



**JHARKHAND STATE CO-OPERATIVE MILK PRODUCERS'
FEDERATION LIMITED**
REQUEST FOR QUOTATION



Jharkhand State Cooperative Milk Producers' Federation Ltd

Near Farmers Training Centre Campus, Sec-II, H.E.C., Dhurwa,
Ranchi – 834004, Jharkhand
Phone no: 7544003404/7360035219/0651-2443055/62
Email: purchase@jmf.coop
WEBSITE: www.jmf.coop

TENDER DOCUMENT
FOR
PEST MANAGEMENT SERVICES

TENDER NO. JMF-ADMIN/HR-PESTMGT-/2019-20/003



Date of Publish of Tender : 10 June 2019
Last date for submission of Sealed Tender : 24 June 2019 by 14:00 hrs

Name of Tenderer: _____

Address: _____

Telephone no: _____

Email Id _____



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BIDDING DOCUMENT
(COMPLETE BIDDING DOCUMENT)

Time schedule for tender process:

Date of publication of tender	10 June 2019
Distribution of tender document commence from	10 June 2019
Last date for distribution of tender document	22 June 2019
Last date for receipt of duly filled in tenders	24 June 2019
Date and Time of the opening Technical Bids	25 June 2019 at 03:00pm
Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers

Note: This tender document contains 16 pages (total no. of pages including Annexure) and tenderers are requested to sign on all the pages.



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1. INTRODUCTION:

Jharkhand State Cooperative Milk Producers' Federation Ltd. (JMF)

When the famous White Revolution of the seventies and eighties – Operation Flood - swept through the country, Jharkhand, then a part of undivided Bihar served merely as a market and saw little of its benefits. Even though India stood self-sufficient in milk production, the eastern state of Jharkhand still depends on import of milk from other states. It was only in June 2013 when Jharkhand State Cooperative Milk Producers' Federation Ltd. (JMF) was formed by the Government of Jharkhand, with an aim to promote dairying as a source of livelihood in the rural parts of the state and propel Jharkhand towards self-reliance in milk and milk products.

JMF under the management of National Dairy Development Board (NDDB) started the milk procurement, processing and marketing activities in the state after taking over the existing Government Dairy at Ormanjhi in August 2014 and subsequently three other dairies at Deoghar, Koderma & Latehar. In 2016 NDDB supported in building a 1 Lakh Litre State of the Art Dairy Plant at Hotwar for the Jharkhand Milk Federation.

JMF had started milk procurement from 12 TLPD in August 2014 and reached up to 130 TLPD in March 2018 and has grown by more than ten-times in last three and half years of its operation. Today JMF is providing an alternative livelihood options to around 20000 rural families but initially, there was a challenge to establish JMF as a reliable institution for milk producers of Jharkhand with many inherited issues like low production and marketable surplus of milk, low interest of farmers towards animal husbandry (milch), dominance of middleman, poor dairy infrastructure etc. To overcome from such unfavourable conditions, utmost cares have been taken to maintain transparency at all levels which is the first and foremost value inherited from NDDB. As a part of maintaining transparency, we have provided milk sample testing facility to all individual pourers in their presence step by step and payment through their individual bank account. By doing this we have given fair and transparent system at village level, remunerative milk price to pourers and avoided involvement of middleman. Farmers have taken it as an opportunity and started milch animal rearing. As a result, milk procurement went up.

NDDB also agreed to lend its brand “Mother Dairy” – which is renowned for its high-quality milk and milk products in the country – to support local brand “Medha”. It not only helped the brand to get established but also enable it capture a reasonable share of the Jharkhand Milk market. It is due to the consistent support that Medha receives, it is able to market about 1 lac litres of milk every day.

The Head Office is located at Ranchi – 834004 (Jharkhand), India and its Dairy Plants are located in various location of Jharkhand (Hotwar, Deoghar, Koderma, Latehar & Lohardaga).

We are thankful to and proud of the people we are associated with in this journey. It is extremely delighting to be able to touch and enrich so many lives at the same time.



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2. TENDER INVITATION:

The **Jharkhand State Cooperative Milk Producers' Federation Ltd.** (JMF), Ranchi hereby invites Tender/Quotation in "Sealed Envelope" under "**TWO ENVELOPE SYSTEM**" for selection of an expert agency for the purpose of Pest Management services at the JMF Office and at its Dairy Plants located in Hotwar, Deoghar, Koderma, Latehar & Lohardaga in order to maintain the proper Pest Management Services.

The tender shall be submitted in two separate sealed envelopes, one for the technical bid (as per **Annexure 'A'** enclosed) and one for the financial bid (as per **Annexure 'B'** enclosed) which should be clearly super scribed on the envelopes. Both sealed envelopes (i.e. Technical Bid and Financial Bid) should be submitted in another sealed envelopes super scribing "**Tender for Pest Management Services at JMF**".

Details of the Tender: -

Description of Services	E.M.D. (Rs.)	Last Date & Time for submission of Tender/ Bid (in Sealed Envelope)	Date and Time of opening of Technical bid:
Pest Management Services for offices, Dairy Plants& Feed Plants located at Various Locations in Jharkhand.	20,000/-	24 June 2019 (02.00 pm)	25 June 2019 (03.00 pm)

The tenderer shall have to pay **EMD Fee of Rs. 20,000/-** (Rupees Twenty Thousand Only). The payment of EMD can be made in form of DD (Demand Draft) in favour of 'The Jharkhand State Cooperative Milk Producers' Federation Limited, Ranchi OR the EMD can also be deposited through RTGS in the name of "The Jharkhand State Cooperative Milk Producers' Federation Limited", Bank:- AXIS BANK LTD, Ashok Nagar, Jharkhand, Ranchi-834002, (IFS CODE- UTIB0000837), A/C No:- 914020036149007.

The DD (Demand Draft) should be kept in the Technical Bid Cover. The earnest money deposited for the tender will not be returned to the bidders till the acceptance of tender or three months or after finalization of tender, whichever is earlier.

Sealed Tender can be submitted in the following address:

JHARKHAND STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD,
Farmers Training Centre Campus, H.E.C, SEC- II, DHURWA, RANCHI – 834004

Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. JMF will not entertain any modifications subsequent to opening of bids and bids not and conditions and compliance to the Scope of Work requirement etc.

Tender documents for Hiring of Pest Management Services can be obtained from office of the Purchase Officer from **10 June 2019 to 22 June 2019** on all working days between **11 A.M. to 4 P.M.**

The tender document is not transferable to any other person. The tender document can also be downloaded from the JMF's official website www.jmf.coop.



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Eligibility and Criteria for Selection

<u>S/ No.</u>	<u>Parameter</u>	<u>Remarks</u>
1	Turnover of Company	The firm should have an average annual turn over of Rs. 2.0 lakh per annum or above in the last 3 years
2	Experience of the firm in the field of Pest Control	The bidding firm should be in the field of Pest Control Services for not less than 5 years The firm should be maintaining Pest Control Services at minimum one building having an area of 2000 sqft or more and building should preferably be Food/ Pharma Sector
3	Assesse of Income tax registration of Service Tax / GST No	The firm should have field income Tax returns during last 3 years and should have registration for GST
4	Certificate of registration of P.F & ESI Act	If available, submit the same. In case contractor is not having EPF, ESI registration an undertaking is to be submitted on behalf of the contractor that the agency will submit the same within 30 days from the date of award of contract.
5	License & Operation Zone	The firm having valid license issued by the Local Authority for carrying out Pest control Business. The firm should be having Office and operating area in the locations proposed for Pest Management Services.
6	Methodology & Scope	The firm having all methods of treatment available as mentioned (in scope of Work).
7	Reference from existing customer	The firm should submit, along with the tender, Certificates about the fact that the Firm is having contract of Pest Control Services of their existing customers. Firm should furnish details like name, address and telephone numbers of references as per Annexure -C
8	Earnest Money Deposit	The firm must submit EMD as requested in tender document.

The documents required are: -

1. IPCA (Indian Pest Control Association) Certificate.
2. Trade Licence.
3. State Agriculture Licence. (Licence to sell, Stock or Exhibit for sale or distribution of Insecticides).
4. Form 8.
5. GST Certificate.
6. Bank Account Details



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GUIDELINES FOR SUBMISSION OF BIDS.

Sealed bids should be submitted in two parts as given below.

- (a) Technical Bid (b) Financial Bid

Technical Bid

(To be enclosed in envelope superscripted 'Technical Bid')

The bidder should submit the details of the firm or the Agency as per Annexure 'A'. The format is enclosed herewith. The bidder is required to necessarily provide full description of services they intend to provide and other allied terms and conditions other than commercially /financial aspects.

The EMD must be enclosed only with the Technical Bids, as only the Technical bids will be opened first. The agency /Company should attach the documentary proof/details of their experience regarding competency of undertaking to carry out the services indicated in the tender along with the Annexure 'A'.

Financial Bid

(To be enclosed in Envelope superscripted 'Financial Bid')

The prices may be quoted as per the prescribed format given as Annexure 'B' of the tender document. These prices should be inclusive of all charges and must be quoted in clear terms unambiguously. All type of services should be clear mentioned with their price breakup of chemicals used.

Contract rates to be quoted as per Annexure 'B' for the activities described therein. The financial bids will be opened subsequently only for those parties who are found technically suitable.



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SCOPE OF WORK: -

PEST CONTROL SERVICES: -

The Tenderer shall furnish all labour, supervision, transportation, tools, materials and supplies necessary to perform pest control services in accordance with the guidelines established by Federal, State and Local Government laws, rules and regulations. The contractor shall provide six days per/week coverage. All services provided are to be completed by a certified, trained and licensed pest control operators in any and all categories as required by the State Government of Jharkhand. The terms, conditions, provisions, specifications, and the schedule of this proposal is listed below.

The locations to be covered in this contract are:

- | | |
|--|--|
| 1. Medha Dairy Plant, Hotwar, Ranchi, | 2. Medha Dairy Plant, Deoghar, |
| 3. Medha Dairy Plant, Latehar, | 4. Medha Dairy Plant, Koderma |
| 5. Medha Dairy Plant, Lohardaga, | 6. Medha Cattle Feed Plant, Hotwar, Ranchi |
| 7. Medha Feed Supplement Plant, Hotwar, Ranchi 8. Store room, Cattle Demo farm, Hotwar | |

SCHEDULED DAILY VISITS/AND FOLLOW-UP SERVICES

Sl. No.	Unit	Service	Frequency
1	Medha Dairy, Hotwar	Cockroach Management	Weekly /As & when Required
		Rodent Management	Weekly /As & when Required
		Flies Management	Daily
		Mosquitoes Management	Daily
		Lizard, Spider & Ants Management	Daily
2	Medha Dairy, Deoghar	Cockroach Management	Weekly /As & when Required
		Rodent Management	Weekly /As & when Required
		Flies Management	Daily
		Lizard, Spider & Ants Management	Daily
3	Medha Dairy Latehar,	Cockroach Management	Weekly /As & when Required
		Rodent Management	Weekly /As & when Required
		Flies Management	Daily
		Lizard, Spider & Ants Management	Daily
4	Medh Dairy Koderma	Cockroach Management	Weekly /As & when Required
		Rodent Management	Weekly /As & when Required
		Flies Management	Daily
		Lizard, Spider & Ants Management	Daily
5	Lohardaga Dairy Plant	Rodent Management	Fortnightly
		Flies Management	Twice in Week
6	Medha Cattle Feed Plant & Feed Supplement Plant, Hotwar	Cockroach Management	Weekly /As & when Required
		Rodent Management	Weekly /As & when Required
		Flies Management	Weekly /As & when Required
		Mosquitoes Management	Weekly /As & when Required
		Lizard, Spider & Ants Management	Weekly /As & when Required
7	Store room, cattle Demo farm, Hotwar	Cockroach Management	Weekly /As & when Required
		Rodent Management	Weekly /As & when Required
		Flies Management	Weekly /As & when Required
		Mosquitoes Management	Weekly /As & when Required
		Lizard, Spider & Ants Management	Weekly /As & when Required
		Snake control	Weekly /As & when Required



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Services & Treatments:

i. Rodent Management Services:

- a. This service will be carried out for controlling rat inside as well as outside of the premises and safeguarding the important files, papers, Boxes, carpets, electrical, internet LAN cable and Telephone wiring, wooden ceiling, panelling, cardboards, raw materials etc. from rodents-damage.
- b. The rat treatment will be carried out by: Placing rat traps, cages, Roda Boxes, Placing a glue pad and placing ultra sound devices as may be required in multiple numbers on all floors especially in electrical and cable ducts location.
- c. Doing permitted for food industry spray &/or putting herbal / chemical tablets etc. to keep rats and rodents away from building or force rats / rodents to move outside the building.
- d. Any other advance technique or Combinations of any of the above
- e. Bidders should have all the above-mentioned techniques available with them for the effective rodent control.
- f. Snake spray if needed, is to be used only outside the premises.
- g. The chemicals used, should be odourless and should not be harmful to human health or other pets.
- h. After completion of treatment the rodents and insects if found dead shall be removed by the contractors urgently.
- i. As far as possible methods due to which rats/ rodents would die inside the building or the false ceiling should not be used.
- j. Bidder should submit the Material Safety Data Sheet (MSDS) for each chemical that would be used in the treatment.
- k. If the Treatment is found ineffective it is to be repeated with additional methods, free of cost.

- ii. **Disinfestations Services:** This service will carryout for controlling all types of crawling insects such as cockroach, silverfish, bedbugs, red ants, black ants, white ants, weevils, spiders, lizards etc. The services will be provided in the entire office area by gel application or by spray three times in a year (once in four months).

iii. Vector Control Service:

- a. This service will be carried out for controlling mosquitoes, flies, house fly and other flying insects.
 - b. This will be provided by treating the breeding areas such as open drains, dustbins, garbage area, receiving area entry point's front and rear area of the plant under the bushes damp area along the walls, water tanks and potable water sources without contamination etc.
- iv. **Fogging Treatment:** Fogging is a technique used for killing insects that involves using a fine pesticide spray (aerosol) which is directed by a blower. In some cases, a hot vapour may be used to carry the spray and keep it airborne for longer. Fast acting pesticides like pyrethroids are typically used.
- v. **Prophylactic Treatment:** Finish Good Store and RM/ PM Store - Fogging with Pyrethrum in mineral oil base in (0.02%) (As and when required).

B. Use of Chemicals & Methods:

- a. **Methods:** all methods of treatment mentioned under each type of pest control should be available with the vendor.



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- b. All the methods & Material to be used should be mentioned in Annexure D – All the chemicals to be used should be as per the norms of WHO & Central Insecticide Board.
- c. The chemicals used should be odorless, non-toxic, non-hazardous and not harmful to human health.
- d. Bidder should submit the Material Safety Data sheet for each chemical that would be used in the treatment.
- e. The chemicals used in Cattle feed raw material godown should not be harmful to dairy animals.

3. GENERAL TERMS AND CONDITIONS:

- 1) The initial period of contract shall be for one year. The period of contract may be further extended by mutual agreement on yearly basis on same terms and conditions up to two years depending on performance of the Agency and at discretion of JMF.
- 2) The scope of the contract includes carrying out general insect / pest control services at our campus for insects including house flies, cockroach extermination, rodent /mosquitoes, removing of beehives, eradication of bats, fumigation fly control services etc.
- 3) The tender document containing eligibility criteria, scope of work, terms & conditions and draft work order can be collected from JMF on any working day between 10:00 to 16:00 hrs.
- 4) All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
- 5) A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
- 6) The bidder shall pay Bid Security (EMD) of Rs 20,000/- (Rupees Twenty thousand only) along with the technical bid by Demand Draft or through NEFT/RTGS in favour of “**JHARKHAND STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD**” drawn on any Nationalized Bank and payable at RANCHI. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc at any stage.
- 7) The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalisation of contract.
- 8) The EMD deposited by successful agency will be adjusted towards Security deposit as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 30 (Thirty) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited unless time extension has been granted by JMF.
- 9) The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the contract.
- 10) The bid shall be valid and open for acceptance of the Competent Authority of JMF for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
- 11) To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
- 12) After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate. In case two or more agencies are found to have quoted the same rates, the Competent Officer authorized by JMF shall decide about the agency to which the



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offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.

- 13) JMF reserves the right to accept or reject any or all bids without assigning any reasons. JMF also reserves the right to reject any bid which in his opinion is non responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

D. Other Terms and Conditions: -

1. The firm should take sufficient care to ensure that the chemicals used for this job do not contaminate (whether intentionally or not) milk and milk products.
2. All chemicals used for the service within the processing plant shall be food grade, odour less and eco-friendly.
3. The Bidders are requested to visit the premises and acquaint themselves fully about the area for which the works are to be carried out before quoting the rates. Quoting minimum rate just for acquiring the tender will not be the only criteria for award of the contract. Therefore, Bidder should carefully assess the work before offering the rates.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the work order between JMF and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

4. PAYMENT

- i. Payment will be made once in a month after ascertaining the satisfactory performance of contractual responsibility carried out in the previous calendar month.
- ii. No advance will be paid and no running bills will be entertained. Taxes applicable will be deducted at source.
- iii. 100% payment shall be made within 30 days on submission of bill/invoice and Job Card.

5. PENALTY

While all contractual obligations will be strictly enforced, deduction will be made for poor service like.

- a) Person sent by the agency for servicing not bringing the required chemicals or required quantity.
- b) The service personnel refusing to do duty assigned in respect of Disinfections / Insect control/ mosquito's
- c) Control / Flies control Services and fumigation services.
- d) Service personnel not turning up for service on the appointed day and the appointed time.
- e) Deduction will be made for poor service like not carrying out monthly services, deficiency in the quality of chemicals used, and misbehaviour of the staff deployed for supply and services.
- f) The penalty will be levied on the basis of work assessment by JMF. The decision of JMF will be final and binding in this regard. The penalty will be 2%-5% of work claimed subject to maximum penalty of 10% of the monthly bill.

The tenderer should not be black listed by any department of the central or state government or PSU or any other organization. The supplier must give an undertaking in this regard (as enclosed in Annex-D)



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ANNEXURE – A

6. TECHNICAL BID:

Name of Agency:

Name of the authorized person who signed the tender documents:

Address of the Agency:

Ph No. / Mobile No. E-mail ID:

The tenderer needs to submit the following documents with their tender documents:

The Bidder should furnish the details requested for in the format given below:

Sl.No	Description of requirement	Proof: Attached / Not Attached	Page Nos.
1	Certificate of the firm registered with IPCA (Indian Pest Control Association)		
2	Copy of terms and conditions and every page of the tender document duly signed with seal of the firm, in token of acceptance		
3	Earnest Money deposit of Rs. 20,000/- (Twenty Thousand Only)		
4	COPY of PAN (PAN No.....)		
5	COPY of GST Registration (GST No.)		
6	Experience of at least three years in providing Pest control services in reputed Food & Pharma Sectors (Experience certificate/work orders)		
7	Undertaking of the agency certifying that M/s.....have not been debarred from any department of State/ Central Govt. or PSU or any other Organization.		
8	Copies of Balance Sheet and P & L A/c for the last 3 years duly certified by CA		
9	Financial/Price Bid Proforma completed & sealed in separate envelope		

Note: All the documents must be self-attested.

Seal of the Company/Firm:



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ANNEXURE -B

7. FINANCIAL BID

The rate should be quoted for the proposed job/work as mentioned below:

(The Tenderer may visit the sites for any clarifications before quoting the rates) .

Sl. No.	Unit	Service	Monthly Service Charges	GST@%	Total Amount (Incl. GST)
1	Dairy Plant, Hotwar	Cockroach Management			
		Rodent Management			
		Flies Management			
		Mosquitoes Management			
		Lizard, Spider & Ants Management			
2	Dairy Plant, Deoghar	Cockroach Management			
		Rodent Management			
		Flies Management			
		Lizard, Spider & Ants Management			
3	Dairy Latehar, Latehar	Cockroach Management			
		Rodent Management			
		Flies Management			
		Lizard, Spider & Ants Management			
4	Dairy Plant, Koderma	Cockroach Management			
		Rodent Management			
		Flies Management			
		Lizard, Spider & Ants Management			
5	Dairy Plant, Lohardaga	Rodent Management			
		Flies Management			
6	Cattle Feed Plant, Hotwar	Cockroach Management			
		Rodent Management			
		Flies Management			
		Mosquitoes Management			
		Lizard, Spider & Ants Management			
7	Other Areas such as Store Room at Dhurwa location and Cattle Demo Farm at Hotwar	Cockroach Management			
		Rodent Management			
		Flies Management			
		Mosquitoes Management			
		Lizard, Spider & Ants Management			
		Snake control			

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note: Goods and Service Tax (GST) as per prevalent rules shall be paid by JMF, if applicable

(Signature of Bidder with seal)

Date:

Name:



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ANNEXURE -C

DETAILS OF WORK EXPERIENCE:

S/No.	Name and address of the organization, name, Designation, and Contact details	Details regarding the contract including total manpower deployed for Pest Control Services	Value of contract (Rs.)	Duration	
				From	To
				DD/MM/YY	DD/MM/YY
1					
2					
3					
Additional Information (if any)					

Date:

Place:

Signature of Authorised person with Company's Seal/ Stamp

Name of Person:

Designation:



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ANNEXURE -D

(SPECIMEN OF UNDERTAKING & ACCEPTANCE LETTER TO BE SUBMITTED ON LETTER PAD)

The Managing Director,
The Jharkhand State Cooperative Milk
Producers Federation Limited.
FTC Campus, Sector-2, HEC, Dhurwa, Ranchi, Jharkhand

Sub: Offers for Pest Management Services

Ref: Your Tender Notice No. _____

Dear Sir,

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for providing Pest Control services at Jharkhand Milk Federation (JMF). I/We agree to all these conditions and offer to provide pest control services at JMF. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the Medha Dairy Plant (Dhurwa Office Location, Hotwar Location, Koderma Location, Deoghar Location, Latehar Location & Lohardaga Location) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: _____

Signature of an Authorized Person with Co's
Stamp

Name:

Date: _____

Designation:

Address: _____

Mob: _____

Email ID: _____