

Ref : PMU/ 577/ 14-15

Dated : 05.01.2015

NOTICE BOARD

Notice Inviting Quotation

Sealed quotations are invited from interested bonafide agencies for carrying out pest control management services in KEIIP-KMC (2nd to 5th floor – approx. 20,000 sq. ft. area) for one year i.e. from **01.02.2015 to 31.01.2016**. Along with Application the agency will have to produce valid documents i.e. Current Trade License, PAN Card, VAT and credentials.

Scope of work

The pest control service is to control (i) Cockroaches, (ii) Mosquitoes (iii) Ants, (iv) Spiders, (v) Silver Fishes, (vi) Fine bats & (vii) Rodents etc.

Terms :

- (1) Normally the agency will provide monthly pest control service. In case of further requirement the agency will have to give more services without any extra cost. However, the overall responsibility in controlling of above pests/insects will lie on the agency.
- (2) In case of non-performance is reported from any unit, proportionate deduction from the bill will be made without any intimation.
- (3) Rate should be quoted inclusive of the manpower and materials required.
- (4) Terms of payment : No advance will be made. Payment will be made to the agency on quarterly basis.
- (5) This Q.I.N. will be guided by standard Q.I.N. to be provided by the department upon receipt of a draft / pay order of any Nationalized Bank for Rs.100/- in favour of "The Kolkata Municipal Corporation, A/c. KEIIP-Tr.1" towards cost of NIQ document.

Before submission of offer the agency may inspect the office space i.e. the office of Project Director, KEIIP, 206, A.J.C.Bose Road, Kolkata-700017 within

LAST DATE OF ISSUE OF N.I.Q. PAPER : 14.01.2015

LAST DATE OF SUBMISSION OF OFFER : 15.01.2015

Administrative Officer
KEIIP - KMC



TENDER FORMAT

1. GENERAL INFORMATION.

Sealed quotations superscribing the name of the work on the envelope are invited from the reputed and resourceful contractor for the jobs stated in the "**Scope of Work**" below.

NIQ papers etc. will be available against payment of Rs.100/- from the office of the Project Director, Kolkata Environmental Improvement Investment Program, 206, A. J. C. Bose Road, Kolkata – 700017 by Pay Order/Demand Draft of any Nationalized Bank in favour of Kolkata Municipal Corporation, A/c. KEIP, Tr.1.

The KMC - KEIP reserve the right to accept / reject in full or in part of any quotation without assigning any reason whatsoever.

2. GENERAL INSTRUCTION & GUIDELINES.

Eligibility Criteria.

- (1) The quotationers shall submit the self-attested copies of the following documents as and where applicable:-
 - (i) Current Trade License
 - (ii) PAN
 - (iii) VAT
 - (iv) Credentials
- (2) The quotationers should have experience in similar type of work for last 3 years.
- (3) The quotationer should disclose if there is any pending litigation upon the firm, which may have implications on the liquidity of the firm. If not, then NOT APPLICABLE should be mentioned.
- (4) The quotationer would have to disclose if they are black-listed by any Govt. Dept./semi Govt. / autonomous bodies / PSUs etc. If not, then NOT APPLICABLE should be mentioned.
- (5) If the last date of receipt of quotation or the day of opening of quotation happens to be a holiday or otherwise, the next working day will be the last date of receiving and opening of the bid. The quotationers or their authorized representatives are to remain present at the time of opening of quotations. The offers would be opened preferably one hour after the time of submission on the last date of tender.

3. QUOTING OF RATE:

- 3.1 The participating quotationers should quote their rate per month basis which will be inclusive of manpower and materials etc. as would be required in the NIQ.
- 3.2 The price proposal should include all taxes & duties, if any.
- 3.3 The agency would have to furnish an undertaking regarding the validity of the offer as per prescribed format on Non-Judicial Stamp Paper of Rs.10/- (**Annexure-1**).

4. EARNEST MONEY DEPOSIT:

1. Quotation should accompany Earnest Money @2% of the quoted value either in Bank Draft / Pay Order drawn in favour of The Kolkata Municipal Corporation A/c. KEIP, Tr.1, failing which the offer will be liable for rejection.
2. Earnest Money Deposit (EMD) to be submitted in a separate sealed envelope clearly marked "EMD" as per norms.
3. After opening of quotation, the E.M.D. shall be duly returned to the unsuccessful bidders after issuance of work order to the lowest bidder.
4. In the event, upon being successful, if the lowest bidder refuses to execute the works, the E.M.D. shall stand forfeited.

5. SECURITY DEPOSIT MONEY:

Security Deposit money, @ 2% of the total yearly contract value as applicable, must be deposited within 10 days from the date of issuance of Letter of Acceptance of the offer by way of Bank Draft/Pay Order in favour of The Kolkata Municipal Corporation A/c. KEIP, Tr.1.

In case of successful bidder the EMD will be converted to Security Deposit which will be returned to the agency after satisfactory completion of the job.

6. SOLVENCY CERTIFICATE

Successful vendor shall have to furnish Solvency Certificate for execution of such work by self-declaration on a Rs.10/- Non-Judicial Stamp Paper duly sealed and signed, in the prescribed format at **Annexure-2**.

7. SCOPE OF WORK

Pest control service in KEIP-KMC (2nd to 5th floor – approx. 20,000 sq. ft. area) at 206, A. J. C. Bose Road, Kolkata – 700017. on monthly service basis for one year i.e. from 01.02.2015 to 31.01.2016 to control (i) Cockroaches, (ii) Mosquitoes (iii) Ants, (iv) Spiders, (v) Silver Fishes, (vi) Fine bats (vii) Rodents etc.

Date of publication of tender/ N.I.Q.	: 06.01.2015 (PTB)
Pre-bid meeting, if applicable	: N.A.
Last Date of purchase of tender/ N.I.Q.	: 14.01.2015
Last date of receipt of tender/N.I.Q.	: 15.01.2015 at 1.00 P.M.
Date of opening of tender/N.I.Q.	: 15.01.2015 at 2.00 P.M.

8.a) OTHER TERMS AND CONDITIONS

8.a.1 The Pest Control items should be of good quality.

8.a.2 Pest Control Service should be done time-bound as prescribed in the Terms & Conditions.

8.b) TERMS OF PAYMENT

8.b.1 Payment will be made by this office on quarterly basis

8.b.2 The payment will be made by A/c. Payee Cheque.

8.b.3 Payment shall be released only after due certification from the Units of KEIIP that work has been done satisfactorily (in a prescribed format (**Annexure-4**)).

8.b.4 Any prayer for revision of rate within contract period shall not be entertained and the contract shall be liable to be cancel.

8.c) Period of contract

The contract shall remain in force for a period of one year from 01.02.2015 to 31.01.2016.

8.d) Risk and Cost. If the vendor fails to execute the work (perform their AMC obligation) as per agreement/contract, he will have to bear the **excess** amount if the said work is done by other agency,/contractor.

9. EXECUTION OF AGREEMENT

9.1 The successful offerer shall enter into an agreement with the KMC, KEIIP in the prescribed format as per **Annexure-5**.

9.2 The Agreement shall be typed on a Non-Judicial Stamp Paper of Rs.10 /- only where contract amount exceeds Rs.50,000/-

9.3 Execution of Agreement shall be made on furnishing of required security deposit.

9.4 The Agreement shall be executed within 15 days of issuance of L.O.A.

10.0 TERMINATION

Termination of a contract is liable, on following grounds :-

(i) Canvassing in any form on the part or on behalf of the quotationers.

(ii) If the agency fails to provide services as per contract during the contract period, department shall have the right to terminate the contract with the vendor at any time with 15 days notice for termination and in that case, the performance security furnished by the vendor shall be forfeited.

(iii) In the event of willful negligence, refusal and/or non-performance of the terms of the contract.

(iv) In case of suppression of facts or wrongful submission of credentials, the contract is liable for termination, after due enquiry, and the vendor is liable for legal action, apart from forfeiture of performance security.

11.0 Dispute Settlement:

In the event of any dispute by and between the KMC-KEIIP and the Vendor, the decision of the KMC authorities would be final & binding. All disputes arising out of the contract shall be settled in Courts in Kolkata jurisdiction only.

Annexure - 1**UNDERTAKING**

(On a Non-Judicial Stamp Paper of ` 10/-)

Name of the work :

N.I.Q. No. :

I/We do hereby undertake that our rate quoted in the above noted N.I.Q. vide our Ref: No..... datedshall stand valid for months. And the documents/papers submitted along with tender documents are correct and true to the best of my knowledge.

Signature

Annexure - 2**SOLVENCY CERTIFICATE**

(On a Non-Judicial Stamp Paper of ` 10/-)

Name of the work :

N.I.Q. No. :

I/We do hereby declare that I/we am/are financially solvent to execute the work, if entrusted to me / us by your authority. I/we further declare that we shall execute the work timely without any hindrance with the entire satisfaction of the authority.

Signature

Annexure - 3

SCOPE OF WORK (1) List of items for procurement
OR
(2) List of articles / equipments for AMC / O&M.

Annexure - 4**PERFORMANCE CERTIFICATE ****

This is to certify that the pest control services rendered by the vendor M/s. _____ for the period from
.. to _____ is as per work order No. _____ dated. _____ and their performance is satisfactory.

Signature of the
departmental official**Annexure-5****Execution of Agreement :**

Agreement on N.J. Stamp paper of ` .10/- to be executed by the successful vendor as per prescribed format.

CHECKLIST
For the use of the department

Sl. No.	Name of the Document	Put “√” mark.
1	NIQ papers	
2	Copy of self attested Trade License	
3	Copy of self attested PAN	
4	Copy of self attested Credentials (at least 3 Nos.) showing execution of similar type of work in last 5 years.	
6	Undertaking to given by all the bidders for validity of offer. ... Annexure-1	
7	Solvency Certificate by the agency. ... Annexure-2	
8	Scope of work (to be filled up by the agency) ... Annexure-3	
9	Certificate of execution of work (to be issued by the competent official of the department). ... Annexure-4	
10	Execution of Agreement (shall have to be submitted by the successful bidder after receipt of L.O.A. by the agency). ... Annexure-5	