

**ANNUAL MAINTENANCE CONTRACT FOR  
PEST CONTROL & RODENT CONTROL TREATMENT SERVICES AT  
BRANCHES/OFFICES OF MEGHALAYA RURAL BANK, MEGHALAYA**



**Department of Premises & Estate,  
Meghalaya Rural Bank  
Head Office**

[premisesandestate@megrrb.in](mailto:premisesandestate@megrrb.in)

**OR**

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<b>Description</b>	<b>Due Date</b>
<b>Issue of RFP</b>	08-07-2025
<b>Pre-bid meeting (online in MS Teams)</b>	10-07-2025
<b>Proposal Submission</b>	18-07-2025
<b>Evaluation of Technical Proposals</b>	19-07-2025
<b>Evaluation of Financial Proposals</b>	19-07-2025
<b>Issuance of Engagement Letter</b>	19-07-2025
<b>Acceptance of Engagement Letter</b>	21-07-2025



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**PART – 1**  
**Technical Bid**





## NOTICE INVITING TENDER

Date:03.07.2025

### **Annual Maintenance Contract for Pest Control Services & Rodent Control Treatment at Branches/Offices of Meghalaya Rural Bank.**

- 1) Meghalaya Rural Bank Head Office intends to award the **Annual Maintenance Contract for Pest Control Service & Rodent Control & Anti-Termite Treatment at Branches/Offices of Meghalaya Rural Bank for the contract period One Year from the date of work order.** For this, a two stage-bidding process through i.e. Technical Qualification with respect to Techno- Commercial aspects and Competitive Rates is being followed. Tender documents can also be downloaded from Bank website [www.meghalayaruralbank.co.in](http://www.meghalayaruralbank.co.in) under the tender section or login direct in tender section through Meghalaya Rural Bank - Official website of Meghalaya Rural Bank
- 2) Meghalaya Rural Bank has its Head Office at KJP Synod Assembly Conference Centre, IGP, Central Ward, Shillong-793001. The total number of services to be provided are detailed separately in the tender. Bidders are advised to go through the tender documents carefully before quoting the rates. The tenderers are advised to visit the all Branches/offices, conduct survey of the existing conditions so as to familiarize themselves with the nature and scope of works to be carried out and get all clarifications as necessary from Meghalaya Rural Bank, Head Office, Shillong before quoting their rates.
- 3) **Mode of submission of tender are.**
  - A. The PART-I (Technical Qualification Bid) of the tender shall contain Technical Qualification bid (as per Section I, II, III & IV), along with and terms & conditions in prescribed tender document, should be kept in separate sealed envelope marked "A" super scribing as "TECHNICAL BID", Tender No & Tender title, name & address of the tenderer"
  - B. The PART- II of the tender shall contain only the **financial bid** in the prescribed format should be kept in separate sealed envelope marked "B" super scribing as "FINANCIAL BID", Tender No & Tender title, name & address of the tenderer" No other terms & conditions should be there in the financial bid. If any terms & Conditions are stipulated in the tender document, the tender shall summarily be rejected.
  - C. The Sealed envelopes marked A & B should be put in a Master Envelope marked "C" super scribed as "Tender for Annual Maintenance Contract for Pest Control Services and Rodent Control Treatment at Branches/Offices of Meghalaya Rural Bank. Sealed tender duly filled in should be addressed to Meghalaya Rural Bank, Head Office, Shillong & dropped in the tender box located in the office at the above-mentioned Head office address on or before 04:00 P.M of 16-07-2025.



- D. Bidder/vendor can participate in the tendering process by sending tender documents through courier/Registered post but there is a condition that courier/tender must be received on or before end date & time at above mentioned address.
- 4) **The PART-I (Technical Qualification Bid)** of the tender shall be opened first on **18.07.2025**. Based on the Technical Qualification bid / tender, the financial bids (Part-II) for competitive rates of eligible bidders will only be opened / considered.
  - 5) The Price bid of the Tenderer who satisfies the eligibility criteria and qualifies in the technical bid only will be opened. The date & time of opening of the price bid will be intimated, to the qualified bidders only. **The intimation of opening financial bid date & timing to the Technical qualified bidders will be provided by E-Mail and / or telephone.**
  - 6) The bank reserves the right to accept or reject any tender, in whole or in part, and it is not binding on the part of the Bank to accept the lowest (L-1) or any tender.
  - 7) Tenders which do not fulfil all or any of the Bank conditions or are incomplete in any respect and tenders with the tenderer's own conditions other than those specified by the Bank, are liable to be rejected.
  - 8) Any discrepancies, omissions, ambiguities in the Tender Documents, if any, or any doubt as to their meaning should be reported by mail. Bank will review the same and if required, Bank will issue clarifications to the tenderers which will become part of the Contract Document. Bank will not be responsible if the discrepancies, omissions, ambiguities in the Tender Documents or any doubts as to their meaning are not brought to the notice of BANK before three working days prior to the date of submission of the Tender.
  - 9) The Tender documents softcopy may be collected from Premises and Estate Department, Meghalaya Rural Bank, Head Office during working hours (10:00 A.M to 4:00PM) from 02-07-2025 or download through login at Bank website [Meghalaya Rural Bank - Official website of Meghalaya Rural Bank](#)
  - 10) **There is no Earnest Money Deposit (EMD).**
  - 11) Time is the essence of contract - The first visit to be completed within **15 days** from work order.
  - 12) The validity of the offer should be 15 days from the date of opening price bids. However, the rates quoted by the successful bidder would remain firm until the end of the contract period, i.e. up to **one year** except only if there is a change in GST / statutory taxes and **subject to other terms & conditions mentioned elsewhere in the tender.**
  - 13) **The successful tenderer will be required to submit@5% of the accepted value of tender, as Security Deposit within 7 (seven) days of award of work, which will be reckoned towards the Retention Money Deposit (RMD). The RMD will be**





**released 15 (fifteen) days after completion of the work.**

- 14) The Retention Money Deposit (RMD) will be liable to be forfeited in case the contractor commits any breach of any terms and conditions of the Contract or fails to complete the work/service.
- 15) A pre-bid Meeting shall be held **on 09.07.2025 at 10.30 AM** in the office of **Head Office of Meghalaya Rural Bank**. You are also invited to attend the meeting after visiting the site for clarification of your doubts / queries, if any. The owner/representative attending the meeting should carry the Letter of Authorization from their organization as per Annexure-I.
- 16) This Notice Inviting Tender (NIT) shall also form part of the Tender Document. In case of contradiction between the rules / provisions of this tender document, preference shall be given to the rules / provisions given in our tender document.
- 17) In case the day of the opening of the tender is declared as a public holiday or non-functioning of the office due to strike, bandh, etc, the next working day will be treated as the day for such purpose and no separate intimation in this regard will be issued.
- 18) The Notice inviting tenders, the conditions of tender and duly completed form of tender, Specifications etc. will inter-alia form part of the contract agreement to be executed by the successful tenderer with the company
- 19) The vendor should submit his tender well in advance so that last minute technical glitches can be avoided, and BANK will not be responsible for failure of submission of tender by the bidders in this regard. **"No extension of time will be permitted if the vendor is facing difficulty or facing technical issues in reaching/sending the document before the end of the time specified for closure of tender"**.
- 20) The tenders submitted shall remain valid for acceptance for a period of **15 days** from the date of award of work order/LOI.
- 21) The Tender form shall be signed by a person on behalf of the Organization, who is duly authorized to do so. Each page of Tender Document shall be properly signed along with an official company seal. The authorization shall be in the form of a legally enforceable written power of attorney which shall be produced on demand.
- 22) Successful completion certificates along with orders for works done for different clients should be furnished along with Tender documents
- 23) In the absence of any required document/Certificate, the bidder should clearly indicate in the format that is not available.
- 24) The original bid (Technical bid and financial bid) shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder themselves. The person who signed the bid must initial such corrections.



- 25) It should be understood that **Meghalaya Rural Bank** does not accept any responsibility for the correctness or completeness of tender document & schedule and is liable to alterations by the Bank.
- 26) Bidder must submit valid E-mail & Mobile Number in tender documents.
- 27) Meghalaya Rural Bank in its sole discretion & without having to assign any reason reserves to itself the rights to
- i. Accept or reject the lowest Tender or any other tender or all the Tenders.
  - ii. Reject the offers not confirming to the tender Terms & Conditions,
  - iii. Reject any conditional and/or incomplete Tender.

Yours faithfully

  
**General Manager**  
**Meghalaya Rural Bank**



PRE-QUALIFICATION CRITERIA

**INSTRUCTIONS TO THE TENDERERS FOR FURNISHING INFORMATION AS A PART  
OF PRE-TENDER QUALIFICATIONS ELIGIBILITY CRITERIA**

The work involved is **Annual Maintenance Contract for Pest Control Services & Rodent Control Treatment at Branches/Offices of Meghalaya Rural Bank.**

Scope of work and services to be provided are indicated in the **"SPECIAL TERMS AND CONDITIONS – Scope of Work (Part A)"** and **"Scope of work (Part B) – List of Operation Units of the Bank"** of this tender.

*The tenderers are advised to visit all the sites, conduct a survey of the existing arrangements to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from BANK before quoting their rates.*

- 1) The contractors should have experience of similar works during the last 3 (three) years (ending 31.03.2025) and who fulfill the following criteria are eligible to tender: -
  - i) Should have carried out **minimum 1 similar work** with Banks/Govt/PSUs or other reputed Company during last 3 (three) (ending. 31.03.2025) with contract value (costing individually) not less than **Rs.3.00 lakh**.
  - OR
  - ii) Should have carried out **minimum 2 similar works** with Banks/Govt/PSUs or other reputed Company during last 3 (three) (ending 31.03.2025) with contract value (costing individually) not less than **Rs.1.50 lakh**.
  - OR
  - iii) Should have carried out **minimum 3 similar works** with Banks/Govt/PSUs or other reputed Company during last 3 years (ending 31.03.2023) with contract value (costing individually) not less than **Rs.1.00 lakh**.
- 2) The tenderers should have an average Annual Turnover of **Rs. 30 lakh** during the last three years ending 31 March 2025 supported by an audited balance sheet or a registered Chartered Accountant certified statement of accounts.
- 3) The tenderer should have a **valid Trading License** issued by the respective **District Council** of the State.
- 4) The tenderers should have applicable registrations (PAN, TIN, TAN, GST, ESI, EPF, etc.) supported with documentary evidence and licenses, permissions, approvals issued by appropriate authorities such as Labour enforcement and other statutory authorities, wherever applicable and furnish copies of the same with tender (with the Pre-Qualifying Bid). **Agency should have a valid license/registration** as per GOI instructions or from any other competent authority to operate a manpower and similarly registration with





appropriate competent authority. Tenderers to note that copies of licenses and registration are to be submitted with the pre-qualifying bid i.e. Part I. Tenders without required documents will be summarily rejected.

- 5) Bidder/Contractor/Vendor should have their **office / branch office within Meghalaya**
- 6) Tenderers are requested to submit the following documents in **PART - I** (Technical bid) for examining their qualification/suitability. Opening of **PART - II** (Financial Bid) will be subject to satisfying the prescribed eligibility criteria: -
  - i) Copies of Work Orders and Satisfactory Service Certificates from clients for executing similar works for Central/State Government offices/Public Sector Undertakings/Public Sector Banks/Autonomous Bodies, etc. **during the last three years**. "Similar Works" means experience in executing Annual Maintenance Contract **for Pest Control Services** in similar Government/ PSUs / Public Sector Banks / Autonomous Bodies, etc.
  - ii) **IT returns** for the last three consecutive financial years – **2022-23, 2023-24 & 2024-25**.
  - iii) **References of clients** / particulars of bankers, specifying their names and contact numbers (landline and mobile) and names of the contact executives / officials.
  - iv) Information in Section I, II, III & IV as per enclosed proforma.
- 7) Intending tenderers are required to submit their **full biodata** giving details about their organisation, experience, personnel in their organisation, spare capacity, competence and adequate evidence of their financial standing, etc. in the enclosed statement which will be kept confidential.
- 8) While deciding upon the selection of contractors, emphasis will be laid on the ability and competence of tenderers to undertake quality works within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items.
- 9) The Bank may obtain reports on past performance of the tenderer from its clients and bankers and evaluate the said reports before opening of the PART-II (Financial Bid) of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found not satisfactory, the Bank reserves the right to reject his offer even after qualifying the PART-I (Technical Qualification Bid) of the tender and PART-II II (Financial Bid) of the tender will be rejected. The Bank is not bound to assign any reason for rejecting the tender.
- 10) The bidder shall hold valid license under the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulation and Abolition) Central Rules, 1971 and shall fulfil all conditions required under the Act/Rules as amended from time to



time.

- 11) The bidder shall be registered with **Income Tax and Goods & Services Tax (GST)** authorities.
- 12) Bids quoted with administrative / service charges less than or equal to the applicable TDS (IT-TDS and/or GST-TDS) would be treated as unresponsive and invalid, which are liable for rejection.
- 13) Bids, if not submitted in the Bank's approved bid format, shall be treated as invalid and are liable for rejection.
- 14) Applications containing false and/or inadequate information are liable for rejection.
- 15) While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually cost not less than the specified amount.
- 16) Clarifications, if any required, may be obtained by visiting at Meghalaya Rural Bank, Head Office at KJP Synod Assembly Conference Centre, IGP Central Ward, Shillong-793001 By E-mail at [premisesandestate@megrrb.in](mailto:premisesandestate@megrrb.in) or contact on Mobile No. 8258038579
- 17) **Non-Compliance with any of the conditions mentioned above will amount to non-eligibility for the Annual Maintenance Contract and the bid shall be summarily rejected.**

**I/We have read and understood the instructions contained herein above and are acceptable to us.**

Signature of the Tenderer with seal and address

Date:

Place:



### Section-I Basic Information

Sr No.	Particulars	Bidder's response
1	Name of the Tenderer/agency/ contractor and address of the registered office, telephone no., mobile no., fax no., email-id, and website address.	
2	Year of Establishment	
3	Type of the agency/ contractor (whether Sole Proprietorship/Partnership/Private Limited/ Limited or Cooperative Body etc.) Copies of supporting documents to be enclosed	
4	Name of the Proprietor / Partners / Directors of the agency/ contractor / Firm	1 2 3 4 5
5	Details of Registration a Whether Partnership firm, Company, etc. b Registering Authority c Date of Registration d Registration No.	a b c d
6	Whether registered/ empanelled for similar service with a. Government/ Semi- govt / Municipal Authorities or any other public organisation b. If yes, name of the authority c. and since when?	(Yes/no)
7	Work Experience a Details of work experience in Pest Control services b Documentary evidence of previous experience if any, of carrying out works for RBI / Public sector banks / Government department / Semi Govt. department /Other Public Sector Undertakings at any Other center should also be given.	





8	a) Areas of business activities, other than Pest control/ services, if any, and b) Place and address of such business	
9	a) Address of office through which the proposed work of the Bank will be handled; and b) Name & designation of In-charge	
10	Adequate and satisfactory evidence to indicate financial capacity of the person/ agency/ contractor to undertake the said work	
11	a) Names of bankers b) Full address of bankers c) Telephone (landline & mobile Nos), Fax No. etc. of the contact executive (i.e. The persons who can be contacted at the office of their Clients by the BANK, in case it is so needed)	
12	Credit worthiness of the Tenderer & Turn Over during the specified period (Copies of IT deposit certificates such as copy of deposited Form 16 or any such other certificate along with latest final accounts of the business of the Tenderer duly certified by a CA should be enclosed as proof of their credit worthiness and Turn Over for the last three years ending 31.03.2025.)	<u>Annual turnover</u> 2024-25 Rs. _____ 2023-24 Rs. _____ 2022-23 Rs. _____
13	Number of supplementary sheets attached	
14	a) Whether any civil suit/ litigation has arisen in the contracts executed by the applicant during the last five years (Yes/No) b) If yes, please give following information (suit-wise/ project-wise): i. Name of the Project & Organisation ii. Nature of work iii. Work Order No. and Date iv. Present stage of work v. Value of contract vi. Brief details of litigation	



15	i. Permanent Account Number (PAN) ii. TIN iii. Goods and Service Tax Registration No. iv. EPFO Registration No. v. ESIC Registration No. vi. Regional Labour Commissioner Registration	
Copy of documents to be enclosed		

**Notes: Please attach self-certified copies of the following documents:**

- a) Latest Income Tax Clearance Certificate
- b) IT Returns OR Audited Balance Sheet and Profit & Loss Account for the past three years i.e., FY 2022-23, FY2023-24 & FY 2024-25.

**Signature of the Tenderer with seal & date**





## Section-II -Previous Experience

- a) List of important works executed by the firm during last three years i.e. **Pest Control Service & Rodent Control Treatment** in organisations / institutes / training establishments etc. (Please attach extra sheets if required).

S.No	Name of the work And Location	Nature of Work	Name and full postal address of the owner. Also indicate whether Government or Semi-Govt etc.	Contract Amount (Rs)	Whether work was left incomplete or terminated from either side? Give full II (Financial Bid) details.	Any other relevant information
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**\*\*The previous work order and completion certificate of the previous work Experiences should be provide separately**

- b) List of important ON HAND works in the field of **Pest Control Service & Rodent Control Treatment** -. (Please attach extra sheets if required).

S.No	Name of the work And Location	Nature of Work	Name & full postal address of the owner. Also indicate whether Government or Semi-Govt etc	Contract Amount (Rs)	Whether work was left Incomplete or contract was terminated from either side? Give full details.	Any other relevant information
(1)	(2)	(3)	(4)	(5)	(6)	(7)



### **Section-III –Pest Control & service staffs and their Experience**

1. List of staffs, giving details about their technical qualifications, experience, etc. including that in the applicant's organization. (Please attach extra sheets if required).

S.No	Name	Age	Qualification	Experience	Nature of works handled	Date from which employed in the organization	Any other relevant information, if any

2. List of available tools, Equipment. (Please attach extra sheets if required).

S.No.	Name of tools/ Equipment and Accessories	Total No. of units available with agency	Required no. of units for BANK's work
(1)	(2)	(3)	(4)
1			
2			
3			
4			
5			

3. Indicate other points, if any, to show applicant's technical and managerial competency to indicate any important point in applicant's favour.
4. No. of supplementary sheets attached for Part III.



**Section-IV - Details of Bank Account**

1.	Name of the Vendor/Firm	
2.	Name of the Account Holder	
3.	Address of the Vendor/Firm	
4.	Name of the Bank, Branch and Address	
5.	Bank Code and Branch Code	
6.	IFS Code of the Bank Branch	
7.	Type of Account (Saving/Current/Cash Credit)	
8.	Account Number	

**Note:** Please also enclose a **CANCELLED CHEQUE** in respect of above account number.





## **EVALUATION AND SELECTION OF THE BIDS**

### **1. Criteria for Evaluation of Bids**

- i. The Head Office Committee or authorized officers for Technical and Financial Evaluation of the bids and to decide on selection of the successful bidder. The decision of the Bank shall be final and the bidder shall have no right to challenge the decision of the Bank.
- ii. The Technical Bids shall be evaluated on the basis of their response and by applying Evaluation Criteria specified in this Section.
- iii. In the first stage of Technical Evaluation, a proposal would be rejected, if it is found deficient as per the requirements indicated in Section 6 of this document.
- iv. The Technical Bids shall be evaluated first and at this stage the Financial Bids will remain unopened. On completion of Technical Evaluation of all proposals, the Financial Bids of the technically qualified bidders only will be opened.

### **2. Evaluation criteria for Technical Bid**

- i. The evaluation of Technical Bid will be completed on a maximum of 50 marks as indicated below:

Sr. No.	Description	Score
1	<b>Legal Structure</b>	<b>20</b>
	Private Limited/Public Limited	20
	Partnership	15
	Proprietorship	10
2	<b>Work Experience in the relevant field of work</b>	<b>10</b>
	Above 20 years	10
	Above 10 years to 20 years	5
	7 years to 10 years	2
3	<b>Average Turn Over during the last three years ended 31.3.2025</b>	<b>10</b>
	>10 lakhs	10
	10 >= 6 lakhs	5
	6 >= 3 lakhs	2
4	<b>No. of works executed / ongoing in Government Departments / Organizations / PSUs / Banks in last 7 years (as on date of bid submission)</b>	<b>10</b>
	Above 7	10



	Above 4 to 7	5
	Above 2 to 4	2

- ii. The Bank may add any other relevant criteria for evaluating the proposals received in response to this Tender at its sole discretion, to seek more information from the Respondents in order to normalize the Bids.
- iii. All those Bidders who attain a **minimum of 20 marks** on Technical Evaluation score **will be eligible for Financial Bid Evaluation.**

**3. Evaluation of the Financial Bid**

- i. The proposal of the successful bidder/s of the Technical Bid with the lowest Financial Bid will qualify as the L1 Bidder.
- ii. In the case of a tie between two or more Bidders, contract will be awarded on the basis of the Marks obtained in Evaluation of Technical Bid.
- iii. In case of multiple L1 bidders get same marks in Evaluation of Technical Bid also, then the Meghalaya Rural Bank Head Office called revised financial bid only from tie bidder. L-1 bidder will be allotted the work





### INSTRUCTIONS TO THE TENDERER

1. All the pages of the Tender Document shall be signed by the Tenderer. **BANK (Meghalaya Rural Bank)** takes no responsibility for delay / loss in non-receipt of Tender Documents.
2. **Tenderers are advised to visit the site at their cost, conduct survey of existing conditions so as to familiarize themselves with the site conditions, nature of works etc. and get all clarifications as necessary from BANK before quoting the rates.**
3. The Tenderers should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / Deviational Tenders may be rejected without making any reference to the Tenderers.
4. **No Tenderer will be allowed to withdraw his Tender during the validity period. Subletting of the Contract is not permitted.** If the bidder withdraws his tender before expiry of the validity period of the tender or if the Contractor fails to execute / complete the works satisfactorily, BANK reserves the right to blacklist the tenderer and bar the tenderer from all future works related to Meghalaya Rural Bank.
5. The tenderer should fill up rates both in figures and words. Rates should be filled in the Tender neatly and as far as possible, no correction shall be made. If there are differences in the rates indicated in words and figures or in the amount worked out by the tenderer, the following procedure shall be followed:
  - i. When there is difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the bidder shall be taken as correct.
  - ii. When the amount of an item is not worked out by the bidder or it does not correspond with the rate written either in figures or in words, then the rates quoted by the bidders in words shall be taken as correct.
  - iii. When the rates quoted by the bidder in figures and in words tally but the amount is not worked out correctly, the rate quoted by the bidder shall be taken as correct and not the amount.
6. Notwithstanding anything stated above, BANK reserves the right to assess the tenderers capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of BANK.
7. The vendor should submit his tender well in advance so that last minute technical glitches can be avoided and BANK will not be responsible for failure of submission of tender by the bidders in this regard. "No extension of time will be permitted if the vendor is facing difficulty or facing technical issues in uploading the document at the fag end of the time specified for closure of tender".



**DECLARATION BY THE TENDERER**

1. I/we hereby declare that I/we have read and understood the **General instructions, General conditions of Contract, Tender Notice**, detailed specifications and the conditions of work, etc. and hereby agree to abide by them.
2. I/we hereby confirm that the tender shall remain in force and valid for acceptance for a period of not less than **15 days** from the date of opening of the financial bid.
3. I/we also note that any additions, clarifications, etc. which we would like to bring to your attention are put in a separate sealed covering letter. I/we have ensured that only relevant entries asked for are made in the tender documents. Entries other than the relevant entry shall make the tender invalid.

DATE:

SEAL & SIGNATURE OF THE TENDERER

PLACE:





**GENERAL INSTRUCTIONS TO THE CONTRACTORS AND GENERAL  
CONDITIONS OF CONTRACT**

1. Tenderers are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted rates should be workable and reasonable and should include incidental and all overheads and profits.
3. Rates should **include all Taxes**, Duties, Octroi, Levies, Service Charges etc. except GST (GST will be paid as per Govt guidelines) as applicable and should be firm for the entire Contract period. Under any circumstances, no price escalation whatsoever shall be entertained during the contract period except revision in GST/other statutory payments.
4. **Payment of AMC will be made Quarterly based on Bills submitted by the contractor accompanied by Work Completion Certificates certified by the Branches/Offices to the effect that the services are provided as per the contract agreement. The Contractor has to get the Signature of the Branch Head/Joint Manager/officer bearer after completion of the respective work on the formats provided for respective work and should submit all these with the bill.**
5. **Liquidated damages: Time is the essence of the contract and Liquidated Damages" shall be recovered from the contractor's dues for delay in completion of the service cycle on his/her part. The quantum of liquidated damages per week shall be calculated at 0.20% of the accepted tender value subject to a maximum 2% of the accepted tender amount.**
6. Separate orders will be issued by BANK in respect of additional works (if any) which are not covered under the comprehensive monthly/quarter/yearly/half yearly charges. The bills for the same are to be submitted within a period of one month after completion of the work. BANK may reject any claim made after the stipulated period. The bills for the works carried out without proper work slips/ work order will be rejected and no further representation will be entertained.
7. BANK will not be under any liability to pay any compensation to the persons deployed by the contractor if they sustain any injury etc., while discharging the duties in the said premises. The contractor shall get them insured against any liability or any accident at its own cost. The Contractor should arrange to obtain necessary insurance cover for his employees at his cost and should be responsible for the safety of persons employed by him/her. The Contractor shall be fully responsible and shall compensate BANK in the event of any damage to person or material, injury /damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his/her agents and / or his employees or workforce.
8. Any damages caused to the building/premises during the execution of the work shall be made good by the Contractor and if necessary, through suitable Insurance cover at his/her cost.



9. The contractor shall deploy such minimum number of qualified and experienced staff to ensure that the work is attended on time as per the scope of work of the tender, to the satisfaction of BANK.
10. The staff will not be allowed to stay overnight in the said premises.
11. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and other prevailing Rules.
12. The contractor shall, for all intents and purposes, be the "Employer" within the meaning of different Labour Legislations in respect of skilled and unskilled personnel so employed and deployed in BANK and the manpower so employed and deployed in BANK shall remain under the overall control and supervision of the contractor. The persons deployed by the contractor in BANK shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and BANK nor have any principal and agent relationship with or against the BANK. The contractor's personnel shall not claim any benefit/compensation/absorption/regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other act related thereto.
13. The Contractor shall comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act, 1948 and all other Labour Laws and other Statutory Regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. BANK shall not be responsible in any manner in the event of non-compliance with various labour laws in force by the contractor and the onus of compliance lies solely with the contractor.
14. No overtime allowance or any compensation of any other kind shall be payable by Bank to any person including supervisor employed by the Contractor for duties at the said premises.
15. Bank shall deduct taxes which may be required under any law for the time being in force from the payment to be made to the Contractor for the services rendered to Bank.
16. The manpower deployed by the contractor should be in neat uniform, polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of BANK. Necessary grooming should be done by the contractor before posting the staff at site. He/She shall also comply with the provisions of all labour legislations. Receipt of any complaint in this regard shall be viewed seriously. No additional payment shall be made if contractor keep more staff at site for completing the pending work or if the minimum staff strength is not able to perform satisfactorily as per the contract provision. The staffs posted at the aforesaid premises of the Bank for duty shall be below 58 years of age & 18 years age above and be medically fit to perform the pest control services





17. The Contractor shall abide by all the requirements of maintenance from time to time and shall strictly follow the obligation required by BANK.
18. The Contractor shall declare that they shall be responsible for the due compliance of all the legal provisions connected with requirement of the staffs posted at the said premises of the Bank.
19. The Contractor should obtain necessary permission that may be required for the purpose of this Contract from such authorities as may be prescribed by Law from time to time.
20. The Contractor or his authorized representative should visit the site frequently as required by BANK and meet Officials for any clarifications and to receive instructions.
21. The Contractor shall have whole/ sole responsibility for any damage / loss of life and property of BANK on the part of any employee engaged by the Contractor resulting in any loss to BANK or any of its clients. The contractor shall fully compensate BANK for such damage/loss. The decision of BANK (Meghalaya Rural Bank, Head Office) in this regard shall be final and binding.
22. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to BANK or any of its clients in kind or cash will be viewed seriously and BANK (Meghalaya Rural Bank, Head Office) will have the right to claim damages or levy fine and / or terminate the Contract forthwith, if necessary without any notice.
23. In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, BANK reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to Contractor and / or by taking recourse to appropriate recovery proceedings.
24. If any dispute arises on any matter concerning this Contract, the decision of **BANK (Meghalaya Rural Bank, Head Office)** shall be final and binding.
25. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.
26. The work should be carried out with the least inconvenience to the staff members of BANK. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by BANK in the premises, especially in respect of working hours, entry of the workers to the premises, wearing of uniforms, interpersonal relation with the staff. The contractor shall provide photo identity card and uniform to its workers including the leave reserves. Any workman not maintaining discipline / decorum inside the premises shall be immediately removed from site.





27. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies. The Contractor shall assist **BANK** fully in respect of any liaison with the Municipal/Police or any other authority for necessary approval / permission with regard to the AMC works.

**28. Exit Clause:**

The first three months will be on a trial basis. If the services of the contractor are not found to be satisfactory, the contractor will be given notice, with a notice period of 15 days, to improve his services. If the contractor fails to improve his/her services within the Notice period, **BANK** shall have the discretion to terminate the contract either in part or in whole, any day after the expiry of the said notice period. The contract is liable for termination by giving one-month notice by the Bank and three months' notice by the contractor.

29. **BANK** will not be responsible for contractor's materials.

30. The Contractor shall provide everything necessary for the proper execution of the works.

31. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of **BANK**.

32. No advance payment shall be made. Further, Contractor will not link payment to his/her manpower with the settlement of bills by **BANK**.

33. **VALIDITY OF TENDER: 15 Days** from the date of opening of the financial Bids.

34. If in the opinion of **BANK** the work done by the contractor is not satisfactory, **BANK** may decide depending upon the merit of the work to deduct such amount from the monthly/quarter/yearly/half yearly bill amount as it may deem fit.

35. The contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance with the Safety Code as per the Rules and Regulations in force.

36. The Contractor shall extend necessary help to other Contractors engaged by **BANK** under separate contract for their respective work.

37. Contractor shall be required to furnish **BANK**, as and when required, the following:

- (i) The Power of Attorney, name and signature of his authorized representative, who will be in-charge of execution of this contract.



- (ii) Registration certificate copies.
  - (iii) Validity of Insurance Policies and Labour Contract License relating to staff engaged at BANK site. The Contractor shall take all necessary precautions and shall be responsible for safety of work and risk involved in works carried out by their personnel.
  - (iv) The contractor shall vouch for safe bonafides, conduct and fidelity of the staff employed by him. Any damage caused wilfully or in negligence to the works executed shall be borne by him/her.
38. The contractor shall remove from work any worker who is found to be failing in his/her duties or whose presence in premises is otherwise objectionable in the opinion of **BANK**.
39. The manpower deployed by the contractor for discharging the contractual obligations under the contract shall be the employees of the contractor. **BANK** shall in no way relate to such manpower and they shall have no claim whatever against **BANK**.
40. The Contractor shall at his/her own cost and expenses provide all the materials, labour, supervision tools, plant apparatus, ladders, trolleys, conveyance, uniforms etc. required for execution of the work covered by this contract to the entire satisfaction of **BANK**.
41. Notwithstanding anything contained therein the labourers, workmen, supervisors and other employed persons by the Contractor for the purpose of the works shall for all purposes be regarded as the Contractor's employees. Therefore, neither the contractor nor any of such employees shall have any right to complain or claim against **BANK**. **BANK** also shall have no concern with them and shall not be liable to make any payment to or any contribution on account of them.
- 42.
- (a) The tender is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of their bids/ offers. The information contained in this document or information provided subsequently to the bidders whether verbally or in documentary form by or on behalf of **BANK** is provided to the bidders on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.
  - (b) The purpose of this tender is to provide the bidders with information to assist the formulation of their bids/ proposals. This tender does not claim to contain all the information each bidder may require. Each bidder should conduct his/her own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender and, wherever necessary, may obtain independent advice.





(c) Bank makes no assertion or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this tender. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender.

43. **The contract shall be valid up to One Year. The period of one year will start from the date of the first visit completed at Branches/office.** The bank also reserves the right/option to **extend the validity of this contract at the same rates or after negotiation on rates from vendor for a period of 01 (one) year upto a maximum of 02 (two) years** and on the same terms and conditions, with consent from the vendor.
44. **Forfeiture clause:** In case of negligence/dereliction of duty by contractor's staff, the above contract shall be terminated without giving any notice by the Bank and the security deposit shall be forfeited.
45. Recovery of GST-TDS, income tax, education cess, work contract tax, goods and service tax etc. as applicable & in force shall be deducted from the bill during the currency of the contract.
46. The property shall be handed over to the contractor for AMC on as-is-where-is basis.
47. The vendor should submit his/her tender well in advance so that last-minute technical glitches can be avoided and BANK will not be responsible for failure of submission of tender by the bidders in this regard. ***"No extension of time will be permitted if the vendor is facing difficulty or facing technical issues in uploading the document at the fag end of the time specified for closure of tender"***.

**I / We accept all the above Terms and Conditions in all respects without any reservation.**

DATE:

PLACE:

**Signature of the Tenderer**

**NAME AND SEAL**

ADDRESS:





## **SPECIAL TERMS AND CONDITIONS – SCOPE OF WORK**

### **Scope of Work (Part A)**

1. Pest Control should aim at eradication of Cockroaches, Mosquitoes, Flies, Lizards, bedbugs, other bugs, insects etc. through application of permitted insecticides/pesticides as per Government of India and WHO norms.
2. The Pest control treatment in office areas, residential flats, hostel, lounge should cover all the places like under the tables, chairs, almirahs, on and around the pile of files on wooden furniture, on false ceiling, on all staircases, Ducts, drain/sewage/gutter Chambers, lift lobby, on all toilets drain ducts, on all pantry rooms, in all stores and any hidden space under the furniture and should leave no space unattended. Agencies must ensure that the pest control once done shall remain effective up to next pest control failing which shall have to be done again without any extra cost.
3. Applying the gel chemical inside the flats shall be done at strategic locations to get rid of all the household pests such as cockroaches, bugs/bedbugs, spiders, silver fish, wasps, lizards, etc.
4. The date and time of pest control treatment may be decided after discussion with the branch staff. The treatment in branch premises should be carried out in the most effective manner and in a hygienic way with best possible combination of spray/gel leaving no room for complaints from the staffs.
5. Rodent controlling should be done as per the prescribed intervals (viz. monthly) or as per orders and instructions on the subject. The treatment should be done in such a way that it remains effective up to next pest control period failing which the same shall have to be done again without any cost.
6. Pest/rodent control inside chambers: The Tenderer must spray chemicals inside the drains, damp areas, manholes, sewer lines, etc. regularly to destroy the cockroach and mosquito breeding.
7. During the continuance of this contract or such extended time, the contractor shall provide all pest control services as per the requirement of the Bank. The present requirement indicated in the scope of work would be liable for change as and when considered necessary by the Bank.
8. The contractor shall indemnify Meghalaya Rural Bank against all claims, demands proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. The contractor shall defend all actions arising from such claims, before any such infringement and receive their permission to proceed, and shall himself/herself pay all royalties, license fees, damages, costs and charges of all and every sort that may be legally incurred in respect thereof. The persons including the supervisors, if deployed by the Contractor for duty in the said premises shall not be deemed to be the employees of the Bank in any manner and they shall not be eligible for any benefits like subsidized food etc. which the Bank provides to its employees. The obligation, if any, for these benefits



shall be the sole responsibility and rests entirely with the contractor. The contractor, before starting the work of execution of the service contract as described under scope of work, is required to submit a "Letter of Indemnity and Undertaking". A specimen of such letter is enclosed as Annexure II.

9. The Bank shall, in the event of the contractor committing any breach of any of the terms and conditions of this agreement or if the services provided by the Contractor is considered to be unsatisfactory by the Bank, be entitled to terminate this agreement by giving **30 days** notice in writing and the Contractor shall not be entitled to any compensation for such termination.
10. Tenderer shall follow the prescribed procedures for pest control treatment as stipulated by Meghalaya Rural Bank from time to time.
11. Tenderer shall maintain a proper Record/register indicating scheduled dates of treatment, actual date of treatment and reasons for not attending to any particular works within time schedule. Any lapse / negligence on the part of the Tenderer will attract imposition of penalty as given in Penalty clause.
12. The contractor shall undertake pest control measures through WHO/ Government approved chemicals/ insecticides/ Pesticides and brands only.
13. The pesticides, etc. used for pest/rodent control, should not have adverse impacts on human health.
14. The chemical intended to be used for pest control and fogging in no case shall be hazardous to human beings and shall be environment friendly.
15. The firm should avoid any such dose which may result in poisoning of the occupants.
16. Broad Specifications:
  - a) Pest Management is an integrated approach to tackling a pest problem, which includes control (either physical or chemical) and prevention. The Tenderer should have knowledge and skills, along with the latest products and equipment, in order to provide effective solutions for pest control in our office and residential colonies. Knowledge of local and international Regulatory, Hygiene & Safety Standards and conforming to these, forms an integral part of Tenderers responsibility.
  - b) High standard of pest control services shall be maintained by using ultramodern equipment and materials like the same are maintained at major Airports, 5-Star Hotel etc
  - c) Safety is key when using various pesticides / other products. Ensure that the workers wear appropriate protective clothing, rubber gloves, face masks, follow the directions on the label of any product, follow the





instructions of the qualified pest management Supervisor and ventilate the room when using strong chemicals. Use biocides safely. Always read the label and product information before use.

- d) The pest control activity should be regulated by Insecticides Act, 1968 and Insecticides Rules, 1971 .
- e) Materials: All the pesticides, insecticides, rodent repellents, other required materials, and equipment will be provided by the Tenderer. Nothing will be provided by the Meghalaya Rural Bank.
- f) **Quality:** Quality is the essence in these works and the best possible applications should be used in the flats. Ultimate objective will be the complete pest control treatment irrespective of the method of treatment. The quality of treatment/s shall not be sacrificed at any cost by the Tenderer since it is a performance-oriented contract.





**Scope of work (Part B) – List of Operation Units of the Bank**

Sl.No.	BRANCH	CONTROLLERS	BLOCKS	DISTRICT NAME
1	SHILLONG	GM 1	MYLLIEM	EAST KHASI HILLS
2	NONGMYNSONG	RM 1	MAWPAT	EAST KHASI HILLS
3	NONGKREM	RM 1	MAWRYNGKNENG	EAST KHASI HILLS
4	MOWKAIW	RM 1	LASKEIN	WEST JAINTIA HILLS
5	PONGKUNG	RM 2	MAWSYNRAM	EAST KHASI HILLS
6	SOHRYNGKHAM	RM 1	MAWRYNGKNENG	EAST KHASI HILLS
7	RYNDAH	RM 1	MAWPAT	EAST KHASI HILLS
8	SHANGPUNG	RM 1	LASKEIN	WEST JAINTIA HILLS
9	MAWKYRWAT	RM 2	MAWKYRWAT	SOUTH WEST KHASI HILLS
10	RIANGDO	RM 3	MAWSHYNRUT	WEST KHASI HILLS
11	LAWBAH	RM 2	MAWSYNRAM	EAST KHASI HILLS
12	MAWTHAWPDAH	RM 2	MAWKYRWAT	SOUTH WEST KHASI HILLS
13	BHOIRYMBONG	RM 2	BHOIRYMBONG	RI BHOI
14	RAMBRAI	RM 3	RAMBRAI	WEST KHASI HILLS
15	MAWKYNREW	RM 1	MAWKYNREW	EAST KHASI HILLS
16	NONGKHLAW	RM 3	MAIRANG	EASTERN WEST KHASI HILLS
17	SUTNGA	RM 1	KHLIEHRIAT	EAST JAINTIA HILLS
18	MAWLAINGUT	RM 3	SOHIONG	EAST KHASI HILLS
19	LAILYNGKOT	RM 2	KHATARSHNONG LAITKROH	EAST KHASI HILLS
20	NONGTALANG	RM 1	AMLAREM	WEST JAINTIA HILLS
21	UMKIAN	RM 1	LUMSHNONG	EAST JAINTIA HILLS
22	MYRIAW	RM 3	MAWTHADRAISHAN	EASTERN WEST KHASI HILLS
23	KHANDULI	RM 1	NAMDONG	WEST JAINTIA HILLS
24	LUMSHNONG	RM 1	LUMSHNONG	EAST JAINTIA HILLS
25	MYLLIEM	RM 2	MYLLIEM	EAST KHASI HILLS
26	TYRSAD	RM 2	MAWPHLANG	EAST KHASI HILLS
27	MAIRANG	RM 3	MAIRANG	EASTERN WEST KHASI HILLS
28	NONGSPUNG	RM 2	MAWPHLANG	EAST KHASI HILLS
29	MAWKDOK	RM 2	KHATARSHNONG LAITKROH	EAST KHASI HILLS
30	SOHIONG	RM 2	SOHIONG	EAST KHASI HILLS
31	SMIT	RM 1	MAWRYNGKNENG	EAST KHASI HILLS
32	KYNCHI	RM 3	MAWTHADRAISHAN	EASTERN WEST KHASI HILLS
33	NONGPOH	RM 2	UMLING	RI BHOI
34	NONGSTOIN	RM 3	NONGSTOIN	WEST KHASI HILLS
35	JOWAI	GM 1	THADLASKEIN	WEST JAINTIA HILLS
36	RYMBAI	RM 1	KHLIEHRIAT	EAST JAINTIA HILLS
37	ARADONGA	RM 3	RI-MULIANG	WEST KHASI HILLS
38	AMLAREM	RM 1	AMLAREM	WEST JAINTIA HILLS
39	TYNRING	RM 1	MAWRYNGKNENG	EAST KHASI HILLS
40	MARKASA	RM 3	MAWTHADRAISHAN	EASTERN WEST KHASI HILLS



41	NONGTHLIEW	RM 3	MAIRANG	EASTERN WEST KHASI HILLS
42	MAWLAI	RM 2	MAWLAI	EAST KHASI HILLS
43	WAPUNG	RM 1	KHLIEHRIAT	EAST JAINTIA HILLS
44	MAWNGAP	RM 2	MAWPHLANG	EAST KHASI HILLS
45	IOOKSI	RM 1	LASKEIN	WEST JAINTIA HILLS
46	PYNURSLA	RM 2	PYNURSLA	EAST KHASI HILLS
47	BYRNIHAT	RM 2	UMLING	RI BHOI
48	LAD-RYMBAI	RM 1	KHLIEHRIAT	EAST JAINTIA HILLS
49	IEWDUH	RM 1	MYLLIEM	EAST KHASI HILLS
50	DEMTHRING	RM 1	MAWPAT	EAST KHASI HILLS
51	SEINDULI	RM 3	MAWSHYNRUT	WEST KHASI HILLS
52	TURA	RM 3	RONGRAM	WEST GARO HILLS
53	JHALUPARA	RM 2	MYLLIEM	EAST KHASI HILLS
54	WILLIAMNAGAR	RM 3	SAMANDA	EAST GARO HILLS
55	GOLF LINKS	RM 1	MAWPAT	EAST KHASI HILLS
56	BARIDUA	RM 2	UMLING	RI BHOI
57	LUMSHATSNGI	RM 2	MYLLIEM	EAST KHASI HILLS
58	JAIW	RM 2	MYLLIEM	EAST KHASI HILLS
59	SOHKYNPHOR	RM 1	KHLIEHRIAT	EAST JAINTIA HILLS
60	UMDEN	RM 2	UMLING	RI BHOI
61	MAWRYNGKNENG	RM 1	MAWRYNGKNENG	EAST KHASI HILLS
62	RINGGRE	RM 3	RONGRAM	WEST GARO HILLS
63	KSEHBILAT	RM 1	MYLLIEM	EAST KHASI HILLS
64	BAGHMARA	RM 3	BAGHMARA	SOUTH GARO HILLS
65	NONGTHYMMAI	RM 1	MAWPAT	EAST KHASI HILLS
66	WAHIAJER	RM 1	THADLASKEIN	WEST JAINTIA HILLS
67	POMLUM	RM 2	MYLLIEM	EAST KHASI HILLS
68	UMLYNGKA	RM 2	MYLLIEM	EAST KHASI HILLS
69	UMSNING	RM 2	UMSNING	RI BHOI
70	LATYRKE	RM 1	SAIPUNG	EAST JAINTIA HILLS
71	MAWLAI MAWDATBAKI	RM 2	MAWLAI	EAST KHASI HILLS
72	DALU	RM 3	DALU	WEST GARO HILLS
73	SAITSOHPEN	RM 2	SHELLA BHOLAGANJ	EAST KHASI HILLS
74	KHLIEHRIAT	RM 1	KHLIEHRIAT	EAST JAINTIA HILLS
75	NONGPYNDENG	RM 3	NONGSTOIN	WEST KHASI HILLS
76	MAWPREM	RM 2	MYLLIEM	EAST KHASI HILLS
77	MIHMYNTDU	RM 1	THADLASKEIN	WEST JAINTIA HILLS
78	NONDEIN	RM 3	NONGSTOIN	WEST KHASI HILLS
79	PHULBARI	RM 3	SELSELLA	WEST GARO HILLS
80	GAROBADHA	RM 3	SELSELLA	WEST GARO HILLS
81	MAHENDRAGANJ	RM 3	ZIKZAK	SOUTH WEST GARO HILLS
82	MAWHATI	RM 2	UMSNING	RI BHOI
83	AMPATI	RM 3	BETASING	SOUTH WEST GARO HILLS





84	MAWLASNAI	RM 2	BHOIRYMBONG	RI BHOI
85	RESUBELPARA	RM 3	RESUBELPARA	NORTH GARO HILLS
86	PATHARKHMAH	RM 3	JIRANG	RI BHOI
87	MAWPAT	RM 1	MAWPAT	EAST KHASI HILLS
88	NONGHYLLAM	RM 2	RANIKOR	SOUTH WEST KHASI HILLS
89	TIKRIKILLA	RM 3	TIKRIKILLA	WEST GARO HILLS
90	HEAD OFFICE		SHILLONG	EAST KHASI HILLS
91	RSETI NONGSTOIN	DIRECTOR	NONGSTOIN	WEST KHASI HILLS
92	NONGRAH STATIONERY HUB	GM1	MAWPAT	EAST KHASI HILLS
94	REGIONAL OFFICE-III	RM3	NONGSTOIN	WEST KHASI HILLS

The Details of the Branches & offices that are to be covered under the contract work are indicated above. The number of occupied/rented premises/offices area may vary as per occupancy status. Hence Bidder are advised to visit the branches/office before quoted the rate. Bank reserve the right to increase or decrease list of Branches/offices up to 15% of total tender Branches.





**Scope of work (Part C) – Minimum Frequency of Treatment**

Sl. No	Service	Required Service	Duration/Tenure
1	Pest Control Service (Flies including Mosquitoes)	Spraying inside with Govt of India approved Odorless Chemicals. (Bayer or other approved equivalent)	Quarterly once for all Branches
3	Pest Control Service (Cockroaches)	<b>Spraying inside</b> the premises of Branches/offices with Govt of India approved <b>Odorless Chemicals. (Bayer or other approved equivalent)</b>	Quarterly once for all Branches
		Inside rooms of all the Quarters /guest houses (with <b>Bayer or other approved equivalent</b> )	Quarterly once for all Branches
4	Pest Control Service (Ants)	<b>Spraying inside</b> the premises of Branches/offices with Govt of India approved Chemicals (Bayer or approved equivalent).	Quarterly once for all Branches
5	Rodent Service (Rats)	Placing of glue pads – <b>minimum per premises-10 or quantity can increase or decrease as per requirement at inside/outside areas of all the Branches/offices premises.</b> (PCI or other approved equivalent)	Quarterly once for all Branches

**Note:**

The Glue pad placed for Rodent control services should be placed quarterly once for the above indicated quantity and to be checked within 48 hours from the time of placing the same & remove the captured rats from our premises. Prior approval of BANK should be obtained for the chemicals/items that will be utilized for pest control services. The bank reserves the right to seek material bills to verify if prescribed brand/make is being used for providing the requisite services.

**Pest control Treatment once undertaken should remain effective for the remaining service cycle failing which will have to repeat the treatment free of cost.**



### **SAFETY CONDITIONS OF THE CONTRACT**

As part of the contract, the contractor must satisfy the under-mentioned safety requirements and must ensure at all times that these are followed without any deviation.

1. Smoking and chewing pan/ tobacco/ gutkha / any other drugs, consumption of alcohol etc. are prohibited in the building.
2. The contractor shall take all precautions to avoid accidents and causes of accidents. She/He must be careful regarding safety during working of his/her staff in the premises.
3. Staffs will not be allowed to stay overnight in the said premises after their duty hours and they will not be entitled to kitchen/Stay/housing facility in the said premises.
4. The contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance with the Safety Code as per Rules and Regulations in force.
5. It shall be the responsibility of the contractor to ensure that the pesticides, insecticides, rodents, repellents and all other materials used for providing pest control treatments along with their dosage are as per latest government guidelines. Work should be carried out as per relevant Indian Standard Specifications only.

**We / I agree to the safety conditions and to ensure compliance with the same fully.**

**Signature of the tenderer with seal and date:**



**FORM OF TENDER**

**Annual Maintenance Contract for Pest Control Service & Rodent Control Treatment at all Branches/offices of Meghalaya Rural Bank.**

Please Note: Works/Work here and elsewhere in the tender shall mean **Pest Control Services & Rodent Control Treatment at all Branches/offices of Meghalaya Rural Bank.**

**General Manager  
Meghalaya Rural Bank  
Head Office  
Shillong**

Dear Sir/Madam,

1. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said conditions of the Contract Agreement annexed thereto.

2. Our Bankers are: (i.)

(ii.)

3. Address of the firm:

Tel. No:

Fax:

Email:

Mobile No(s):

i) \_\_\_\_\_ ii) \_\_\_\_\_

Name of the person(s) authorised to sign the contract

i) \_\_\_\_\_ ii) \_\_\_\_\_

iii) \_\_\_\_\_





4. Name of the partner(s) of the firm authorised to sign the contract

i) \_\_\_\_\_ ii) \_\_\_\_\_

iii) \_\_\_\_\_

5. The names of the Partners/Directors of our firm are

i) \_\_\_\_\_ ii) \_\_\_\_\_

iii) \_\_\_\_\_

6. I / We have examined and understood the Scope of Works with its Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained the tender invited by you.
7. I / We have visited the sites, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
8. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the rates quoted by me / us in the attached Bill of Quantities in all respects as per the Terms & Conditions and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.
9. I / We agree to pay all Government (Central and State) Taxes such as applicable and other taxes prevailing from time to time and the rates quoted by us in the tender are inclusive of the same except GST.
10. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates or any other reasons whatsoever during currency of the contract period only if, any changes in GST/other Statutory payments.



i) \_\_\_\_\_ ii) \_\_\_\_\_

iii) \_\_\_\_\_

NAME OF THE PERSON(s) AUTHORISED TO SIGN AND  
SUBMIT THE TENDER

Documentary proof in respect of Letter of Authority / Power of Attorney enclosed along with  
the Tender.

**YOURS FAITHFULLY**

**(SIGNATURE OF THE TENDERER with Seal)**

**NAME AND ADDRESS OF THE TENDERER AND SEAL**

**DATE:**

**PLACE:**



**Draft Articles of agreement**

**(to be executed on a non-judicial stamp paper)**

**THIS AGREEMENT** is made at Shillong on this ..... day of 2025

**BETWEEN**

Meghalaya Rural Bank established on December 29, 1981, under the Regional Rural Banks Act of 1976 with its head office at KJP Assembly Conference Centre, IGP, Central Ward, Shillong-793001 and Regional Office at Shillong and Nongstoin, herein after referred to as "Meghalaya Rural Bank" (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor and assigns) of the ONE PART.

**AND**

Shri./M/s..... (Individual/Proprietorship/partnership firm/Company) incorporated/registered under .....Act, ..... or R/o, and having its (place of business or Office) at .....hereinafter referred to as 'Vendor' (which expression shall unless repugnant to the context meaning be deemed to include the legal heirs, legal representatives, administrators and executors) of the OTHER PART.

WHEREAS the **Meghalaya Rural Bank** is desirous of carrying out the work of **Annual Maintenance Contract for Pest Control Service & Rodent Control Treatment at all Branches/offices of Meghalaya Rural Bank** and has caused specifications describing the work to be done and prepared by Meghalaya Rural Bank, Head Office.

AND WHEREAS the Vendor has visited the sites and fully understood the existing conditions of site for execution of work.

AND WHEREAS the Vendor has agreed to execute upon and subject to the conditions set forth in the Price Bid and Conditions of Contract (all of which are collectively hereinafter referred to as "the said Conditions") the work shown upon the said technical specifications, and included in the Price Bid at the respective rates therein set forth amounting the sum as therein arrived or such other sum as shall become payable thereunder (hereinafter referred to as "the said contract amount").

**NOW, THE AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES:-**

1. In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the vendors shall upon and subject to the said conditions annexed, carry out, execute and complete the supply/work shown in the contract, described by or referred to in the schedule of quantities and in the said conditions.
2. The said Conditions and Appendix thereto and the documents attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall be respectively abide by, submit themselves to the said Conditions and the correspondence and perform the agreements on their part respectively in the said conditions and the documents contained herein.
3. The Scope of work and all the terms and conditions as enumerated in this tender is part and parcel of this agreement and binding on the parties. The vendor shall ensure that all items of work





specified in the scope of work is attended to. In case of difference between the tender document and this agreement, the agreement will prevail.

4. This Agreement and documents mentioned herein shall form the basis of this contract.
5. Meghalaya Rural Bank reserves to itself the right of altering the nature/quantum of the work by adding to or omitting any items having portions of the same carried out without prejudice to this Contract.
6. In case of breach of any terms and conditions attached to this contract, the Security Deposit of the Vendor will be liable to be forfeited by Meghalaya Rural Bank besides annulment of the contract.
7. In case any of the documents furnished by the Vendor is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/her liable for legal action besides termination of contract.
8. The BANK shall pay the vendor the said contract amount, or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.
9. This contract is an item rate contract for the complete work to be paid for according to necessary installation carried out at site, at the rate contained in the Schedule of Rates or as provided in the said conditions.
10. All payments by Meghalaya Rural Bank or its Branches/office under this contract will be made.
11. The Vendor shall afford every reasonable facility for carrying out all works of other Contractors employed by the Employer and shall make good any damage done to walls, floors, etc. after the completion of such works.
12. The Vendor shall indemnify and keep indemnified, defend and hold good BANK, its staff and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the Vendor or their personnel on account of misconduct, omission and negligence by the Vendor or his staff.
13. The Vendor shall ensure proper conduct of its personnel in BANK's premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
14. Meghalaya Rural Bank shall not be responsible for any damages, losses. Claims, financial or other injury to any person/s engaged by Vendor in the course of their performing the functions/works, or for payment towards any compensation.
15. Time shall be considered as the essence of this contract, and the Vendor hereby agrees to commence the work/ job on the next day of receipt of the work order as provided for in the said conditions and to complete the entire work within the time period prescribed below reckoned from the date of receipt of such work order subject nevertheless to the provision for extension of time.
16. Meghalaya Rural Bank reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.



17. DISPUTE RESOLUTION

- In case of dispute regarding the quality of work and product / unsatisfactory services etc., the final authority will rest with the General Manager, Meghalaya Rural Bank and the same will be binding on the Vendor.
- In the event of any claim, difference, dispute or controversy and questions whatsoever arising between the parties under this agreement and subsequent agreement shall in the first instance, be attempted to be resolved between the parties themselves.
- If the dispute cannot be resolved through consultations between the Parties within 30 (thirty) days after 1(one) Party has served a written notice on the other Party requesting the commencement of such discussions, any Party may thereafter in writing, demand that the dispute be finally settled by an arbitration comprising of sole arbitrator mutually appointed by the Parties in accordance with the Arbitration and Conciliation Act, 1996 or any modifications thereof. The arbitrator shall be a person of professional repute who is not directly or indirectly connected with any of the parties to this Agreement and shall have prior experience as Arbitrator. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996. The seat and venue of arbitration shall be Shillong, Meghalaya. The language of arbitration shall be English or Hindi.
- The award of the arbitrator/s so appointed shall be final and binding on the parties.
- Work under the contract shall be continued by the Vendor during the arbitration proceedings unless otherwise directed in writing by Meghalaya Rural Bank. No payment due, or payable by BANK, to the Vendor shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof

18. If the vendor becomes insolvent or found to have offered any bribe in connection with the contract or the Vendor fails to observe or perform any condition of this contract then notwithstanding any previous waiver of such default or action being taken under any other clause hereof BANK may terminate the contract and forfeit the said security deposit and recover from the Vendor any loss suffered by Bank (Meghalaya Rural Bank) on account of the contract being terminated.

19. This agreement is being executed in duplicate, Meghalaya Rural Bank shall keep the original and the Vendor shall keep the duplicate.

20. The Vendor shall bear the expenses for stamp duty on this agreement for both the original and the duplicate copy.

21. That the several parts of this contract have been read by the Vendor and fully understood by the Vendor.

IN WITNESS WHEREOF the Meghalaya Rural Bank and Vendor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.





IN WITNESS WHEREOF the Meghalaya Rural Bank has set its hand to these presents through its duly authorized official and the Vendor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first herein above written.

SIGNATURE CLAUSE:

SIGNED AND DELIVERED BY the **Meghalaya Rural Bank** by the hand of.....

Signature

Name & Designation

In the presence of..... Signature

Name & Address

Signed and sealed by the vendor by the

Hand of Shri/Smt. ....and duly constituted attorney. If the Vendor signs under its common seal, the signature clause should tally with the sealing clause in the articles of association. If the vendor is signing by the hand of power of attorney, then whether a company or individual to be specified:

Signature of the Vendor

Name of the authorized official Address:

In presence of Shri/Smt. ....

Signature

Name & Address





**Annexure-I**

**Specimen of Letter of Authorisation**

(to be given by bidder/tenderer)

General Manager,  
Meghalaya Rural Bank  
Head Office  
Shillong

Dear Sir/Madam,

**Subject: Letter of Authorization**

We (name of the company) have submitted our bid for participating in Bank's Bid/Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for **Annual Maintenance Contract for Pest Control Service & Rodent Control Treatment at all Branches/offices of Meghalaya Rural Bank**. We also confirm having read and understood the terms of Bid/Tender as well as the scope of work & requirements.

As per the terms of Bid/Tender, we nominate Mr/Mrs. \_\_\_\_\_ designated as \_\_\_\_\_ of our company to participate in the bidding process. BANK shall contact the above named official for any and all matters relating to the bidding process.

We hereby confirm that we will honor the bids placed by Mr/Ms. \_\_\_\_\_ on behalf of the company in the bidding process, failing which we shall be blacklisted and barred from all future contracts with **Meghalaya Rural Bank**. We agree and understand that BANK may debar us from participating in future tenders for any such failure on our part.

Signature with company seal	
Name –	Name of Authorised Representative
Company /-Organization –	Designation of Authorised Representative
Designation within Company / Organization –	Signature of Authorised Representative
Address of Company / Organization –	Verified by



**Annexure II**

**Letter of Indemnity and Undertaking**

(To be submitted by the successful bidder)

To

General Manager  
Meghalaya Rural Bank  
Head Office  
Shillong

Dear Sir/Madam,

**Subject: Letter of Indemnity and Undertaking**

WHEREAS the **Meghalaya Rural Bank** established on December 29, 1981, under the Regional Rural Banks Act of 1976 and having its Head Office at Shillong, Meghalaya has expressed desire to avail **Annual Maintenance Contract for Pest Control Service & Rodent Control Treatment at all Branches/offices of Meghalaya Rural Bank** as per this tender and which are hereinafter for brevity sake referred to as Pest control/ services, subject to our furnishing declarations and indemnity as contained hereafter.

NOW THEREFORE THIS LETTER OR INDEMNITY WITNESSETH THAT:

We, the \_\_\_\_\_ (contractor/bidder) hereby declare and certify that we are the rightful owners/ licensees of the said service offered to BANK and that the sale of the said service to BANK by us and the use thereof by BANK does not infringe the property or other intellectual property or copy rights of any other person and that the same does not infringe the Copy of Rights Act, 1957 or any other Act for the time being in force.

We, the said \_\_\_\_\_ (contractor/bidder) hereby agree to indemnify and keep indemnified and harmless BANK, its Officers, servants, agents and other authorized persons against any action that may be brought against us for infringement of the right of property or other intellectual property or copy rights in respect of the said systems package supplied by us to BANK and will defend the same at our cost and consequences and will pay or reimburse BANK, its officers, servants, agents and other authorized persons from all costs and other expenses that they may be put to or incur in that connection in accordance with the terms as provided for within the end User License Agreement that accompanies the said systems.

We, the said \_\_\_\_\_ (contractor/bidder) hereby also agree to indemnify and keep indemnified and harmless BANK, its Officers, servants, agents and other



authorized persons against any third party claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by our employees or agents, or by any other third party resulting from or by any action, omission, or operation conducted by or on behalf of us and against any and all claims by employees, workmen, contractors, sub-contractors, suppliers, agent(s), employed, engaged, or otherwise working for us, in respect of any and all claims under the Labour Laws including wages, salaries, remuneration, compensation or like.

Yours faithfully

(Name and Designation) of **Authorized Official**





**PART II**  
**(Financial Bid)**



**PREAMBLE TO SCHEDULE OF QUANTITIES**

**Annual Maintenance Contract for Pest Control Services & Rodent Control Treatment at all Branches/offices of Meghalaya Rural Bank.**

1. Schedule of quantities supersedes Technical specifications, General and Particular conditions of Contract in case there are any discrepancies between any of these sections.
2. Items are described to the best possible extent in schedule of quantities. However, should there be any clarifications required about any item, the same should be done by the bidder prior to quoting final rate for a particular item. No claim for any unclear and missing information shall be entertained after opening of the financial bid and also once the contract is awarded.
3. If no rate/amount is mentioned against any of the items in Bill of Quantities, the same shall be considered to be covered in the quoted items, or the tender may be rejected at the discretion of BANK.
4. All quoted rates shall be inclusive of all taxes including goods and service tax, operating charges, etc except GST. Unless otherwise stated. No other claim whatsoever in this respect shall be entertained.
5. Income Tax, Works Contract Tax or any other Tax as applicable will be deducted from any payment due to the Contractors. The Contractor shall furnish necessary documentary evidence related to PAN and Certificate for Registration under Works Contract Tax/ Goods and Service Tax.



## 6. RATES TO BE FILLED

The tenderer is requested to fill up rates both in figures and words. If on check there are differences between the rates given by the contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.

- a) When there is a difference between the rates in figure and in words, the rates, which correspond to the amounts worked out by the contractor shall be taken as correct.
  - b) When the amount of an item not worked out by the contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the contractors in words shall be taken as correct.
  - c) When the rates quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.
7. The Bank do not bind itself to accept the lowest or any tender and reserve its right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.
8. Before tendering, the tenderer shall assess himself/herself the existing condition of the buildings and the sites, level of the site and give due allowance in his item rate quotation for any provisions as necessary.

## DECLARATION BY THE CONTRACTOR

We/ I have read and understood all the instructions/conditions stated above and we / I accept all the above terms and conditions without any reservation. We/ I have taken in to account the above terms and conditions while quoting the rates.

Place:

Signature of Contractor (with Name and Seal)

Date:

Address





**FINANCIAL BID**

SL.No	AMC	AMC rate Rs.
1	AMC rate for One Year for Per Branch/Office  In words: -	Rs.
2	Contract Value of AMC for One Year  A. Branches (89 Branches*per Branch) B. Stationery Hub(1) Rs. C. Regional office Nongstoin(01) D. RSETI(1) Rs. E. Head Office(1) Rs.  In words:-	Rs.  Rs.
3	<b>Total Contract Value of AMC for One Year for Branches, Regional Office, RSETI, Stationery Hub and Head Office of Meghalaya Rural Bank</b>  <b>(Total of column-02)</b>  In words: -	Rs.
	<b>GST extra (As per Govt Guidelines)</b>  In words: -	Rs

**Lowest vendor: -**

1. The Bidder who will be submit the lowest rate (in column-03) of total Contract Value (In Rs.) of AMC for One Year for Branches, Regional Office, RSETI, Stationery Hub and Head Office of Meghalaya Rural Bank will be considered the lowest one bidder.
2. AMC Payment will be made on quarterly basis after completion.
3. Payment of AMC will be paid by Head Officer as per tender terms & condition.
4. GST amount or rate should be mentioned separately.

**Date:****Place****Signature of the tenderer with seal**

### Checklist

1. Duly signed and sealed copy of the tender document
2. Registration certificate/ Certificate of incorporation
3. Valid Trading License
4. GST registration certificate
5. Bank details/Cancelled cheque
6. Duly filled Proformas given in Section-I ,II, III,&IV
7. Work completion certificates and certificates for works in hand (work orders) certificate.
8. Turnover certificate attested by a Chartered Accountant
9. Audited financial statements for FY 2022-23,23-24,24-25
10. Specimen of Letter of Authorisation
11. Letter of Indemnity and Undertaking
12. Various licenses/certificates as indicated in the documents

