



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 2252 1031 / 1034 / 1035, 2252 1492 / 1602 FAX +91 33- 2252 1026

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/Admin/Pest Control/2022

22.11.2022

Tender Notice for Pest Control Services

Offers are invited from reputed firms/companies dealing in Pest Control Services as per Terms & Conditions given below Tender for Pest Control of office buildings at KOLKATA on annual contract basis under TWO-BID SYSTEM.

Scope of Work:

- (A) Pest Control (Cockroaches, Rodent (Specially Rats), Flies, Mosquitoes, Termites and other crawling insect) weekly basis.
- (B) In Case of any Emergency, Services are to be provided within 24 Hours with no additional Cost.
- (C) 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.
- (D) Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.

Eligibility:

- (A) Bidders must have enrolled with GST.
- (B) Valid Trade License from Kolkata Municipal Corporation / Local Municipal Authorities is required.
- (C) Valid License for undertaking Pest Control Operation issued by Director for Agriculture, Govt. of West Bengal is required.
- (D) Valid Import License for importing necessary chemicals, if any, quoted for use, is required.
- (E) 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 Administration. Contact details: email id: admin.kolkata@icmai.in, Phone no.: 9681818171.

Instructions for bidders:

- (A) 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.
- (B) Taxes as applicable will be included in the total cost.
- (C) 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.
- (D) Bidders shall bear all costs associated with the preparation and submission of its bid.
- (E) 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.
- (F) Bidders are requested to visit the sites, at their own cost, to assess the quantum of work.



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Terms & Conditions:

- (A) The Firm will maintain highest standard of chemicals & solutions and utmost safety during the course of complete disinfection job.
- Place/Schedule of work –
 - Time – Once in a week.
 - Place I – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
 - Place II – 4th floor, 84, Harish Mukherjee Road, Kolkata – 700 025
- (B) The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- (C) Financial bids of only those bidders will be opened who have qualified in the technical bid analysis.
- (D) The price quoted by the bidder should remain valid for 90 days.
- (E) Period of Contract – ONE (1) YEAR and may extend for another two years at same rate, terms and condition on mutual agreements of bother parties.
- (F) If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered
- (G) Canvassing in any form in connection with the contract is strictly prohibited.
- (H) L1 will be decided based on the amount quoted in the darkened boxes of Total Cost Annually Rs. of Annexure 2**
- (I) Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- (J) 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.
- (K) The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
- (L) 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.
- (M) 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.
- (N) 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.
- (O) 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.
- (P) 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.
- (Q) 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



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cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.

- (R) 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.
- (S) 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.
- (T) The order will be placed for the best interest of the Institute.

Payments

All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer. Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. and (vii) MICR No.

Submission of Bids

Tenders duly signed by the bidder shall be submitted in two parts in separate sealed envelopes super scribing 'Annexure 1' and 'Annexure 2'. Both the envelopes should be put into a third envelope super scribing "**Tender Notice for Pest Control Service for HQ & RnJ Department**" (**Bid Reference – LPC/Admin/Pest Control/2022**). The quotations have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute at Address: **Local Purchase Committee**, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 on or before 13th December, 2022 (up to 3.00 p.m.).

CONVENER
LOCAL PURCHASE COMMITTEE



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Annexure 1

Technical Bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	Full address of the office	
4.	E- Mail Address	
5.	Year of Incorporation/ Establishment / Trade license (enclose copy)	
6.	GSTN (enclose copy)	
7.	PAN (Company / Proprietor)	

Necessary documents have to be enclosed with this application/annexure. List of Documents to be attached are:

- (A) Enrolled with GST.
- (B) Valid Trade License from Kolkata Municipal Corporation / Local Municipal Authorities is required.
- (C) Valid License for undertaking Pest Control Operation issued by Director for Agriculture, Govt. of West Bengal is required.
- (D) Valid Import License for importing necessary chemicals, if any, quoted for use, is required.
- (E) 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.

Declaration: We have attached all necessary documents along with this annexure.

Signature of bidder:

Seal:

Date:



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Annexure 2

Financial bid

Job	Frequency	Total Cost (Annually) (Rs.)*
Pest Control Work Locations: <ul style="list-style-type: none">➤ CMA Bhawan, 12, Sudder Street, Kolkata – 700 016➤ 4th floor, 84, Harish Mukherjee Road, Kolkata – 700 025	Once in a week (Weekends Only)	In Figures: _____ In words: _____ _____ _____

* **Rates should be** inclusive of all costs and Taxes

Declaration:

1.

(i) We / our firm is not having any pecuniary or other interest in the Institute.

(ii) We / our firm have not been convicted for any offence by any court of law in the last five years.

2. We / our firm agree to all the terms and conditions as indicated in this Tender Notice / EOI.

In case it is found that we have any of the above disqualifications during the period of service, it will lead to immediate termination of the contract.

Signature of bidder:

Seal:

Date: