

**National Highways & Infrastructure Development Corporation
Limited
(A Public Sector Undertaking under the Ministry of Road Transport
& Highways, Govt. of India)**

3rd Floor, PTI Building,
4- Parliament Street
New Delhi-110001

F.No.NHIDCL/HQ/Admn/Misc/Tender-Disinfecting

Dated: 23.04.2020

**Short Tender Notice
for
Selection of Agency/ Agencies for disinfection of office premises
of NHIDCL
to contain COVID-19 infection**

Approximate yearly cost of the tender	: Rs. 05 Lakhs
Earnest Money Deposit	: Rs.15,000/-*
Last date and time for submission of Bids	: 3:00 P.M. on 04.05.2020
Date and time for opening of Technical Bids	: 4:00 P.M. on 05.05.2020
Date and time for opening of Financial Bids	: 5:00 P.M. on 05.05.2020

***N.B.-** NSIC/MSME Registered agencies having registration for providing similar services will be allowed exemption from EMD as per Govt. policy.

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**Selection of Agency/ Agencies for disinfection of office premises
of NHIDCL**

to contain COVID-19 infection

National Highways & Infrastructure Development Corporation Limited invites sealed tenders under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/ Firms/ Agencies (hereafter called Agency) **for** Selection of Agency/ Agencies for disinfection of office premises of NHIDCL to contain COVID-19 infection.

2. The complete Tender Documents can be downloaded from the website of NHIDCL www.nhidcl.com.

3. Interested Companies/ Firms/ Agencies may submit their sealed bids complete in all respect along with Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Fifteen Thousand Only) and other requisite documents on or before 04.05.2020 by 03:00 P.M. to the **DGM (Admn), National Highways & Infrastructure Development Corporation Limited, 3rd Floor, PTI Building, 4-Parliament Street, New Delhi-110001** and drop the same in the tender box kept at the reception of

NHIDCL at 3rd Floor PTI Building, 4 Parliament Street, New Delhi-110001. No bid shall be entertained after this deadline under any circumstance whatsoever. The technical bids will be opened at 04:00 PM on 04.05.2020 in presence of authorized representative of the Bidders who wish to be present. Financial bids of only technically qualified bidders will be opened in presence of authorized representative of the Bidders who wish to be present.

4. NHIDCL reserves the right to amend or withdraw any of the terms & conditions contained in the RFP document or to reject any or all bids without giving any notice or without assigning any reason thereof. The decision of the National Highways & Infrastructure Development Corporation Limited in this regard shall be final and binding on all the bidders.

5. In view of the prevailing lockdown and pandemic situation, both modes for submission of bids are being kept open, namely in physical form and on CPP Portal.

DGM (Admn)

Copy to:

1. PS to MD & Director (A&F), NHIDCL
2. IT Cell – for display in NHIDCL website.

GENERAL INSTRUCTIONS FOR BIDDERS

National Highways & Infrastructure Development Corporation Limited invites sealed tenders under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/ Firms/ Agencies (hereafter called Agency) **for** Selection of Agency/ Agencies for disinfection of office premises of NHIDCL to contain COVID-19 infection.

1. Various crucial dates/ time relating to Selection of Agency/ Agencies for disinfection of office premises of NHIDCL to contain COVID-19 infection **in NHIDCL, New Delhi are as under:**

A	Last date and time for submission of Bids	3.00 PM on 04.05.2020
B	Date and time for opening of Technical Bids	4.00 PM on 05.05.2020
C	Date and time for opening of Financial Bids	5:00 PM on 05.05.2020

2. The bids are invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are required to submit two separate sealed envelopes super scribing "Technical Bids for selection of Agency for Selection of Agency/ Agencies for disinfection of office premises of NHIDCL to contain COVID-19 infection", and "Financial Bid for selection of Agency/Agencies for disinfection of office premises of NHIDCL to contain COVID-19 infection". Both the sealed envelopes should be kept in a third envelope super scribing "Selection of Agency/ Agencies for disinfection of office premises of NHIDCL to contain COVID-19 infection".

In view of the prevailing lockdown and pandemic situation, both modes for submission of bids are being kept open, namely in physical form and on CPP Portal.

3. The interested Agency/ Agencies may submit their bid(s) complete in all respects along with the Earnest Money Deposit (EMD) for Rs.15,000/- (Rupees Fifteen Thousand only), in a sealed cover containing Technical bid of the agency in the form of Demand Draft/ Pay Order drawn in the favour of **National Highways &Infrastructure Development Corporation Limited, payable at New Delhi**, and other requisite documents in two separate sealed covers, one super scribed "Technical Bid" and one super scribed "Financial Bid". The envelope containing Technical bid should contain the EMD and other documents mentioned under para-14 of General

Instructions. The second envelope should contain only the Financial Bid in the prescribed format enclosed with this tender. Both the sealed envelopes should be kept in a third envelope super scribed "Selection of Agency/ Agencies for disinfection of office premises of NHIDCL to contain COVID-19 infection." which should be addressed to DGM (Admn) and this third envelope should be dropped in the tender box kept at 3rd Floor PTI Building, 4 - Parliament Street, New Delhi-110001 by 03:00 PM on 04.05.2020. No bid shall be entertained after the closing time.

N.B.- NSIC/MSME Registered agencies having registration for providing similar services will be allowed exemption from EMD as per Govt. policy.

4. **The EMD of the successful bidder will be refunded only after satisfactory completion of order.**
5. The tendering Agencies are required to enclose duly self-attested photocopies of the documents along with the Technical Bid, failing which their bids shall be summarily/ out-rightly rejected and will not be considered for further evaluation. The original documents shall be asked for verification from the shortlisted firm(s) after evaluation of the bids, if so required.
6. Agency shall be required to provide client list of the reputed Companies/ PSU's/ Govt. organizations.
7. All entries in the tender form should be legible and filled clearly. If the space for furnishing the information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Non-adherence to this stipulation shall render the bid as non-responsive.
8. The Technical Bids of tenders shall be opened at **4:00 P.M. on 05.05.2020 at 3rd Floor, PTI Building, 4 - Parliament Street, New Delhi - 110001** in the presence of the authorized representative of the Bidder (if any), who are present on the spot at that time. Financial bids of only technically qualified bids shall be opened thereafter on the same day at 05:00 PM.
9. The **Competent Authority** of the National Highways & Infrastructure Development Corporation Limited reserves the right to cancel any or all the bids without assigning any reason.
10. **Technical Bid must be submitted in bound form duly Indexed and page numbered.**

11. **All the pages of the tender document must be signed and duly affixed with the rubber-stamp of the firm as an acceptance of all the Terms & Conditions contained therein, by an authorized signatory.**
12. **In case the signatures are made by a person other than Proprietor or designated Official of the firm, an authority letter in his/ her name must be attached in original.**
13. **Incomplete and/or Conditional bids shall not be considered and will be summarily rejected.**

14. **Eligibility Criteria:**

The tendering Agency/ Agencies should fulfil the following technical specifications and furnish self-attested copies of documents in support of the same:

1.
 - a. The Registered Office of the Agency should be located either in Delhi/ New Delhi area.
 - b. The Agency should be registered with the appropriate registration authority.
 - c. The agency shall be registered with the Competent Authority for GST. A certificate duly attested by Chartered Accountant shall be attached.
 - d. The Bidder must possess and provide copy of PAN card either in the name of the firm or of proprietor.
 - e. The Bidder must have appropriate Govt License for pest control /Sanitization Spray/ Pesticides/ Insecticides/ Chemicals for the purpose of Sanitization Spray (Self attested copy of license to be furnished)
 - f. The Bidder must have provided pest control/ Sanitization Spray/ Pesticides/ Insecticides/ Chemicals services to at least two Government/ Semi Government/ Public Sector Undertaking/ Corporate Clients during the last seven years ending 31.03.2020 (Self attested copies of work order / completion certificates from the employers to be furnished).
 - g. The Bidder must have experience of successfully completed Pest Control/ Sanitization Spray/ Pesticides/ Insecticides/ Chemicals services of one work of at least Rs. 4 lakh or two works costing not less than Rs. 2.50 lacs or three works costing not less than Rs. 2 lacs during the last 07 years ending 31.03.2020.
 - h. The Bidder must have Average Annual Turnover of Rs. 05 lacs during the last 03 FY i.e. 2016-17, 2017-18 & 2018-19 (Self

attested copies of Annual Turnover Statement in (original) and duly certified by a certificate by a CA to be furnished.

Attested copies of the documents indicating compliance with the above specifications/ requirements should be kept in the sealed envelope containing Technical Bids.

15. EVALUATION AND SELECTION

- a. The bids shall be evaluated in two stages i.e. Technical Evaluation and Financial evaluation.
- b. The Financial bids shall be opened of those bidders who will qualify in the technical evaluation.
- c. Financial bids shall be opened in the presence of the representatives of technically qualified bidders present at the time of opening, if any, in the Office of DGM (A), NHIDCL, 3rd floor, PTI Building, Sansad Marg, New Delhi.

16. AWARD OF CONTRACT

- a. The contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has offered at the lowest evaluated bid price.
- b. In case two or more technically qualified firms quote the same lowest price, the firm having the highest Average Annual Turnover during the last three FY i.e. 2016-17, 2017-18 & 2018-19 among the lowest bidders shall be awarded the contract.
- c. The contract shall be for one year from the date of signing of contract.
- d. Any effort by a bidder to influence NHIDCL decision on bid evaluation or placement of work order may result in rejection of the bidders offer.

17. PERFORMANCE SECURITY:

- a. The successful bidder will submit performance security of Rs.25,000/- (Rupees Twenty Five Thousand only) in shape of Account payee Demand Draft/ Pay order from any nationalized/ scheduled bank in favour of NHIDCL, payable at NHIDCL, New Delhi.
- b. The EMD of all the bidders shall be returned immediately after the successful bidder submits the performance security as per the order. If the successful bidder fails to submit the performance security, the

EMD of that bidder will be forfeited and the bidder shall be debarred from NHIDCL tenders for three years.

- c. The performance security of the successful bidder will be returned to the bidder without interest only after successful completion of the work as per order.
- d. If the successful bidder fails to execute the order, the performance security will be forfeited and action will be taken to blacklist the firm.

SCOPE OF WORK

1. Disinfection of NHIDCL premises in PTI building, Sansad Marg, New Delhi of 12364 sqft area and in Jeevan Tara Building at Ashok Road, New Delhi of 1948 sqft area.
2. Disinfection of about 15 staff cars, in addition to above area.
3. The dis-infection shall be done to ensure that that COVID-19 virus is completely eliminated from the disinfected area/ places/ vehicle.
4. Such disinfectants having Broad spectrum microbiocidal shall be used as are non-corrosive and non-staining.
5. Chemicals used in the treatment should have efficacy to eliminate bactericidal, fungicidal, viricidal and T.B. Cidal activities and fully effective against Swine Flu, H1N1, Influenza and Corona Virus like 229-E and COVID-19.
6. The Disinfection/ Sanitization Spray should cover all the places in office premises like workstations, overhead cupboards, sofas, space under the tables, chairs, almirahs, on and around the pile of files, wooden furniture, false ceiling, staircases, lift body; all toilets drain ducts, washroom area, meeting room, open areas, cafeterias, stores and any hidden space under the furniture, walls/all other surfaces and no space should be left unattended.
7. Only FDA approved products shall be used.
8. The premises and staff cars shall be sprayed/ fogged daily (05 days a week) till the pandemic of COVID-19 is over or as may be required. The frequency may be increased or decreased at the discretion of NHIDCL.
9. NHIDCL shall at random get the sample of the material/ mixtures used for spray/ fogging tested and in case it is found that the material used is either not as per given specification or is substandard, the agency shall be liable for criminal and civil action in addition to forfeiture of its performance security and denial of payment of bills.

Evaluation of bids (qualifying only)

A minimum score of 60 out of 100 is required for qualifying in the Technical bid, based on the following evaluation criteria:-

SI. No.	Parameters	Marks Allotted
1.	Length of experience of providing services of pest control/disinfectant/sanitizing services to reputed Private Companies/ Public Sector Companies and Government Department etc. (relevant proof to be attached with the technical bids.)	5 marks for each complete year subject to a <u>maximum of 25 marks.</u>
2.	Client profile-Number of Government organizations/ PSUs/ Private organizations served/ presently being served for providing services of pest control/disinfectant/sanitizing services (relevant proof to be attached with technical bids).	5 marks for each client subject to <u>maximum of 25 marks.</u>
3.	Level of client satisfaction for completion of works of similar nature valued not less than 2 lakhs, during the last 7 (seven) years (certificate from client organization to be attached with the technical bids). Maximum 04 best works would be considered for evaluation.	Based on grading in the client certificate, 5 marks for each Excellent/ Very Good grading, 4 marks for each Good grading, 2 marks for each Satisfactory grading, subject to <u>maximum 20 marks.</u>
4.	Average Annual Turnover of three years should not be less than Rs. 5 lac in the last 03 years viz 2016-17, 2017-18 & 2018-19	Average Annual Turnover of Rs. 05 lacs to 10 lacs = 5 marks Average Annual Turnover of

		10 lacs and above upto 15 lacs = 10 marks
		Average Annual Turnover of
		15 lacs and above upto 20 lacs = 15 marks
		Average Annual Turnover of
		20 lacs and above upto 25 lacs = 20 marks
		Average Annual Turnover of
		25 lacs and above up to 30 lacs = 25 marks
		Average Annual Turnover of
		30 lacs and above = 30 marks
		<u>Maximum 30 marks</u>

a. Financial bids of only technically qualified and eligible bidders would be opened.

b. Final selection shall be based on L-1 basis in Financial Bid.

c. Conditional Bids are liable to be rejected;

d. Please note that the work shall be awarded to the agency which stands L-1 in overall quote.

e. In case L-1 defaults, NHIDCL reserves the right to forfeit the EMD of defaulter and award the work to next lowest bidder till L-3, (i.e. L-2 & L-3 in that order), provided the agency agrees to match the quote(s) of L-1, if their quoted price(s) are higher.

Terms and Conditions of Contract

General:

1. The contracting Agency shall not be allowed to transfer, assign, pledge or sub-contract the work under this contract to any other agency.
2. The actual requirement of area to be disinfecting may vary (increase or decrease). The bidder(s) shall be bound by the rates quoted by them to the National Highways & Infrastructure Development Corporation Limited.
3. Duly authorized representative of Bidders will be allowed to participate in the bidding process on production of authorization letter.
4. Staff deployed by the agency for carrying out the maintenance works should be trained in Disinfection/ Sanitization Spray work and should be of good conduct, should be physically fit for the work and should not be suffering from any chronic and contagious diseases or COVID 19 infection. NHIDCL shall not provide any personnel for the work.
5. None of the deployed staff should enter or remain in the NHIDCL premise beyond the specified time limits unless and absolutely necessary.
6. The Agency is to be liable for any damage caused to the NHIDCL premises or any part thereof or to any fixtures or fittings thereof or any property of the NHIDCL and therein by any act, omission, default or negligence of the Agency or its Staff.
7. Authorized Persons of NHIDCL shall monitor the work of the agency at regular intervals.
8. The Agency shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the Central Government or any local body or authority. The agency shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts licenses, clearance certificates etc.
9. The Agency shall be solely responsible for compliance of all statutory provisions like payment of minimum wages to the personnel deployed, ESI, Insurance, PF, etc. Amendments made to these laws/ acts by the Central Government will be automatically applicable for compliance by the Service Provider without any separate sanction for the same.

10. The Agency is responsible for compliance to the provisions of various labour and industrial laws relating to the personnel deployed by it for the purpose or for any accident caused to them and NHIDCL shall not be liable to bear any expense in this regard.
11. NHIDCL shall not be held responsible for any statutory non-compliance on the part of the Agency with respect to the Labour Laws including PF, ESI, Workman Compensation, Insurance, Minimum Wages Act, Labour Safety, etc. or otherwise.
12. The Tax Deducted at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provide to the agency by the National Highways & Infrastructure Development Corporation Limited.

FINANCIAL

13. The Technical bid should be accompanied with Earnest Money Deposit (EMD) of Rs.15,000/-(Rupees Fifteen Thousand only) in the form of Demand Draft/Pay Order drawn in favour of "**National Highways & Infrastructure Development Corporation Limited, New Delhi**" ***failing which the tender shall be rejected out rightly.***
14. The EMD in respect of the Agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second Stage) shall be returned to them without any interest. However, the EMD in respect of the successful bidder shall be returned only after successful completion of assignment.
15. The successful bidder will submit performance security of Rs.25,000/- (Rupees Twenty Five Thousand only) in shape of Account payee Demand Draft/ Pay order from any nationalized/ scheduled bank in favour of NHIDCL, payable at NHIDCL, New Delhi.
16. The EMD of all the bidders shall be returned immediately after the successful bidder submits the performance security as per the order. If the successful bidder fails to submit the performance security, the EMD of that bidder shall be forfeited and the bidder will be debarred from NHIDCL tenders for three years.
17. The National Highways & Infrastructure Development Corporation Limited reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered.

18. Advance Payment will not be made. All payments will be released after satisfactory service and supply of materials/documents at NHIDCL.

19. ARBITRATION

NHIDCL, and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter will be referred Director (A&F), NHIDCL whose decision will be final and binding on both the parties. The arbitration proceedings if any shall be held in New Delhi

20. LEGAL JURISDICTION

All legal disputes are subject to the Delhi Govt jurisdiction only.

DGM (Admn)

National Highways & Infrastructure Development Corporation Limited

Tender Form- I
Technical Bid Form

SI. No	Particulars	Details to be filled by the Agency
1.	Name of the Firm/ Agency	
2.	Registered office/ business address of the agency	
3.	Name of Contact Person	
4.	Address with telephone, Fax numbers, Email and name(s)	
5.	Year of Incorporation/Constitution of the Firm/Agency	
6.	Income Tax - PAN No. (Attach copy of PAN)	
7.	GST no. (Attach copy)	
8.	Date of Registration (Attach copy of Registration Certificate)	
9.	Whether the agency has appropriate Govt License for Pest Control/ Sanitization Spray/ Pesticides/ Insecticides/ Chemicals for the purpose of Sanitization Spray (Attach Self attested copy of license)	YES/NO (attach documentary proof)

10.	Whether the agency is providing services to reputed institutional customers like Central Government/ State Government/ any PSU etc. Give names of institutions/ agencies empanelled/ providing such services. (Attach copy of Orders/ proof)	YES/NO (attach documentary proof)
11.	Whether the agency has provided performance certificates for similar work value not less than Rs. 2 Lakhs during the last 07 years (Attach copy of Orders/ proof)	YES/NO (attach documentary proof)
12.	Whether the agency has Average Annual Turnover of Rs. 05 lakhs during the last 3 FY i.e. 2016-17, 2017-18 & 2018-19 (Self attested copies of Annual Turnover Statement (Original) certified by a Chartered Accountant to be enclosed.	YES/NO (attach documentary proof)
13.	Whether the agency has successfully completed Pest control/ Sanitization Spray/ Pesticides/ Insecticides/ Chemicals Services work of the value of not less than Rs. 2 Lakhs during the last seven years (Self attested copies of completion certificates from the employers to be furnished).	YES/NO (attach documentary proof)

12. Details of EMD

Demand Draft/Pay Order No.....Date of issue.....
Name of issuing bank.....

13. Declaration

I/ we hereby certify that the terms and conditions, specifications etc. given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above is full and correct to the best of by/ our knowledge. I/ we understand that in case of any deviation/ forged information in the above statement is found at any stage, our Firm/ Agency will be blacklisted and will not have any dealing with your organization in future.

Signature of authorized Signatory

(with Full Name and Seal)

Date:

Place:

Tender Form 2

(To be submitted in Financial Bid envelop)

Price Bid

Sr.No.	Name of the item	Specification	*Quoted Rate (Rs.) (Per SQFT) inclusive of taxes
1	Disinfection/ Sanitisation Spray	Bacillocid Extra (Ethylenedioxy) Dimethanol- 14.1 gms Glutaraldehyde- 5.0 gms II Avert Plus (Stabilised Sodium hypochlorite Cleaner) or any better FDA approved solution.	

* TAX

Please mention the % of tax if any included in the above quoted price:

(It is compulsory to indicate the % of tax in the relevant space mentioned above)

Signature of authorized Signatory

(with Full Name and Seal)

Date:

Place: