

Birla Institute of Management Technology

Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306

Website: www.bimtech.ac.in; E-mail:- bharat.chauhan@bimtech.ac.in

Contact No. Tel.: +91-120-6843000-10, (Extn. 361 M.: +91-9355024501-510)

RFQ (REQUEST FOR QUOTATION) FOR PROVIDING PEST CONTROL SERVICES AT BIMTECH

M/s	TENDER NO. BIMTECH/Purchase/Pest
.....	Control/2026/06, Date 12.08.2026
.....	

IMPORTANT DATES	
Date of issue of tender document	Tuesday 12/08/2026
Last date and time for submission of tender	Monday 24/08/2026 till 5:00 PM
Pre-Bid Meeting Date & Time	Tuesday 18/08/2026 11:30 AM
Venue, date and time for opening of Bid	Deputy Director, BIMTECH Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306

Dear Sirs,

Birla Institute of Management Technology invites sealed quotations **Request for Quotations** under a Two-Bid System (Technical & Financial) for Providing Pest Control Services.

Please go through the complete tender document. Bids complete in all respects should reach the BIMTECH on or before the due date & time. Bids received after the due date and time is liable to be rejected.

The tender document containing eligibility criteria, scope of work, terms & conditions can be downloaded from www.bimtech.ac.in

Birla Institute of Management Technology reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever. No claim, whatsoever, shall be entertained on this account.

Sd/-
(Deputy Director- BIMTECH)

A: SCOPE OF WORK

1. Disinfection Providing Pest Control Service BIMTECH with all necessary tools, machinery, and pesticides along with required manpower. The frequencies of all the following services are as mentioned below: -
2. General Pest Control/Anti Termite which means eradication of Cockroaches, Mosquitoes, Rats, Flies, Lizards, Termites, etc. through permitted insecticides as per the Government of India and WHO norms. The Pest control should cover all the places like spray under the tables, chairs, and Almirahs, on and around the pile of files, on wooden furniture, on false ceilings, on all staircases, Mess, Canteen, lift lobby, on all toilet drain ducts, shafts, on all pantry rooms etc. in all stores and any hidden space under the furniture and should leave no space unattended.
3. Rodent Control: Rodent control should be done as per orders and instructions on the subject.
4. Agencies must ensure that the pest control once done shall remain effective up to the next pest control failing which it shall have to be done again without any cost.
5. The service provider needs to ensure that related Pest Control Management work is carried out according to industry codes of practice and regulations.
6. The service provider strictly uses required Chemicals/Insecticides etc as per the norms of the Government of India and the WHO.
7. The service provider should use (Brand/Make) of the related pesticides/insecticides/chemicals will be use as under: -
 - a. For General Pest Control- Responder/K-O Trhin (Brand- Dayercorp science)
 - b. For Termite: Premise chemical
 - c. For Bed Bugs: Tempride chemical
 - d. For Honey Bee Removal: As per standard procedure
 - e. For Rodent: Bromodio Nal/Guluetrapp chemical
 - f. For Fogging: King Fog chemical
 - g. For Water Stagnant: Bi-Larv chemical
8. All issues related to Bed bug, Honey bee removal, termite treatment, etc. (in the premises) will be covered in the AMC and needs to be addressed appropriately.
9. To attend all complaints promptly and effectively in a time bound manner.

PART-

B: ELIGIBILITY CRITERIA:

Only those firms/Proprietary Firms/Partnership Firms/Agencies which fulfill the following minimum criteria need to submit their bids along with necessary documents. Those firms who do not meet the minimum eligibility criteria and not submitting the required document will be disqualified on technical grounds.

1. The Firm/agency should have PAN, GST Registration (Proof in this regard must be attached with the bid).
2. The Firm/agency should have a minimum of One (1) years of working experience in the same kind of work (attached work order). The firm/Agency should have experience in Govt. Departments or Autonomous Organization or Corporate or Private Institute/University. The Firm/agency should not have been blacklisted/debarred by Government Organization or Corporate or Private Institute/University. Undertaking in this regard is to be furnished.
3. The bidder should have a valid license to stock and use permissible insecticide for commercial pest control operations.
4. The bidder should be Membership of the Pest Control Association of India (PCAI) (having a valid license).
5. The Firm must have Registered office in Delhi & NCR (Address Proof) should be attached.

Tender shall be accompanied by the following documents:

- Copy of certificate of work experience and other documents as specified shall be deposited in a **sealed Envelope 1** marked as " **Technical Bid**".
- Bill of quantities and other relevant commercial information(tender) duly filled and compiled with rates, amounts, totals and signed by authorized signatory shall be placed separately in a **sealed Envelope 2**. Envelope 2 shall be super scribed as "**Financial Bid**" and opened only after tenderer's eligibility to participate in the tender is successfully established and accepted by BIMTECH.

All the envelopes shall be placed in a **large, sealed envelope** marked as "**Providing Pest Control Services**". The large sealed envelope shall be submitted to the BIMTECH Security Gate before the last date/time.

Addressed to:

To,

Deputy Director,
Birla Institute of Management Technology (BIMTECH)
Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306

At the bottom:

From: (Organization's Name, Address, and Details)

C: SELECTION PROCESS:

1. Tenders' documents submitted without proper information, without documentary evidence, shall be summarily rejected.
2. The Organization/Firm/Agency having qualified in all the points of eligibility criteria and fulfilling all the relevant details of Annexure-I & II and annexure-III" and quoting BEST COMPETATIVE RATE in totality, will be treated as a successful bidder.
3. In case two or more organizations/Firms/agencies are quoting the same rate, in that situation the firm having the highest work experience in Govt. Departments OR Autonomous Organization or Corporate or Private Institute/University. Will be treated as a successful bidder.

D.GENERAL TERMS & CONDITIONS AND GENERAL RULES AND DIRECTIONS:

1. Any person who submits a tender shall fill up the rates in the BOQ. Tenders, which propose any alteration in the Work specified in the Schedule of Quantities or in the time allowed for executing the Work or which contain any other conditions of any nature, including conditional rebates, shall be liable to be summarily rejected.
2. Being an Item Rate Tender, only rates quoted shall be considered. Rates quoted by the vendor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words.
3. The BIMTECH shall have the right of rejecting all or any of the tenders and shall not be bound to accept the lowest or any other tender.
4. In the case of any tender where unit rate of any item/items appear unrealistic, such tender shall be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender shall be liable to be disqualified and rejected.
5. Upon acceptance of the tender, the name of the accredited representative(s) of the tenderer, responsible for taking instructions from the BIMTECH.
6. GST or any other applicable tax in respect of the supply of goods and/or services shall be payable by BIMTECH to the Supplier/Vendor. The Supplier/Vendor shall be solely responsible for complying with all applicable GST and other tax laws to the Government authorities.
7. BIMTECH reserves the right to terminate the contract without assigning any reason. The contract can also be terminated at the request of agency, with an advance notice falling which, the agency is liable to pay liquidated damages @ 10% of tendered value.
8. BIMTECH has the discretion and right at any stage to cancel/add or amend the information, terms, conditions procedure and protocol set out in this Tender Document and the bidder has no claims against such right. The Institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever.

E. GUIDELINES FOR BIDDERS & TERMS AND CONDITIONS:

- 1.The bidder/Tenderer shall not tamper/modify the tender form including the downloaded price bid template in any manner. In case if the same is found to be tampered with/modified in any manner, the tender will be completely rejected.
- 2.The quoted price shall remain valid for 90 days after the date of bid opening. The bid valid for a shorter period shall be rejected by the BIMTECH as non- responsive.
- 3.This bidding document should be duly signed and stamped by the authorized person agencies/firms/Dealer on each page as proof to confirm the acceptance of the entire Terms & Conditions of Tender. Tender with Conditional offer/offers which are not in conformity to the prescribed document will be summarily rejected.
- 4.The rates should be mentioned in figures as well as in words. (Erasing/overwriting should be avoided/duly attested by the tenderer.) Taxes, however, should be indicated separately. In case, nothing is mentioned, it will be assumed that all taxes are included in the rates quoted.
- 5.At any stage, if it is found that the documents and certificates submitted by the bidder/tenderer agencies/firms/Dealer are found forged or have been manipulated, the supply/works shall be canceled. Further, the BIMTECH can also take action as appropriate under the extant laws.

6.The submission of tender will bind the tenderer to acceptance of all the Terms & Conditions specified herein and in addition to the conditions of the contract.

7.BIMTECH will not provide any Manpower or any Tools, Vehicle, Cartage to perform the contract. The contractor has to bear it at his own cost.

8.The vendor will be fully responsible for the complete safety norms of his Engineers/workers/staff during the performance of their duty in the BIMTECH. In case of any mishap/accident, the contractor will take full responsibility relating to pay compensation/medical care to his Engineers/workers/staff. BIMTECH will not be a party at any stage in any of the disputes relating to the above. In case, any liability arises due to non-conformance by the agency, under no circumstances BIMTECH will be liable for the same.

9.Intending bidders/tenderers are advised to visit website <https://www.bimtech.ac.in/in> regularly till closing date of submission of tender for any Corrigendum/Addendum/Amendment.

10.Technical offers shall be opened first, and technical offers will be evaluated by a committee based on technical evaluation criteria. The Financial offers from technically unqualified tenderers will not be opened and evaluated as per evaluation criteria. Financial offer shall be opened only for those tenders who are technically qualified.

11.All materials to be incorporated in the work/purchase order shall be arranged by the contractor and shall be in accordance with the specifications laid down.

12. The selected bidder shall not sublet, assign, or transfer the whole or any part of the work to any other party or bidder without the prior written approval of the Institute. Any unauthorized subletting shall constitute a breach of the contract and may result in termination of the contract.

13.The quoted rates should include the cost of pesticides and related labor and transportation charges. The chemicals/pesticides used by the agency be purchased from a reputed concern and should be ISI Marked and/or WHO-approved.

14.The BIMTECH reserves the right to curtail or enhance the scope of work either by deletion of certain items entirely or by reducing/increasing/right to relax/withdraw any of the terms and conditions mentioned in the Tender Document to overcome any problem encountered during the selection of the bidders and also during the execution of the contract in the interest of BIMTECH. The quantities of certain items as required and reviewed by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work carried out.

15.The successful bidder/contractor on acceptance of his/their quotation by accepting authority; shall commencement of work, and shall sign the Agreement (Annexure – D) with the Institute within 15 days.

16. The work will be executed in our RCI Building.

F. VALIDITY OF THE CONTRACT: The contract shall be initially for a period of one year from the date of the start of the contract. BIMTECH reserves the right to terminate the contract by giving 15 days' notice without assigning any reason.

G. PERFORMANCE SECURITY:

- a) The successful bidder shall be required to deposit an amount equal to 10% of the contract value within 15 days of the issue of the letter of intent, as Performance Security.
- b) Performance security shall be submitted in the form of a Demand draft drawn in favor of "Birla Institute of Management Technology", payable at Noida OR by way of a Bank Guarantee valid for 14 months.
- c) Performance Security will be discharged after completion of the contractor's performance obligations including warranty under the contract.
- d) If the contractor fails or neglects any of his obligations under the contract BIMTECH reserves the right to forfeit either the whole or any part of the Performance security furnished by the bidder as a penalty for such failure.

H. PAYMENT TERMS:

- a. No advance payment will be made. Payment to the successful bidder shall be released on monthly basis on the submission of the Log Book for the services rendered in the particular month along with the Invoice.
- b. Bill to be made in the name of **Birla Institute of Management Technology**.

I.CONCILIATION/ARBITRATION/APPLICABLE LAW & JURISDICTION:

1.If any dispute(s) or difference(s) of any kind whatsoever arising between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by BIMTECH.

2.In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by BIMTECH.

3.All matters connected with this Tender document shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction in Noida (UP).

I have read all the terms and conditions of this document. I hereby accept all the mentioned Terms & Conditions of the above contract of BIMTECH.

Date:

(Signature of the Bidder, with Official Seal)

TECHNICAL BID**ANNEXURE- "I"**

Sr.No.	PARTICULARS	DETAILS TO BE FILLED BY THE ORGANISATION/FIRM/AGENCY
1.	Name of the Organization /Firm/Agency	
2.	Address of the Organization /Firm/Agency	
3.	Name of the Managing Director/ Director/ Owner/Proprietor (authorize a person who signs this tender document). E-mail address Phone No/Mobile No.	
4.	GST No. of the Organization/Firm/ Agency. (Attach a photocopy).	
5.	PAN No of the Organization/ Firm/ Agency. (Attach a photocopy).	
6.	The Firm/agency should have a minimum of One (1) years of working experience in the same kind of work (attached work order). The firm/Agency should have experience in Govt. Departments or Autonomous Organization or Corporate or Private Institute/University	

7.	License to stock and use insecticides for commercial pest control operations (enclose a copy of the certification).	
8.	Membership of the Pest Control Association of India (PCAI) (enclose a copy of the certification)	
9.	Does your firm have ever been Blacklisted? (if NO) Attach certificate (Self-declaration) on company letterhead, as per Annexure-III.	
10.	The Firm must have Registered office in Delhi & NCR (Address Proof) should be attached.	

I/We hereby declare that I/We have visited the BIMTECH site and fully acquainted myself /Ourselves with the local situation regarding materials, labor, and other factors pertaining to the work before submitting this tender. I hereby agree to abide by all the terms & conditions of this tender document.

Place: (Signature of the Contractor or His authorized signatory)

Date: (Name with Official Seal/Stamp)

S.No	Description of Pest Control services	Chemicals/ Insecticides Name permitted as per Government of India and WHO norms which will be used
1.	Extermination of flies and mosquitoes by fogging.	
2.	Extermination of cockroaches, by spraying of chemicals or by application of gel.	
3.	Extermination of carpet bugs, cobwebs, silverfish, lizards, etc.	
4.	Glue trap should be placed for trapping at rodent points	
5.	Rodents and mice control service	

(Signature of Owner/Authorized Representative)

FINANCIAL DETAILS**ANNEXURE- "II"**

S.No	Focus Area	Pest Control Activity	Frequency	Rate	Rate Per Month (Rs.)
1	RCI Building inside the building and inside the campus open area	General Pest Control & Anti Termite for Mosquito, Flies, Cockroach, Rodent Control	Weekly		
2	Open Vegetative area	Fogging around the building area & fumigation on other vegetative areas	Weekly		

NOTE:

- I. The quoted rates should be without GST. GST will be EXTRA as per norms
- II. The quoted rates should include the cost of pesticides and related labor and transportation charges.
- III. The chemicals/pesticides used by the agency be purchased from reputed concerns and should be ISI Marked/ISO certified/and/or WHO approved.

I/We read all the terms & conditions of this Tender document and hereby giving our acceptance to comply all the Terms & Conditions. Certified that all above information's are correct to the best of my/ our information, knowledge and belief. In case, if any information found incorrect, my candidature will be cancelled.

Place: (Signature of the vendor/contractor or His authorized signatory)

Date: (Name with Official Seal/Stamp)

DECLARATION FORM

- I. I have physically inspected the premises and understand the volume of work and I agree to the terms and conditions laid down in the tender documents.
- II. I/We hereby declare that I/We have visited the BIMTECH site and fully acquainted myself/ourselves with the local situation regarding materials, labor, and other factors pertaining to the work before submitting this tender.
- III. I/We hereby declare that I/We have carefully studied the terms & conditions of the contract, specifications, and other tender documents of this work and agree to execute the same accordingly.
- IV. I/We certify that we have carefully read each and every working condition and the scope of work given in the BID document and having understood the same we confirm our acceptance without any condition or deviation.
- V. I/We have read the terms and conditions of the tender document and understand that in case any of the statements furnished by the undersigned is found to be false OR if any/all the terms and conditions are not complied with, the tender is liable to be canceled and the earnest money deposited shall be forfeited by BIMTECH.

Signature of Authorized Signatory

Name of the agency with seal

Annexure-III

UNDERTAKING/ BLACK LISTING

With respect my/our bid submitted against NIT/RFQ No. _____ date _____, I / We _____ Partner / Sole Proprietor (Strike out which is not applicable) of (Name & Address of Firm) _____ to hereby declare and solemnly affirm: -

i. That the individual/ firm/ Agency is /are not debarred or black-listed by any department of the Union Govt./State Government OR Autonomous Organization or Corporate or Private Institute/University. That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt. government departments OR Autonomous Organization or Corporate or Private Institute/University. That the terms and conditions at BIMTECH are acceptable to me/ us. I/We will abide by them in letter and spirit.

ii. That no partner or shareholder, directly or indirectly is connected/related to any employee working in the BIMTECH.

I/ We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein. We understand that in case the information provided by us is found to be false/ incomplete at any stage, our bid/empanelment will be liable to be canceled/terminated and attract appropriate action.

Date: _____

Place: _____

STAMP & SIGNATURE OF THE BIDDER

AGREEMENT

This Agreement is made and executed between:

The Birla institute of Management Technology, Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306 (hereinafter referred to as the "First Party"),

AND

M/s _____, having its office at _____ (hereinafter referred to as the "Second Party"),

for providing Annual Maintenance Contract (AMC) for Pest Control Services in various buildings and common areas of the BIMTECH, on the following terms and conditions:

Terms & Conditions

1. The First Party shall intimate the Second Party regarding any complaint or deficiency in the pest control services through telephone, email, or written communication.
2. Upon receipt of a complaint, the Second Party shall attend the complaint at BIMTECH on the same day, if the complaint is received between 10:00 AM and 1:00 PM. Complaints received after 1:00 PM shall be attended to on the next working day, unless extreme urgent.
3. In the event that a complaint cannot be attended to due to technical or unavoidable reasons, the Second Party shall immediately inform the First Party in writing, stating the reasons for the delay.
4. The Second Party shall carry out all pest control services with due diligence, professionalism, sincerity, and care, ensuring the use of approved chemicals and methods as per applicable safety standards.
5. Preventive pest control treatment shall be carried out strictly as per the mutually agreed schedule.
6. In case of any delay in attending complaints beyond the time stipulated, a penalty of Rs. 500/- (Rupees Five Hundred only) per day of delay shall be levied on the Second Party.
7. Any dispute arising out of this agreement shall be subject to the jurisdiction of the competent courts at Noida, Uttar Pradesh.
8. The contract shall remain valid for a period of one (1) year with effect from _____.
9. The First Party shall make payment to the Second Party on a Monthly basis at the rate of Rs. _____ per month, after satisfactory completion of services for the respective month. The total annual contract value shall be Rs. _____, and the monthly payment shall be Rs. _____.
10. Payment shall be released upon submission of:
 - Monthly invoice;
 - Service Log Book/Service Reports duly certified by the authorized representative of the First Party; and
 - Any other supporting documents, if required by the Institute.
11. This agreement shall be effective from _____ to _____, for a period of one year.

12. If, at any stage during the contract period, the services of the Second Party are found to be unsatisfactory, the Institute shall have the right to withhold payment, impose applicable penalties, and/or terminate the contract by giving appropriate notice, as deemed fit.

First Party

Second Party

On behalf of

On behalf of

Birla Institute of Management Technology

M/s _____

Name: _____

Name: _____

Designation: _____

Designation: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Witnesses

Witness 1

Witness 2

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____