



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
12, SUDDER STREET, KOLKATA – 700 016**

**WEBSITE : www.icmai.in
TELEPHONE : 2252-1031/34/35
2252-1602/1492
2252-1619/7373
FAX : 91-33-22522872/22521026**

TENDER NOTICE

Ref. No.: Tender (Pest Control)/09/2017

Date : September 13,2017

SUB: PEST CONTROL OF OFFICE BUILDINGS OF ICAI AT KOLKATA ON CONTRACT BASIS.

Offers are invited from reputed firms/companies dealing in Pest Control Services as per Terms & Conditions given below -

SCOPE OF WORK :

Pest Control (Cockroaches, Rodent, Flies, Termites and other crawling insect) of Entire Premises of the Offices of the Headquarters of the Institute at CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 and at 4th floor of the EIRC Building at 84, Harish Mukherjee Road, Kolkata – 700 025.

CLEANING MATERIALS :

Good quality Hygienic and effective Branded product(s) should be used for Pest Control Service.

PERIODICITY OF THE WORK :

- i) *Once in a Week.*
- ii) *In Case of any Emergency, Services are to be provided within 24 Hours with no additional Cost.*

VALIDITY OF SERVICE CONTRACT :

The Contract will be Valid for Three Years from the date of starting of the work. If the performance is found satisfactory, then the order can be extended for another nine months.

CEASATION OF CONTRACT

- i) *The Institute deserves the right to terminate the Contract on ground of unsatisfactory Service at the discretion of the concerned authority of the Institute by giving one month's notice in writing.*
- ii) *Contract can also be terminated by the selected Agency through written notice of one month.*

PAYMENT :

- i) *Payment will be made on monthly basis and after completion of one month service.*
- ii) *All Payments will be made through Electronic Mode to the Bank Account of the selected Agency.*

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GENERAL TERMS & CONDITIONS :-

- **Details of Chemicals, composition and proportion of their use on each Spray/Bait on the basis of which required quantity of chemicals for Spray and Baits per quarter should be kept under custody of ICAI in sealed containers as supplied.**
- **Valid Trade License from Kolkata Municipal Corporation/Local Municipal Authorities is required.**
- **Valid License for undertaking Pest Control Operation issued by Director for Agriculture, Govt. of West Bengal is required.**
- **Valid License for importing necessary chemicals to be used, if any, is required.**
- **Proof of experience in the business with Government/Public Sector Undertaking, if any, Documentary Evidence for at least 1 successful completion of similar contract is required.**

PROCEDURE FOR SUBMISSION OF TENDER

Tenders are to be submitted in the Sealed Envelope superscribed with "**TENDER FOR PEST CONTROL**" in two parts – (i) Technical Bid and (ii) Price Bid.

i) Technical Bid

- ❖ Documents in support of nature of ownership (Partnership Firm, Private/Public Limited Company, State/Central Government Undertaking or Joint Sector Organization etc.) with PAN, G.S.T. Regn. No., Trade License No., License for undertaking Pest Control Operation issued by Director for Agriculture, Govt. of West Bengal, License for importing Chemicals to be used, if any, Address, Telephone No(s), Mobile No (s), E-mail Id, Fax No (s) and other relevant information, if any, are to be provided .
- ❖ Documents in support of performing similar jobs of same volume as well as their credential are to be provided.
- ❖ Bank Details are to be provided with the quotation, i.e. (1) Name of the A/c., (2) A/c. No., (3) Type of A/c., (4) Name of the Bank, (4) Branch Name with Address, (5) IFS Code and (6) MICR Code

ii) Price Bid

- ❖ Rate is to be quoted as per the specified format in the business letter-head of the Tenderer and signed and stamped by the appropriate authority.
- ❖ Format for quoting rate –

<u>Job</u>	<u>Rate Per Month (Excluding Tax)</u>
<i>Pest Control (Cockroaches, Rodent, Flies, Termites and other crawling insect) of Entire Premises of the Offices of the Headquarters of the Institute at 12, Sudder Street, Kolkata – 700 016 and 4th Floor of EIRC Building at 84, Harish Mukherjee Road, Kolkata – 700 025.,</i>	Rs. (Rupees.....only)

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NOTE:

Rate to be quoted must be valid for THREE YEAR period .

FOR ANY FURTHER QUERY/CLARIFICATION, PLEASE CONTACT SHRI KAUSHIKMOY MUKHERJEE, SR. OFFICER, ADMINISTRATION, ICAI, KOLKATA DURING ANY WORKING DAY (MON-FRIDAY) DURING OFFICE HOURS.

Tenders are to be submitted in the Tender Box, located at ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 on or before October 3,2017 up to 4.00 P.M.

The Institute is not bound to accept the lowest quotation. If thought fit, the Institute may also divide the job among several parties or take away any segment of the job from the ambit of quotation and undertake/process separately. The Institute reserves the right to cancel any or all quotations without assigning any reason.

N.B. : CONTACT DETAILS OF THE TENDERER
(MOBILE NO., E-MAIL ID ETC.) MUST
BE MENTIONED AT THE BOTTOM OF
ENVELOPE, CONTAINING BID.

CONVENER
TENDER COMMITTEE
(UPTO RS. 5 LAKHS)