

QUOTATION FORMAT

1. GENERAL INFORMATION.

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

QIN papers etc. will be available from the office of the Project Director, Kolkata Environmental Improvement Investment Program, 206, A. J. C. Bose Road, Kolkata – 700017. The KMC - KEIIP reserves 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 agencies shall submit the self-attested copies of the following valid documents at the time of application.
 - (i) Trade License
 - (ii) PAN
 - (iii) VAT
 - (iv) P.Tax Regn. certificate
 - (v) ITCC
 - (vi) Credentials
- (2) The agencies should have experience in similar type of printing jobs at least 3 years.
- (3) The agencies 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 agencies 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.

3. QUOTING OF RATE:

- The participating agency 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 mention all taxes & duties, if any and the same must be shown separately which is not to be considered for evaluation purpose.
- 3.3 The agency would have to furnish an undertaking regarding the validity of the offer as per prescribed format on their letter head. (**Annexure-1**).

4. EARNEST MONEY DEPOSIT: Not Applicable.

5. SECURITY DEPOSIT MONEY:

@5% of the accepted value to be deposited by the successful vendor by way of Bank Draft/Pay Order in favour of The Kolkata Municipal Corporation A/c. KEIIP, Tr.1 which will be retained by the department as security deposit till successful completion of the job. In case of failure to complete the job successfully and timely, the said SD money will be forfeited.

6. SOLVENCY CERTIFICATE

Successful quotationer shall have to furnish Solvency Certificate for execution of such work by self-declaration on your letter head duly sealed and signed, in the prescribed format at **Annexure-2**.

7. SCOPE OF WORK

Pest Control service in KEIIP-KMC (2nd to 5th floor – approx. 20,292 sq.ft. area) at 206, A.J.C. Bose Road, Kolkata-700017 on monthly service basis for one year i.e. from 01.05.2017 to 30.04.2018 to control (i.e.) (i) cockroaches, (ii) Mosquitoes, (iii) Ants, (iv) Spiders, (v) Silver Fishes, (vi), Fine bats & (vii) Rodents etc. **The "Repository" portion (approx. 500 sq.ft) is to be given special care / special service.**

Date of publication of quotation/ N.I.Q. in Notice Board/website	:	04.05.2017
Last date of purchase of N.I.Q.	:	16.05.2017 at 2.00 p.m.
Last date of receipt of quotation/N.I.Q.	:	17.05.2017 at 2.00 p.m.
Date of opening of quotation/N.I.Q.	:	17.05.2017 at 3.00 p.m.

8.a) OTHER TERMS AND CONDITIONS

- 8.a.1 The pest control materials 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 Competent Authority 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 cancelled.

8.c) Period of contract

The contract shall remain in force for a period of one year from 01.05.2017 to 30.04.2018.

- 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 quotationer 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/-.**
- 9.4 **The Agreement shall be executed within 07 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 quotationer.
- (ii) If the agency fails or refuses 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 security deposit furnished by the vendor shall be forfeited.
- (iii) Incomplete submission of bids.
- (iv) In the event of willful negligence, refusal and/or non-performance of the terms of the contract.
- (v) In case of suppression of facts, the contract is liable for termination, after due enquiry, and the vendor is liable for legal action, apart from forfeiture of security deposit.

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 ... for VALIDITY OF OFFER**

(on letter head)

Name of the work :

Quotation / N.I.Q. No. :

I/We do hereby undertake that our rate / rates quoted in the above noted Qtn./Quotation vide my/our Ref: No..... datedshall stand valid for days and the documents/papers submitted along with quotation documents are correct and true to the best of my knowledge.

Signature

Annexure - 2**SOLVENCY CERTIFICATE**

(on letter head)

Name of the work :

.....

Quotation / 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 :**

Pest Control service in KEIIP-KMC (2nd to 5th floor – approx. 20,292 sq.ft. area) at 206, A.J.C. Bose Road, Kolkata-700017 on monthly service basis for one year i.e. from 01.05.2017 to 30.04.2018 to control (i.e.) (i) cockroaches, (ii) Mosquitoes, (iii) Ants, (iv) Spiders, (v) Silver Fishes, (vi), Fine bats & (vii) Rodents etc. **The “Repository” portion (approx. 500 sq.ft) is to be given special care / special service.**

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 quotationer as per prescribed format, if the contract amount exceeds Rs.50,000/-.

CHECKLIST

Sl.No.	Name of the Document	Put “√” mark.
1	Quotation paper & documents.	
2	Copy of self attested Current Trade License from KMC	
3	Copy of valid P.Tax payment certificate.	
3	Copy of self attested latest Income Tax Return, copy of PAN.	
4	Copy of self attested VAT Registration Certificate	
5.	Copy of self attested I.T.C.C.	
6	Copy of self attested Credentials showing execution of similar type of work – (Within last three years.)	
7	Undertaking to given by all the bidders for validity of offer. .. Annexure-1	
8	Solvency Certificate by the agency. ... Annexure-2	
9	Scope of work (to be written by the agency) ... Annexure-3	
10	Execution of Agreement (shall have to be submitted by the successful bidder after receipt of L.O.A. ... Annexure-4	
11	Certificate of execution of work of supply (to be issued by the competent official of the department). .. Annexure-5	