Sub:- Quotation for Annual Contract for Pest Control/Anti Termite Treatment work in the office of Department of Commerce, Udyog Bhawan, New Delhi — regarding.

Department of Commerce invites quotations for Annual Contract for the Pest Control work in the various rooms of Department of Commerce, Udyog Bhawan, New Delhi. Interested parties/firms who are having valid license of Pest Control are requested to send their quotation. The last date of receipt of quotation is by 3.00 PM on 10th January, 2020. The quotations in sealed cover super scribbled “Quotation for Annual Contract for the Pest Control work” containing Technical and Financial bids in separate sealed covers should be addressed to the Section Officer(General Section) Room No. 27-C (Tele: 23062521), Udyog Bhawan, New Delhi. The quotation should be accompanied with an EMD of Rs. 15,000/- (Rs. Fifteen Thousand only) drawn in favour of Under Secretary (Cash), Department of Commerce, New Delhi without which the quotation will not be considered. The successful bidder will be required to provide a Security Deposit of Rs. 30,000/- (Rs. Thirty Thousand only). The quotations will be opened on 10th January, 2020 at 1600 Hours. Those tenderers, who wish to be present, may do so at this office.

2. The prospective bidders are requested to go through the enclosed Terms and Conditions of the contract carefully. The bid documents (Technical and Financial) are to be submitted as per Annexure I & II. The quoted rate should be inclusive of all charges except taxes. Incomplete or ambiguous bids without documentary proof will not be considered.

(Aashish Chhawal)
Section Officer(GA Section)
Tele: 236 2521

1. Copy to NIC for putting tender notice on DoC’s website.
2. CPP Portal
1. The currency of the contract will be initially for one year which may be extended for another one year, if work/services are found satisfactory.

2. The contractor must have a valid license of Pest Control from concerned Govt. agency/Deptt. A copy of valid license should be enclosed.

3. The contractor will be responsible to give pest control treatment in all the rooms/corridors and Bath-rooms and shall depute experienced persons for execution of job alongwith all material, machines as and when required.

4. The spray of insecticide, Pest Control services will be twice in a year, but the firm will have to spray on demand basis also.

5. The firm should have valid authorization from the concerned Govt. agency to undertake such jobs.

6. The AMC is comprehensive i.e. inclusive of cost of all types of material/insecticides, machines, qualified manpower and cost of transportation.

7. The AMC encompasses all types of pest control i.e. termite, white ants, rodents and other kinds of pests. For termite treatment, firm will have to provide Cut+Fill+Seal method.

8. The firm should have 3 years experience in the field and similar contract in atleast 3 Govt. Ministries/Departments.

9. The approved rates will not be enhanced during the currency of contract.

10. The firm has to furnish a security deposit of Rs. 30,000/- (Rs. Thirty Thousand only) within 15 days of award of contract in the form of a Account payee Demand Draft, Fixed Deposit receipt from the commercial bank or Bank Guarantee from the commercial bank in an acceptable form valid for a period of 60 days beyond the expiry of the contract.

11. The Department reserves its right to terminate the maintenance contract at any time without assigning any reason. The firm will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already performed in terms of the contract, the same would be paid to it as per terms and conditions.

12. In case, the firm backs out in the midstream without any explicit consent of this Office, it will be liable from the firm to recovery higher rate which may have to be incurred by this office on pest control treatment for the balance period of the contract by alternative means. The bill amount of the period would also be forfeited. The firm would also be debarred from participating in future tenders of this office.

13. This office shall not be responsible for damages of any kind for any mishap/accident/injury caused to the worker(s) while performing duty for the Department. All liabilities legal or monetary shall be borne by the firm.

14. No transportation charges on this account will be paid by this office

15. Payment will be made on quarterly basis. No advance payment in any case would be made.

16. The quotations should be accompanied with Attested copies of PAN Number and GST Number of the firm. Income tax clearance certificate for the last two years must be attached.

17. The quotations received without EMD will be rejected summarily. The EMD of the successful bidder will be released only after submitting performance security. In respect of other bidders EMD will be released after finalization of the contract.

[Signature]
20/12/2019
PROFORMA FOR TECHNICAL BID

Section Officer, General Section
Department of Commerce, Udyog Bhawan, New Delhi-10011

Sub:- Quotation for Annual Contract for the Pest Control work in the various Rooms of Department of Commerce, Udyog Bhawan, New Delhi — regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby Consent to agree/accept all the terms and conditions stipulated in Department of Commerce letter No.12/15/2/2018-GA dated 12.12.2019. The information regarding technical details as desired is as per following details:-

<table>
<thead>
<tr>
<th></th>
<th>Name of tendering Company/Firm/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Name of Proprietor/Director of Company/Firm/Agency</td>
</tr>
<tr>
<td>3</td>
<td>Full Address of Reg. Office, Telephone No., Fax No., Email Address</td>
</tr>
<tr>
<td>4</td>
<td>The details of the Pest Control Licence, Date of issue, validity etc. (Attested Copy)</td>
</tr>
<tr>
<td>5</td>
<td>The details of the PAN, GST number and other Statutory Registration. (Attested Copy)</td>
</tr>
<tr>
<td>6</td>
<td>Name of the organizations with similar contract (Copies of contracts &amp; Satisfactory certificates from concerned Departments/PSUs etc. is to be enclosed)</td>
</tr>
<tr>
<td>7</td>
<td>EMD details (Amount, Name of the Bank, Branch: DD date and No. etc.)</td>
</tr>
</tbody>
</table>

18. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signatory)

Name of the bidder:

Complete Address: Address(Work), If any,
Contact Nos.

Annexure-I

Arun
20/12/2019
PERFORMA FOR FINANCIAL BID

To,

The Section Officer, General Section
Department of Commerce
Room No-27-C, Udyog Bhawan New Delhi-
110011

Sub:- Quotation for Annual Contract for Pest Control work in the Department of Commerce, Udyog Bhavan, New Delhi — regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Department of Commerce letter No. 12/15/2/2018-GA dated 12.02.2019. The information regarding financial details as desired is as per following details:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item</th>
<th>Rate per sq.ft. (for whole year excluding taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Pest Control</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Ante Termite Treatment</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Rodant control Treatment</td>
<td></td>
</tr>
</tbody>
</table>

2. It is emphasized that rate quotation will be on annual basis (i.e. for the full year).

3. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorized Signatory) Name of the bidder:
Complete Address: Address (Work), If any.
Contact Nos.

[Signature]
20/12/2019