



## सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ़ इंडिया

(इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार)

Webel STP II Building, 2<sup>nd</sup> Floor,

DN - 53, Sector- V, Salt Lake, Kolkata-700091.

[www.kolkata.stpi.in](http://www.kolkata.stpi.in)

## एसटीपीआई कोलकाता और इसके उप केन्द्रों पर पेस्ट कंट्रोल सेवा के लिए निविदा

सन्दर्भ संख्या - STPI/KOL/ADM/GENA/F&F/2022-2023/3/QTN -6, दिनांक – 14.02.2023

सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ़ इंडिया कोलकाता और उसके उप-केन्द्रों (सिलिगुड़ी, दुर्गापुर, हल्दिया और खड़गपुर) में पेस्ट कंट्रोल सेवा के लिए ऑनलाइन निविदा नीचे दिए गए विवरण के अनुसार आमंत्रित किया जाता है।

ऑनलाइन निविदा जमा करने की अंतिम तिथि 01.03.2023 अपराह्न 03:00PM बजे तक है और निविदा तिथि 02.03.2023 अपराह्न 03:00PM बजे खोला जायेगा।

मनजीत नायक

निदेशक

एसटीपीआई-कोलकाता



**TENDER FOR SELECTION OF AGENCY FOR PEST CONTROL SERVICE AT STPI-KOLKATA & IT'S SUB-CENTERS (DURGAPUR, KHARAGPUR, HALDIA & SILIGURI)**

*Tender Ref. No.: STPI/KOL/ADM/GENA/F&F/2022-2023/3/QTN -6, Date: 14.02.2023*



**SOFTWARE TECHNOLOGY PARKS OF INDIA**

(Ministry of Electronics & IT, Govt. of India)

WEBEL STP-II Building, 2<sup>nd</sup> Floor, Block – DN,  
Plot-53, Sector-V, Salt Lake, Kolkata – 700091, W.B.

[www.kolkata.stpi.in](http://www.kolkata.stpi.in)

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Software Technology Parks of India, Kolkata, an Autonomous Society under Ministry of Electronics & Information Technology, Govt. of India invites Online tender under Two-Bid system from experienced vendor for Supply, Refilling & Maintenance of Printer Cartridge at STPI- Kolkata as per the details given in Tender Ref. No.: STPI/KOL/ADM/GENA/F&F/2022-2023/3/QTN -6, Date: 14.02.2023.

The tender documents can be downloaded from websites <http://eprocure.gov.in/eprocure/app> OR [www.kolkata.stpi.in](http://www.kolkata.stpi.in).

The last date of Online submission of bids is **01.03.2023 upto 03:00PM**. The Technical Bid shall be opened on **02.03.2023 upto 03:00PM**. The exact date and time of Financial Bid opening of technically successful bidder's will be intimated later through online.

**The foremost requirement of participation in E-Tender is to have a digital signature. Instruction to the Bidders to upload the bids online is also enclosed as Annexure -III.**

**Manjit Nayak**  
**Director**  
**STPI-Kolkata**



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**BASIC DETAILS**

<b>Tender Ref. No.: STPI/KOL/ADM/GENA/F&amp;F/2022-2023/3/QTN -6, Date: 14.02.2023</b>		
1	<b>MODE OF TENDERING:</b>	E-Tender (ONLINE) on URL <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> in Two-Bid System as follows: <ul style="list-style-type: none"><li>• <b>Technical Bid.</b></li><li>• <b>Financial Bid.</b></li></ul>
2.	<b>Address:</b>	The Director Software Technology Parks of India, Webel STP-II Building, 2 <sup>nd</sup> Floor, Block-DN, Plot- 53, Sector-V, Saltlake, Kolkata-700091.
3	<b>EMD</b>	NIL.
4.	<b>Security Deposit (In the form of NEFT):</b>	<b>Rs. 10,000 /-</b> (Rupees Ten Thousand only) in the form of <b>NEFT only</b> in favor of <b>“Software Technology Parks of India”</b> payable at Kolkata.
5.	<b>Date of Publishing of Tender:</b>	14.02.2023.
6.	<b>Last Date &amp; Time for Online submission of Bid:</b>	<b>01.03.2023; 03:00PM</b>
7.	<b>Date &amp; Time for opening of Technical Bid:</b>	<b>02.03.2023; 03:00PM</b>
8.	<b>Date &amp; Time for opening of Financial Bid:</b>	Shall be conveyed later only to Technically Qualified bidder(s) through Online.
9.	<b>Validity of Bid:</b>	90 days from the last date of online bid submission.
10.	<b>Bank Account Details of STPI-Kolkata for NEFT</b>	Name of the Bank: Bank of India. Address: Plot No.: Y6, Block – EP, Sector – V, Saltlake, Kolkata – 700 091, W.B. Account No.: 407110110005847. IFSC Code: BKID0004071. MICR Code: 700013101. Account Type: Savings.



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**GENERAL TERMS & CONDITIONS**

1. Bids must be submitted Online through **<http://eprocure.gov.in/eprocure/app>** only. Offline bids will not be entertained for the tenders published in e-procurement platform.

**The Technical Bids must consist of the following:**

- 1.1. Scan copy of each page of this bid document (must be signed and stamped by authorized signatory of bidder).
- 1.2. Scan copy of Filled details of the bidder in **Annexure- I**.
- 1.3. Scan copy of NEFT payment copy towards Earnest Money Deposit (EMD).
- 1.4. Scan copies of all the supporting documents as mentioned in Eligibility Conditions in this tender document.
- 1.5. If exemption is claimed from payment of EMD, a copy of Government orders (i.e) DGS&D /NSIC/ MSME Act 2006/Startups as recognized by Department of Industry Policy & Promotion (DIPP)/ certificate allowing such exemption to the firm must be uploaded with authorized signature & company stamp.

**The Financial Bids shall consist of the following:**

- 1.6. **BOQ.xls** as provided.
2. Each page of the Tender Document and its Annexures has to be authenticated with Digital Signature certificate and enclosed.
3. Copy of Registration Certificate issued by NSIC, Govt. of India Enterprise/DGS&D, MSME units registered with District Industries Centre/ Department of Commerce and Industries, Government of West Bengal or with respective State Governments in respect of those who are seeking exemption for payment of Earnest Money Deposit (Bid Security).
4. All the documents in support of Eligibility Conditions are to be uploaded along with Technical Bid. The Bidders are advised in their own interest to upload the scanned copies of the desired papers/documents with their bids, failing which their bids may be declared non responsive.
5. **Submission of Bids:**
  - 5.1. Bidder should take into account any corrigendum published on the tender document before uploading their bids.
  - 5.2. Bidder should get ready the bid documents in advance to be uploaded as indicated in the tender document/ schedule and generally, they can be in .PDF formats. Bid documents may be scanned after signing with seal by authorized person, with 100 dpi with black and white option.
  - 5.3. The bidder has to digitally sign and upload the required bid owing responsibility for their correctness/ authenticating documents one by one as indicated in the tender document.
  - 5.4. Bidder has to select the payment option as **"online"** to pay the EMD as applicable and entire details of the instrument.
  - 5.5. Bidder should prepare the EMD as per the instructions specified in this tender document. The details of the NEFT paid by the bidder must tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
  - 5.6. The bidder shall authenticate the bid with his Digital Signature Certificate for submitting the bid electronically on e-procurement platform and the bids not authenticated by Digital Certificate of the bidder, will not be accepted on the E-Procurement platform.

- 5.7. A standard BOQ format in **Annexure - IV** has been provided with the tender document to be filled by all



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the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the blue colored (Unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- 5.8. The server time (which is displayed on the bidder's dash board) will be considered as the standard time for referencing the dead line for submission of the bids by the bidders, opening of the bids etc. The bidder should follow this time during the bid submission.
- 5.9. Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid number and the date and time of the submission of the bid with all other relevant details.
- 5.10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **6. Signing of Tender**

Signature should be done electronically as per e-procurement system. Individual signing the tender with digital signature certificate or other documents connected with contract must specify whether he signs as:

- (a) A 'sole proprietor' of the concern or constituted attorney of such sole proprietor: In case of constituted attorney a copy of the power attorney authorization should be enclosed.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company. If signed by an authorized officer/ any of the director, board resolution copy to this effect duly authenticated by all the Directors of the company should be enclosed.

### **N.B**

- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by the partners of the firm.
- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such person and if on enquiry, it appears that the persons so signing had no authority to do so, the Director, STPI-Kolkata may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

This tender must be signed digitally in all pages. Disregard of these instructions, or if the tender is anyway incomplete, such tender is liable to be ignored.

### **7. Technical Bid:**

- 7.1. All documents relating to technical bids should be uploaded accordingly (refer eligibility conditions of Tender document).
- 7.2. All documents of technical bid should be submitted electronically in **.PDF** format.

- 7.3. The bidder shall be required to furnish a declaration stating that the soft copies uploaded by them

Signature & Seal of Bidder



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are genuine. Any incorrectness deviation noticed will be viewed seriously apart from cancelling the work duly forfeiting the EMD and the firm will also be blacklisted.

- 7.4. The bidder has to keep track of any changes by viewing addendum/ corrigendum issued by the Tender inviting authority on time to time basis on e-procurement platform. The Department will not be responsible for any claims/ problem arising out of this.

**8. Financial Bid:**

- 8.1. The Department shall carry out the Technical evaluation solely based on the uploaded certificates/ documents in the e-procurement system and open the price bids of responsive bidders.
- 8.2. The Financial Bid should be submitted in BOQ file (BOQ.xls) given in CPP Portal. The bidder has to digitally sign and upload the required financial bid document.
- 8.3. The Financial Bids of the bidder short-listed after evaluation of technical bids will be opened on a specified date and time to be intimated to the respective bidder. A duly constituted Tender Evaluation Committee (TEC) will evaluate both Technical Bids and the Financial Bids.

**9. Opening of tender:**

The technical bids will be opened at the time & date as specified in the tender document. The bidder can also witness bid opening from their respective locations by logging in through their login ID, password at the designated time of bid opening.

10. STPI may extend the last date of submission of Bid or opening date of Bid as it may deem required for any administrative reasons.
11. Bidders are advised to visit the site and see for themselves the locations for which the services are required to be provided.
12. STPI further reserves the right to split the order among more than one bidder if considered necessary.
13. The Bid documents are non-transferable.
14. In the event of violation of any terms and conditions given above, it would be construed, as a breach of contract and STPI will be entitled to terminate the contract without any compensation.
15. The rate quoted by the bidder shall be valid for a period of one year and no increase in rate shall be allowed during the period of contract and the existing contract may be renewed further for a period of two years, one year at a time, deciding upon satisfactory services on same price, terms & conditions of the existing contract.

**16. BID EVALUATION CRITERIA:**

The evaluation of the tenders will be made first on the basis of Technical Evaluation and then on the basis of price quoted in BOQ as per Annexure - IV. The Financial Bid (BOQ) of technically qualified bidder/s will be opened on the date and time which will be intimated later through Online. It must be kept in view that no decision will be given by the Tender Evaluation Committee or any inference drawn during the meeting of the committee by the bidders or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract given in contractual terms & conditions of this tender document.

STPI - Kolkata will prepare a list of firms based on the compliance to Terms and Conditions of the bid. The Bids, which do not conform to the Bid conditions and Bids from firms without adequate capabilities as per Bid requirements shall be straight away rejected. All eligible Bids will be considered for further evaluation. The decision of the competent authority shall be final in this regard.





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- 16.1. Eligibility of the bidders will be evaluated for the fulfillment of the Bidder's Eligibility Criteria, supporting documents submitted as per Annexure-I and Eligibility Criteria.
- 16.2. Failing to meet the requirements, the bidder shall be rejected.
- 16.3. Financial Bids as per BOQ of only technically eligible bidders shall be opened subsequently at a date and time to be declared later through online.
- 16.4. The Bidder, whose Financial offer as per the price schedule in BOQ is determined to be the lowest bidder after evaluation will be considered for the award of contract.

**17. AMENDMENT OF BID DOCUMENTS:**

- 17.1. At any time prior to the last date for submission of Bids, STPI may, for any reason, modify the Bid document. Such modification will be published through notice in our website **[www.kolkata.stpi.in](http://www.kolkata.stpi.in)** and CPP Portal **<http://eprocure.gov.in>**
- 17.2. The bidders shall have no right to amend the bid after submitting the same to STPI unless otherwise asked to do so by STPI.

**18. LANGUAGE OF BID:**

The Bid prepared by the bidder, as well as all correspondence and documents relating to the Bid exchanged between bidder and STPI shall be written (preferably computer/type written) either in Hindi or English Language. Only English numerical number shall be used in the Bid.

19. All the bid documents must be free from correction and erasures. Correction, if any, in the bid document must be duly attested by the authorized signatory of the Bidding Party.

**20. ACCEPTANCE OF BID AND WITHDRAWALS:**

- 20.1. **CONDITIONAL BIDS WILL NOT BE ACCEPTED AND WILL BE REJECTED OUTRIGHT.**
- 20.2. If any of the conditions of Bid are not fulfilled, such Bid/Bids will be summarily rejected out right and objections raised in this regard will not be entertained.
- 20.3. The right of final acceptance of the Bid is entirely vested with the Director, STPI-Kolkata who reserves the right to accept or reject any of the Bids in full or in part without assigning any reason whatsoever. There is no obligation on the part of STPI to communicate with rejected bidders.
- 20.4. After acceptance of the Bid by STPI, the bidder shall have no right to withdraw his Bid, or claim higher price.
- 20.5. STPI reserves the right to choose, accept or reject any or all requests / offers, in full or part, at any stage, reduces or increases the quantity without assigning any reasons therefore. The quantity / number shown in the document are indicative.
- 20.6. The Bid acceptance authority may also reject all the Bidders for reasons such as change in scope of work, new technologies, lack of anticipated financial resources, court orders, accidents or natural calamities and other unforeseen circumstances.
- 20.7. Bidders with incomplete information are liable for rejection.
- 20.8. In case any deviation is found in the Bid document submitted by the bidder from the content mentioned in our published document then the Bid shall be liable to be rejected at any stage. The bidder has to indemnify STPI for loss occurred due to such alteration in the terms and conditions of Bid document.

**21. EARNEST MONEY DEPOSIT**

The Bidder shall deposit EMD of required amount by **NEFT** only in favor of **"Software Technology Parks of India"** payable at Kolkata. Bids submitted without the Earnest Money is liable for rejection. The scanned copies of NEFT payment towards EMD must be uploaded along with EMD forwarding letter (**Annexure- II**) on or before last date and time of online bid submission.





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- 21.1. The EMD of unsuccessful bidders shall be refunded within 30 days after award of contract.
- 21.2. Firms registered under NSIC/DGS&D/MSME act 2006, with current validity, are exempted from furnishing EMD.
- 21.4. The tenders without EMD will be summarily rejected. If exemption is claimed from payment of EMD, a copy of Government orders (i.e) DGS&D /NSIC/ MSME Act 2006/ certificate allowing such exemption to the firm should be enclosed.
- 21.5. The EMD may be forfeited if a bidder withdraws his bid during the period of validity specified by the bidder on the Bid document.

**22. Security Deposit (SD)**

22.1. The successful bidder have to deposit Rs.10,000/-(Rupees Ten Thousand only) as Security Deposit (SD) within 15 days from the date of work order through NEFT. If the contract is extended /renewed then the submitted SD will kept with STPI for the extended period of the contract.

22.2. During the contract period, if the contractor discontinues the service/ unable to complete work/ the work is not satisfactory then the Security Deposit will be forfeited.

**23. Blacklisting:**

Company/Firm blacklisted by Govt./PSU/Corporate organization are not eligible to Bid. If at any stage of bidding process or during the currency of contract, such information comes to knowledge of STPI, the STPI shall have right to reject the bid and forfeit the EMD or terminate the contract, as the case may be, without any compensation to the bidder.

**24. Arbitration:**

All disputes or difference whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the purchase order/work order or the breach thereof shall be settled by reference to arbitration by Director, STPI-Kolkata. The award made in pursuance thereof shall be binding on both parties. The venue of arbitration shall be Kolkata.

**25. Payment Terms:**

Payment will be released after satisfactory Monthly Service against the submission of Monthly Tax Invoice after verification by concerned staff of STPI center.



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**CONTRACTUAL TERMS & CONDITIONS**

1. The quality of work executed by the contractor shall be professional and to the satisfaction of Director, STPI-Kolkata.
2. **CONDITIONAL BIDS WILL NOT BE ACCEPTED AND WILL BE REJECTED OUTRIGHT.**
3. The agency must visit each STPI site in a month as mentioned in Commercial bid format.
4. In spite of scheduled visit, if required, STPI- Kolkata may ask for revisit the specific STPI site if the problem is not resolved without any extra charges.
5. Before starting the Pest Control activities, the agency must inform to respective STPI official.
6. Approved Chemicals required for spraying shall be provided in adequate quantity at the respective site/office.
7. The chemical should be human friendly and Non toxic.
8. While applying Chemicals & Pesticides in the office, utmost care shall be taken to safeguard of the human life and office property, any loss/ damage to life or property may be seriously taken and you will be prosecuted for appropriate action and recovery of the loss/ damage as decided by the authority.
9. Mixing of approved chemical should be at an appropriate proposition.
10. Approved herbal/ Non toxic insecticide may be used.
11. Odourless chemical is preferable.
12. The chemical used shall confirm to the international standards.
13. New scientific methods like spraying spreading etc. should be used. Latest chemicals, preferably water soluble/herbal shall be used.
14. Firm should have mandatory Govt. license to carry out such works.
15. First Aid kit should be available and preventive gear shall be used by the person carrying out spraying.
16. The validity of the contract agreement will be for one year and it may be renewed/ extended further for a period of Two years i.e. one year at a time on same commercial value and terms & conditions subject to satisfaction of competent authority.
17. The contract may terminated by giving One Month Notice from STPI side and Two Months Notice from contractor side.
18. The rate quoted by the contractor / the rate at which order has been placed shall be final and no increase in rate shall be allowed during the period of contract.
19. Taxes as applicable will be deducted from the bills payable.
20. STPI may terminate the contractor/vendor, if the contractor/vendor fails to execute ordered works on time or regularly executes sub-standard works. STPI reserves the right to terminate the contractor/vendor by giving one-month notice without assigning any reasons therefore.
21. The said service may be renewed further for a period of two years, one year at a time, deciding upon satisfactory services on same price, terms & conditions of the existing contract.
22. Any dispute arises shall be settled within the Jurisdiction of KOLKATA only.



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**ELIGIBILITY CONDITIONS**

1. The Bidder should be a registered firm for providing Pest Control Service. (Copy of the current valid Trade License/ Enlistment Certificate from the concerned Local Authority/ Govt. Deptt. must be uploaded as proof).
2. The Bidder must have at least 05 years' experience in Pest Control Service (copy of Work Order have to upload as proof).
3. The Bidder must have Registered and Fully Functional Office at Kolkata urban area for immediate addressing of problems (Company Address proof must be uploaded).
4. The Bidder shall have PAN no. (Copy of the same shall be uploaded as proof).
5. The Bidder shall have necessary Registration Certificate for GST. (Copy of the same must be uploaded as proof).

**Note: The above documents as mentioned in Eligibility Conditions must be uploaded as proof.**



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**Annexure-I**

**DETAILS OF BIDDER**

1. Name of the Bidder :

2. Name of the Prop. / Directors :

a).

b).

3. Address :

4. Contact No. :

5. E-Mail :

6. Registration No. :

7. PAN Card No. :

8. GST registration No. :

(Attach supporting document copies)

Signature of the Bidder



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**Annexure-II**

**EMD FORWARDING LETTER**

**To**

**Director,**

**Software Technology Parks of India**

**Webel STP-II Building, 2<sup>nd</sup> Floor, Block-DN,**

**Plot-53, Sec-V, Saltlake, Kolkata - 700091.**

**From**

**(Name & Address of the Bidder)**

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**Sub: Earnest Money Deposit for NIT no.: STPI/KOL/ADM/GENA/F&F/2022-2023/3/QTN -6, Date: 14.02.2023**

Dear Sir,

We, M/s \_\_\_\_\_, having read and examined in detail the bid documents and amendments for "SELECTION OF AGENCY FOR PEST CONTROL SERVICE AT STPI-KOLKATA & IT'S SUB-CENTERS (DURGAPUR, KHARAGPUR, HALDIA & SILIGURI)".

We, M/s. \_\_\_\_\_ hereby inform that:

1. EMD of Rs. \_\_\_\_\_ (Rupees.....) has been transferred through NEFT.

a. Transaction Details: \_\_\_\_\_

b. Amount: \_\_\_\_\_

c. Dated: \_\_\_\_\_

We, M/s. \_\_\_\_\_ having read and understand the clause no.20 under general terms & conditions towards forfeit of EMD.

**Vendor details (for EMD return purpose):**

a. Name of the company :

b. Name of Bank :

c. Account Number :

d. Branch Name :

e. Branch Address :

f. IFSC code :

Yours Sincerely, Signature & Seal of bidder

Signature & Seal of Bidder



**TENDER FOR SELECTION OF AGENCY FOR PEST CONTROL SERVICE AT STPI-KOLKATA & ITS SUB-CENTERS (DURGAPUR, KHARAGPUR, HALDIA & SILIGURI)**

*Tender Ref. No.: STPI/KOL/ADM/GENA/F&F/2022-2023/3/QTN -6, Date: 14.02.2023*

**Annexure-III**

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app> ) by clicking on the link “Click here to Enroll” on the CPP Portal. Enrolment is free of Charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.



## **TENDER FOR SELECTION OF AGENCY FOR PEST CONTROL SERVICE AT STPI-KOLKATA & ITS SUB-CENTERS (DURGAPUR, KHARAGPUR, HALDIA & SILIGURI)**

*Tender Ref. No.: STPI/KOL/ADM/GENA/F&F/2022-2023/3/QTN -6, Date: 14.02.2023*

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare and deposit the EMD as per the instructions specified in the tender document. The details should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the blue colored (Unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done.





**TENDER FOR SELECTION OF AGENCY FOR PEST CONTROL SERVICE AT STPI-KOLKATA & IT'S SUB-CENTERS (DURGAPUR, KHARAGPUR, HALDIA & SILIGURI)**

*Tender Ref. No.: STPI/KOL/ADM/GENA/F&F/2022-2023/3/QTN -6, Date: 14.02.2023*

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.



# TENDER FOR SELECTION OF AGENCY FOR PEST CONTROL SERVICE AT STPI-KOLKATA & IT'S SUB-CENTERS (DURGAPUR, KHARAGPUR, HALDIA & SILIGURI)

Tender Ref. No.: STPI/KOL/ADM/GENA/F&F/2022-2023/3/QTN -6, Date: 14.02.2023

## Annexure - IV

### Specimen Format for Financial Bid (BOQ)

[Item Rate BoQ](#)

Tender Inviting Authority: Director, STPI-Kolkata

Name of Work: SELECTION OF AGENCY FOR PEST CONTROL SERVICE AT STPI-KOLKATA & IT'S SUB-CENTERS (DURGAPUR, KHARAGPUR, HALDIA & SILIGURI)

Tender Ref. No.: STPI/KOL/ADM/GENA/F&F/2022-2023/3/QTN -6, Date: 14.02.2023

Name of the Bidder/  
Bidding Firm /  
Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	BASIC RATE per service (in INR)	GST on BASIC RATE per service (in INR)	Other Charges, if any (in INR)	TOTAL AMOUNT Without Taxes (in INR)	TOTAL AMOUNT With Taxes and Other Charges (in INR)	TOTAL AMOUNT In Words
1	2	3	4	13	14	15	53	54	55
1	Pest Control	Kolkata	2				0.00	0.00	INR Zero Only
2	Pest Control	Siliguri	2				0.00	0.00	INR Zero Only
3	Pest Control	Durgapur	2				0.00	0.00	INR Zero Only
4	Pest Control	Haldia	1				0.00	0.00	INR Zero Only
5	Pest Control	Kharagpur	1				0.00	0.00	INR Zero Only
Total in Figures							0.00	0.00	INR Zero Only
Quoted Rate in Words							INR Zero Only		

**Note:** Bidder have to fill up  Blue colored boxes only. The above format only for reference. The original BOQ.xls file have to download & after fill up it have to upload to the web site. The same BOQ.xls file has to be validate with Digital Signature.



**TENDER FOR SELECTION OF AGENCY FOR PEST CONTROL SERVICE AT STPI-KOLKATA &  
IT'S SUB-CENTERS (DURGAPUR, KHARAGPUR, HALDIA & SILIGURI)**

*Tender Ref. No.: STPI/KOL/ADM/GENA/F&F/2022-2023/3/QTN -6, Date: 14.02.2023*

**Annexure - V**

**Declaration**

I \_\_\_\_\_ hereby declare that I have read and understood all terms and conditions of this Tender Document and agree to comply with all the provisions including scope of work. I further declare that I am fully authorized by the company M/s. \_\_\_\_\_ to sign this document, quote and represent on behalf of the company for the product / service mentioned herein.

Signature:

Name:

Designation:

Date: