

**F.No.2(5)/2010-Admn.III**  
**Government of India**  
**Ministry of Statistics & P.I.**  
**Central Statistics Office**  
**(I.S.Wing)**  
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1, Council House Street, Kolkata-700001  
Dated, the 23 May, 2013

Subject: Tender for Annual Maintenance Contract of Pest Control, Anti- Termite Treatment and Rodent Control in CSO (I.S.Wing), Kolkata – regarding.

Sir,

Central Statistics Office (I.S.Wing), Kolkata invites Sealed Quotation for Annual Maintenance Contract of Pest Control, Anti-Termite Treatment and Rodent Control Treatment for its office at 1, Council House Street, Kolkata-700001. Tentative coverage of the office is 18 rooms.

2. General Terms & conditions of the contract would be as under:

- (a) Pest Control, Anti-Termite Treatment and Rodent Control Treatment shall be required for 18 rooms (as per list enclosed) of CSO (I.S.Wing) at 1, Council House Street, Kolkata-700001 on weekly basis. (Schedule may be provided by the vendor).
- (b) The Interested firms may inspect the premises of the office on or before 31.05.2013 between 12.00 noon to 5 p.m. before submitting their bids.
- (c) The tenderer should have at least three years' experience of providing services for Pest Control, Anti-Termite Treatment and Rodent Control Treatment in various offices. (Documentary proof to be attached with the bids)
- (d) The quotation shall be furnished in two sealed-cover system. Technical Bids and Financial Bids each should be sealed in separate cover and both should be submitted in Single Cover which should also be sealed. Two separate covers will be sealed in the following manner:
  - (i) One cover containing the technical bids in Forms 1-2 [(\*) items are mandatory]
  - (ii) One cover containing the financial bids in Form 3.

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In case of non-fulfilment of the criteria for Technical Bid, the Financial Bid shall not be opened. The tender documents may be downloaded from the official website of this Ministry or obtained from this office at 1, Council House Street in weekdays between 11.00 A.M. to 4.00 P.M. till 7.6.2013 and upto 1.00 P.M. of 10.6.2013.

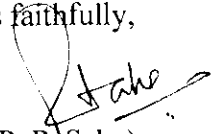
- (e) The cover containing the quotation shall be superscribed as "Quotations for Comprehensive Pest Control/Anti Termite Treatment/Rodent Control Treatment in CSO (I.S.Wing), Kolkata".
- (f) The sealed quotations addressed to the Under Secretary (Admn.), Central Statistics Office, (Industrial Statistics Wing), 1, Council House Street, Kolkata-700001 should be sent by 2.30 p.m. on 10.06.2013. The tender will be opened on same day at 3.00 p.m. in room no.416, 3<sup>rd</sup> floor of the office at 1, Council House Street, Kolkata-700001 in presence of the authorised representatives of the bidder.
- (g) The tenderers have to submit Bid Security/EMD of Rs. 1,000/- in the form of Account Payee Demand Draft from any commercial bank drawn in favour of Pay and Accounts Officer, MOS & PI, 1, Council House Street, Kolkata – 700 001 along with the Tenders/Quotations. The validity of Demand Draft should not be less than three months. The Bid Security will be returned to the unsuccessful tender within 30 days from the date of finalization of tender. Incomplete quotation and the quotation without bid security shall be rejected summarily without assigning any reasons.
- (h) The bid security of the successful bidder will be refunded on receipt of Performance Security which will be 5% of the value of contract. The Performance Security may be furnished in the form of a Bank Guarantee from a Commercial Bank in an acceptable form.
- (i) The offer by the tenderer must be valid for 180 days from the date of opening of the Tender and no Tenderer can withdraw or revoke his offer or revise his quoted rates within the said period of 180 days under any circumstances. The tenderer must put authorized signature with official seal at every page of document submitted to this Office.
- (j) The tenderer has to quote room-wise rate per month for the services of pest control, anti-termite treatment and rodent control. The consolidated amount will considered for selection of vendor. The Competent Authority of this Office, may, at his discretion, either add to or delete any work of contract to be awarded to the successful tenderer which shall be binding on him.
- (k) The Performance Security Deposit shall also be forfeited in the event of contravention of the conditions prescribed herein and the defaulter shall be liable to pay the

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compensation for the consequential losses that may arise due to existence of pests in the premises of this Office.

- (l) In the event of refusal to accept the contract by the successful tenderer within the specified period, the Bid Security shall be forfeited.
- (m) No advance payment shall be made on account of services provided under this Contract.
- (n) The payment will be made through e-payment on receipt of pre-receipted Bill, in triplicate, along with challans/work completion report on Quarterly basis to the extent of amount per Quarter of the approved quotation by deducting TDS etc., as applicable and in force.
- (o) The Contractor shall use approved chemicals and pesticides during the currency period of the contract.
- (p) The Contract period will be initially for one year which may be extended at the discretion of the Competent Authority of this Ministry on the same terms & conditions and rate as approved initially.
- (q) The contractor shall be responsible to carry out the work in the approved manner and in a way conforming to the relevant Acts, Rules, Regulations and other statutory requirement;

Yours faithfully,

  
(P. P. Saha)

Under Secretary (Admn.)

FORM -1

To  
 The Under Secretary (Admn.)  
 Ministry of Statistics & P.I.  
 Central Statistics Office  
 (I.S.Wing)  
 1, Council House Street, Kolkata-700001

Subject: Tender for Annual Maintenance Contract of Pest Control, Anti- Termite Treatment and Rodent Control in CSO (I.S.Wing), Kolkata – regarding.

Sir,

The undersigned have read in detail the tender document in respect of comprehensive annual contract Pest Control, Anti-Termite Treatment and Rodent Control Treatment in your Office and do hereby express out interest to provide such services.

Correspondence/eligibility Details:

|       |   |  |
|-------|---|--|
| 1.(*) | Name of the Firm/Company  |  |
| 2.(*) | Address of the Firm/Company   |  |
| 3.(*) | Name & address of the contact person to whom all references shall be made regarding this tender |  |
| 4.(*) | PAN and Service Tax details. (Proof to be attached)   |  |
| 5.(*) | Sales Tax/Income Tax Registration No. (Proof to be attached)                                    |  |
| 6.(*) | Telephone/Mobile No.  |  |
| 7.    | E-mail of the contact person  |  |
| 8.    | Fax No.   |  |
| 9.(*) | Whether EMD attached  |  |

We have enclosed the following:

- i) Form 2: Prior Experience (at least 3 years' experience is mandatory)
- ii) Form 3: Financial Bid (to be put under separate sealed cover).
- iii) Letter of authorization in the name of the contact person representing the company.
- iv) Earnest Money Deposit.

Thanking you,

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place:

Designation:

Business Address:

Seal:

FORM -2

**PRIOR EXPERIENCE**

The details in respect of the company/office are as given under (separate sheet to be attached for each of such office/company served):

| <b>Sl. No.</b> | <b>Particulars</b>  |  |
|----------------|---|--|
| 1.             | Name of the office served along with its address and details of such contract. (Proof to be attached) |  |
| 2.             | Number of years served in that office   |  |
| 3.             | Value of Contract   |  |
| 4.             | Satisfactory performance report of that office  |  |

(\* Satisfactory performance report from each of the offices served to be attached.

Yours faithfully,

(Signature of the Authorized person)

Date:

Place:

Business Address:

Name:

Designation:

Seal:

FORM -3

**PROFORMA FOR FINANCIAL BID**  
**(TO BE PUT SEPARATELY UNDER SEALED COVER)**

1. Name of the Company, address, etc.

Details of room-wise rate for Pest Control /Anti-Termite Treatment/ Rodent Control Treatment in respect of CSO (I.S.Wing), Kolkata:

| Sl. No.                       | Room No. | Floor                 | Rate per room per month (Rs.) |
|-------------------------------|----------|-----------------------|-------------------------------|
| 1.                            | 103      | Ground Floor          |                               |
| 2.                            | 111      |                       |                               |
| 3.                            | 120      |                       |                               |
| 4.                            | 122      |                       |                               |
| 5.                            | 131      |                       |                               |
| 6.                            | 316      | 2 <sup>nd</sup> Floor |                               |
| 7.                            | 328      |                       |                               |
| 8.                            | 405      | 3 <sup>rd</sup> Floor |                               |
| 9.                            | 409      |                       |                               |
| 10.                           | 411      |                       |                               |
| 11.                           | 416      |                       |                               |
| 12.                           | 416-A    |                       |                               |
| 13.                           | 416-B    |                       |                               |
| 14.                           | 420      |                       |                               |
| 15.                           | 422      |                       |                               |
| 16.                           | 425      |                       |                               |
| 17.                           | 425-A    |                       |                               |
| 18.                           | 505      | 4 <sup>th</sup> Floor |                               |
| Total:                        |          |                       |                               |
| Service Tax @ _____ on total: |          |                       |                               |
| Grand Total                   |          |                       |                               |

(Figures may be written in words as well as in figures. In case of any discrepancy between Figures and words, the written in words will be taken for consideration)

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place:

Designation:

Business Address:

Seal:

**Checklist**

**(Please Complete the form and enclose necessary documents where required otherwise the tender will be rejected)**

Bid Particulars for Tender:

1) Name of the bidder.....  
.....

2) Address of the bidder.....  
.....  
.....

Telephone: .....

Fax: .....

E-mail: .....

3) Earnest Money/Bid Security: **Yes/No**  
Bank/Demand Draft No. \_\_\_\_\_ Bank/Demand Draft Date \_\_\_\_\_ Drawn on Bank \_\_\_\_\_

4) No. of years of experience:  
(Whether satisfactory certificates from clients attached : **Yes/No.**)

5) Declaration that the firm has never been black listed: **Yes/No.** PAN No.: **Yes/No**

6) I / We have read all the terms and conditions of the tender and accept them in full: **Yes/No**

(Signature)  
Seal:

I / We declare that the information supplied above is correct to the best of my/our knowledge.

(Signature)  
Seal: