

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/2022/01



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/2022/01
2.	Start Date for issue of Tender Document	02-05-2022
3.	Last Date for submission of bids	18-05-2022
4.	Date of opening of Bid document	20-05-2022
5.	RFQ Fees	Rs 20/- (Rs Twenty only) payable by Cheque or Postal order in favour of Punjab Information & Communication Technology Corporation Ltd., Chandigarh
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 Request for quotation 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 Design & Creative 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. **“Parties”** means Punjab InfoTech and the Selected Agency.
- g. **“Personnel”** means professional and support staff provided by the bidders.
- h. **“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.
- i. **“SOW”** means Scope of Work for the selected bidder, specified in Section 4 of this document.
- j. **“The Term”** means the period of contract for 24 months
- k. **“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 the e-tendering website <http://eproc.punjab.gov.in> only.
7. Bidders are advised to check e-tendering 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.
9. Cost of tender will be payable either by postal order or by cheque in favour of M/s Punjab Information & Communication Technology Corporation Ltd. payable at Chandigarh

Section 1: Invitation for Bids

1.1 Invitation

Punjab Infotech invites applications from 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) Any contract that may result from this tender will be issued for a term of two year and may be extendable on mutual consent
- 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.
- e) All tender fee to be paid as per the documentation sheet.

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 RFQ

- 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	Turnover of average Rs 50 lacs and above for past three financial years FY 18-19, FY 19-20 and FY 20-21	CA Certificate	
3	The agency must be registered in India with appropriate tax and other administrative authorities.	GST Registration Certificate PAN Card	
4	Should have minimum 2 purchase order minimum Rs 50,000 annually in the past three years	Purchase Order/ Work Order and Completion Certificate for the same.	
5	The applicant should furnish an undertaking to the effect that the firm has not been black listed in India.	Declaration as per Performa-2	

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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 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 RFQ or submission of a Bid not substantially responsive to all the requirements of the RFQ 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.

3.5 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 envelope to be sealed and submitted in another envelope sealed by the bidder by writing on top “**Bids for Pest & Rodent Control 2022**”

3.5.1 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

3.6 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

- i. Commercial Bids will be opened for those bidders who have qualified the preliminary scrutiny.
- ii. The Commercial bids will be scrutinized by the Purchase 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. In case the L1 fails accept the Purchase Order. The Corporation will award the contract to the next L2 bidder. And in case of Tie in L1, the tender committee will negotiate with both the L1 bidder and contract will be awarded to the lowest rates. The contract with the selected bidder will be signed as per perform 4

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.

Bidder with the highest combined score shall be awarded the contract. In case of a tie in the final score, the bidder having highest technical score will be selected.

Section 4: Scope of Work

4.1. Scope of Work

Sr.No.	Requirement	Frequency
Pest Control		
1	Spray based treatment Mosquitoes, Clothes moths, Ants, Silver fish, Spiders, Scorpions, Centipedes, Earwings, Millipedes, house-files etc.	Fortnightly basis
2	Gel based pest control for Cockroaches. Please note that Gel should be of good quality with following features <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	Once in a month
Rodent Control		
1.	Glue pad trapping of rodents The agency is required to install glue based pad to trap the rodents as per the need and requirement. Initially 100 pads are to be installed within tender.	Additional replacement as and when required may be billed extra on per unit basis. (Ceiling of Rs 40/- per unit) Inspection to be done on weekly basis

- 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 Punjab Bureau of Investment Promotion after every month. The contract will be for one year 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.
- All Health & Safety issues must be addressed, regarding access, dangers regarding the type of pest and possible treatments, and therefore the relevant legislation that has to be adhered to. Selection of the appropriate pesticide is the FM Service Provider's responsibility.
- The Service Provider must know and follow their duties related to safety for all personnel. These guidelines are applicable to Service Providers as well as sub-contractors deployed by them at the site
- The pest control service would also include the removal of dead creatures & Emergency call outs to get rid of existing infestations & prevent infestations from developing.
- The Service Provider must leave work areas in a clean, tidy and safe condition at the end of each visit.

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 RFQ 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 assignment 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 RFQ 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.

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) If at any time during the continuance of the Contract, the performance in whole or in part by either party of any obligation under this Contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God provided notice of happening of such event duly evidenced with documents is given by one party to the other within 10 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate the Contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Buyer as to whether the deliveries have been so resumed or not, shall be final and conclusive, Provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 10 days, either party may at its option terminate the contract provided.
- 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, 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 during the contract

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 dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration

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 services

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

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. RFQ Fee

We have paid the required RFQ fee of Rs 20/-.

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 RFQ.

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:

Date:

Designation:

Place:

<Seal/>

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,

8. Ref: Request for Proposal—for Pest & Rodent Control at Punjab Infotech and Punjab Bureau of Investment Promotion.

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)
	Punjab Infotech	
	Punjab Bureau of Investment Promotion.	
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 and creative skills and has agreed to provide the desired artwork 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 RFQ 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**