



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777/22521031/1034/1035/1492

Website: www.icmai.in

TENDER NOTICE

Ref. ADMIN/PESTCONTROL/2020-21

November 2, 2020

TENDER FOR PEST CONTROL OF OFFICE BUILDINGS AT KOLKATA ON ANNUAL CONTRACT BASIS TWO-BID SYSTEM

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

1. Scope of work :

- 1.1 Pest Control (Cockroaches, Rodent, Flies, Mosquitoes, Termites and other crawling insect) weekly basis.
- 1.2 In Case of any Emergency, Services are to be provided within 24 Hours with no additional Cost.
- 1.3 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 the Institute in sealed containers as supplied.
- 1.4 Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.

2. Eligibility :

- 2.1 Bidders must have enrolled with GST.
- 2.2 Valid Trade License from Kolkata Municipal Corporation / Local Municipal Authorities is required.
- 2.3 Valid License for undertaking Pest Control Operation issued by Director for Agriculture , Govt.of West Bengal is required.
- 2.4 Company must have GSTN
- 2.5 Valid Import License for importing necessary chemicals, if any, quoted for use, is required.
- 2.6 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.

Interested vendors may contact Sri Abhishek Das, (Senior Officer, Administration). Contact details: email id: admin.so3@icmai.in, Phone no.: 8017022252.

3. Instructions for bidders :

- 3.1 The rates to be offered should include all incidental charges such as materials, supply, labour, transportation, loading, unloading etc. No other additional payments would be made.
- 3.2 Taxes as applicable will be paid extra.
- 3.3 Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by examining committee.
- 3.4 Bidders shall bear all costs associated with the preparation and submission of its bid.
- 3.5 Adequate precaution shall be taken to prevent danger from electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person.
- 3.6 Bidders are requested to visit the sites, at their own cost, to assess the quantum of work.

4. Terms & Conditions:



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- 4.1 The Firm will maintain highest standard of chemicals & solutions and utmost safety during the course of complete disinfection job.
 - i) Place/Schedule of work –
 - a. Time – Once in a week.
 - b. Place I – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
Place II – 4th floor, 84, Harish Mukherjee Road, Kolkata – 700 025
- 4.2 The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- 4.3 Financial bids of only those bidders will be opened who have qualified in the technical bid analysis.
- 4.4 The price quoted by the bidder should remain valid for 90 days.
- 4.5 Period of Contract – **ONE (1) YEAR and may extend for another one year at same rate, terms and condition on mutual agreements of both parties.**
- 4.6 If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered
- 4.7 Canvassing in any form in connection with the contract is strictly prohibited.
- 4.8 **L1 will be decided based on the amount quoted in the darkened boxes of Rate Rs. of Annexure 2**
- 4.9 Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 4.10 Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- 4.11 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
- 4.12 The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- 4.13 Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
- 4.14 Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- 4.15 Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- 4.16 The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- 4.17 The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- 4.18 Upon being selected as the successful bidder and being awarded the Order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- 4.19 The participating bidder has to submit this tender document signed and sealed on each page, together with Technical Bid, as acceptance of the terms and conditions mentioned herein.
- 4.20 The order will be placed for the best interest of the Institute.



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5. Payments :

- 5.1 No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy. Taxes will be extra as applicable.
- 5.2 The payment will be made in electronic mode only within 30 days of submission of bills.

6. Formation and Submission of bids:

Technical Bid –

Technical Bid – Scan copy the tender documents, duly stamped and signed, along with filled in Annexure 1 and the supporting documents related to “Para 2. Eligibility” will be zipped in a separate password protected secured RAR file and will be labeled as “Technical Bid – Bidder Name- -Bid Reference”. (Annexure 2 must not be included in this RAR file)

Financial Bid –

Filled in Annexure 2, duly signed and stamped, will be transformed in a separate password secured pdf/jpeg/jpg file and will be labelled as “Financial Bid-Bidder Name-Bid Reference”.

Both the Technical and Financial bid will be sent in the mail id finance.so3@icmai.in with carbon copies (cc:) marking to trd.ad1@icmai.in & hr@icmai.in on and before 4.00 p.m. of 9th November 2020. No bid will be acceptable post that time.

The subject of the mail will be captioned “TENDER FOR PEST CONTROL OF OFFICE BUILDINGS AT KOLKATA ON ANNUAL CONTRACT BASIS” and the body of the mail will contain the details of bidders such as Company Name, Address, Contact Person, Contact number, etc

After expiry of the bid submission date, if the tender not further extended, all the participated vendor will be asked to provide passwords of their submitted secured technical bids which will be provided to the same email ids finance.so3@icmai.in with carbon copies (cc:) marking to trd.ad1@icmai.in & hr@icmai.in. Any email related to password unless it is not asked or after the time frame drawn for submission of password will be liable to bid cancellation. (Time Frame for sending passwords will be 2 working days from the date of the email sent for approaching passwords).

Only those bidders who will qualify for the technical bid will be asked to provide passwords of their submitted secured bids which will be provided to the same email ids mentioned above. Any email related to password unless it is not asked or after the time frame drawn for submission of the password will be liable to bid cancellation. (Time Frame for sending passwords will be 2 working days from the date of the email sent for approaching passwords).

Format of submission of bid must be followed strictly failing which lead to rejection of bid.

No hard copy tender would be entertained. Any clarification requires only for submission of bids may be clarified from @ finance.so3@icmai.in.

LOCAL PURCHASE COMMITTEE



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Annexure 1

Technical Bid

<i>Sl. No.</i>	<i>Details Requested</i>	<i>Provide Details</i>
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	Full address of the office With Email Address	
4.	Details of GSTN (if available)	

Submit this along with all valid documents mentioned in above Para **2. Eligibility**

Signature of bidder:

Seal:

Date:



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Annexure 2

Financial Bid

<i>Sl. No.</i>	<i>Details Requested</i>	<i>Provide Details</i>
1.	Name of the Company/ Vendor	
2	Contact person & Mobile number	
3.	RTGS Bank Account Details	

Job	Frequency	Rate (excluding taxes)
Pest Control of entire building as per above Para 1 Scope of Work	Once in a week (Weekends)	Rs.
Place of work as per Clause 4.1.i).b)		In words.

Applicable tax rate%

Signature of bidder:

Seal:

Date: