etc

The Corporation may at any time terminate the Contract with immediate effect by giving written notice to the Agency, if the Agency becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company. In this event termination will be without compensation to the Agency, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Corporation.

5.7 Termination for Convenience

Punjab Infotech reserves its right to terminate, by prior written notice of 10 days, the whole or part of the Contract, at any time for its convenience. The notice of termination shall specify that termination is for its convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.

5.8 Consequences of Termination

- a) In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Empanelment or otherwise], Punjab InfoTech shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Agency shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/ breach, and further allow the next successor Agency to take over the obligations of the erstwhile Agency in relation to the execution/ continued execution of the scope of the contract .
- b) The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are

expressly or by implication intended to come into or continue in force on or after such termination.

5.9 Force Majeure

- a) The Agency shall not be liable for forfeiture of its PBG or termination of Contract for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this clause, “Force Majeure” means an event beyond the control of the Agency and not involving the Agency’s fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the Corporation in its sovereign capacity, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- c) If a Force Majeure situation arises, the Agency shall promptly notify the Corporation in writing of such condition and the cause thereof. Unless otherwise directed by the Corporation in writing, the Agency shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

5.10 Taxes and Duties

The Agency shall be entirely responsible for all taxes; duties, etc. incurred.

5.11 Resolution of Disputes

If any dispute arises between parties, then these would be resolved in following ways:

a) Amicable Settlement

Performance of the Contract is governed by the terms and conditions of the Contract Agreement, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the Contract may send a written notice of dispute to the other party.

The party receiving the notice of dispute will consider the Notice and respond to it in writing within 15 days after receipt. If that party fails to respond as expeditiously but not later than 15 days, or the dispute cannot be amicably settled within 30 days following the response of that party, then the second Sub-clause of resolution of disputes shall become applicable.

b) Arbitration

Any disputes arising out of or in connection with this Contract shall be submitted for arbitration to a sole arbitrator, if attempts at settlement by negotiations and/or conciliation have failed. Selection of arbitrator shall be made by mutual consultation. The arbitrator shall give its award on the costs, which may be divided between the parties. The decision rendered in the arbitration shall constitute final adjudication of the dispute. The venue of arbitration shall be at Chandigarh in India. The arbitration shall be governed by the Arbitration and Conciliation Act 1996 as amended from time to time. In any arbitration proceeding hereunder:

- i. English language shall be the official language for all purposes; and
- ii. The decision of the sole arbitrator shall be final and binding and shall be enforceable in any court of competent jurisdiction in India and the parties hereby waive any objections to or claims of immunity in respect of such enforcement.

c) Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Chandigarh only.

5.12 Notices

- a) Any notice or other document which may be given by either Party under this Contract shall be given in writing, in person or by pre-paid recorded delivery post, email or by facsimile transmission.
- b) In relation to a notice given under this Contract , any such notice or other document shall be addressed to the other Party's principal or registered office address.

Section:6
Performas

Performa 1	Covering letter	
Performa 2	Declaration letter on non blacklisted firm	
Performa 3	Financial proposal	
Performa 4	Contract Agreement	

Covering Letter (To be filled, Signed, and submitted)

BID SHEET

Bidder's Reference No. & Date:

Bidder's Name & Address:

Person to be contacted:

Designation:

Telephone No.:

Telex No. :

Fax No.:

To:

The Managing Director,

Punjab Information & Communication Technology Corporation

Udyog Bhawan, Sector 17, Chandigarh.

Subject: Hiring of Pest and Rodent Control Agency for Punjab Infotech and Invest Punjab

1. We, the undersigned, having carefully examined the referred RFP, offer to Propose for rodent and pest control at offices of Punjab Infotech and Invest Punjab.

2. PRICE AND VALIDITY

All the prices mentioned in our Bid are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this Bid are valid for a period of 180 days from the date of opening of bids.

We do hereby confirm that our bid prices are exclusive of all taxes and levies.

3. EARNEST MONEY

We have paid the required earnest money through e-payment gateway. It is liable to be forfeited in accordance with the provisions of Tender document.

4. BID PRICING

We further declare that the prices stated in our Bid are in accordance with your terms & conditions in the bidding document.

5. We hereby declare that our Bid is made in good faith, without collusion or fraud and the information contained in the Bid is true and correct to the best of our knowledge & belief.
6. Bid submitted by us is complete in all respect as per tender.
7. We understand that you are not bound to accept the lowest or any bid that you may receive.

Thanking you,

Yours faithfully,

<Signature >

Name:

Designation:

<Seal/>

Date:

Place:

Business Address:

Performa-1 (Declaration letter on non blacklisted agency/firm)

[Bidders are required to submit the Declaration letter as given here on their letterhead]

To

Managing Director

PICTC LTD, 5th & 6th Floor, Udyog Bhawan

18 Himalaya Marg, Sector 17, Chandigarh - 160017

Sub: Declaration for not being ineligible due to corrupt or fraudulent practices or blacklisted by any Government or Public Sector Units in India.

Dear Sir,

We, the undersigned, hereby declare that:

We are not under a declaration of blacklisted by any State or Central Government / any other Government institutions in India for any reason as on last date of submission of the Bid or convicted of economic offence in India for any reason as on last date of submission of the Bid.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Date:

Place:

Business Address:

Seal

Performa 2 - Financial Proposal (On Applicant's Letter Head)

To

Managing Director
Punjab Information & Communication Technology Corporation
Udyog Bhawan, Sector 17
Chandigarh

Dear Sir/ Madam,

Ref: Request for Proposal–for Pest & Rodent Control at Punjab Infotech and Invest
Punjab Offices

Having examined the Bid Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to execute the said Project and to meet such requirements and provide such services as are set out in the Bid Document.

The detailed breakup of our Financial Proposal is shown below

Sr. No	Cost of pest and rodent control	Annual Cost (in Rs)
01	Punjab Infotech	
02	Invest Punjab	
Total cost (based on which L1 will be selected)		

Note:

- a) The rates of exclusive of any type of taxes
- b) The taxes will be paid extra
- c) Bills to be raised on monthly basis. Payment terms are monthly

We agree that you are not bound to accept the lowest or any bid responses you may receive. We also agree that you reserve the right in absolute sense to reject all or any or any of the products/ services specified in the Bid response without assigning any reason whatsoever.

It is hereby confirmed that I/ We are entitled to act on behalf of our agency and empowered to sign this document as well as such other documents which may be required in this connection

Date

Sign n stamp (duly authorized)

Appendix A: Contract Agreement

CONTRACT AGREEMENT

THIS AGREEMENT is made on the <<day>> day of <<month>> 2019.

BETWEEN:

Punjab Information & Communication Technology Corporation Ltd. having its offices at the Punjab Information & Communication Technology Corporation Ltd., Govt. of Punjab Undertaking, Udyog Bhawan, Sec-17, Chandigarh – 160017, India hereinafter referred to as “**Punjab Infotech**” (which term or expression unless excluded by or repugnant to the subject or context shall mean and include its successors-in-office and assigns) of the FIRST PART;

AND

M/s <<name of selected company>>, incorporated in India under the Companies Act, 1956 and having its registered office at <<registered office address>> (India) and place of business at <<business address of company>> hereinafter referred to as “**The Company**” (which term or expression unless excluded by or repugnant to the subject or context shall mean and include its successors-in-office and assigns) of the SECOND PART;

WHEREAS

- (I) Punjab Infotech is desirous of hiring design and creative agency
- (II) The **Company** having represented to Punjab Infotech that it has the required professional skills in Pest & Rodent Control Services has agreed to provide the desired skill as per the terms and conditions set forth in this Contract;

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- (a) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the RFP.
- (b) The following documents in relation with Request for Proposal issued for selection of bidder shall be deemed to form and be read

and construed as part of this Agreement viz:

- 1) Invitation for Bids.
 - 2) Instructions to Bidders (ITB).
 - 3) General Contract Conditions (GCC).
 - 4) Scope of Work (SOW).
 - 5) All Annexure, amendments, supplements, corrigendum or clarifications thereto.
 - 6) Award of Contract.
- (c) The contract shall begin from the date of signing of the contract, as and when the Project would be assigned to the Company.
- (d) The mutual rights and obligations of the Department and the Company shall be as set forth in the Contract, in particular:
- 1) the company shall carry out the services in accordance with the provisions of the Contracts;
 - 2) the company shall provide services in conformance to terms and conditions laid out in RFP and strictly avoid conflicts with other assignments/ jobs, downstream projects or their corporate interests and act without any consideration for future work; and
 - 3) Punjab Infotech shall make payments to the Company in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by:
(Name and designation)

Signed by:
(Name and designation)

**Authorized Signatory of the
Company
Witness**

**Authorized Signatory of the
Company
Witness**