

F.No.D-31013/1/2008-Admn  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Staff Selection Commission (ER)

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8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building, Nizam Palace,  
234/4, A.J.C. Bose Road,  
Kolkata – 700020

Dated the 27<sup>th</sup> October 2017

**NOTICE INVITING TENDER ENQUIRY FOR PROVIDING THE SERVICES  
OF PEST CONTROL IN THE OFFICE PREMISES**

Sealed quotations are invited from interested firms/agencies for providing the services of pest controlling in the premises of the office of Staff Selection Commission (Eastern Region), Govt. of India, Department of Personnel & Training, located at 8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building, Nizam Palace, 234/4, A.J.C. Bose Road, Kolkata – 700020 as per Tender Documents.

2. The Tenderers should have experience of at least three years in providing such services of pest control jobs in Central/State Govt. offices.
3. The Notice is e-published on the CPPP portal. The Tender Forms along with Terms and Conditions are also available on the website of Staff Selection Commission (ER), Kolkata i.e. [www.sscer.org](http://www.sscer.org) under the heading 'TENDER/QUOTATION' and can be downloaded without fees.
4. The Tenderers can inspect the office premises between 11:00 AM and 4:00 PM on all working days (from Monday to Friday) from 1<sup>st</sup> November to 15<sup>th</sup> November 2017.
5. The sealed tender superscribed as "Tender for pest control service" along with name and address of bidder should be submitted **on or before 12:00 Noon of 14<sup>th</sup> November, 2017** in the Administration Section of this Office at the above address. No tender received after 12:00 Noon on 14<sup>th</sup> November, 2017 would be entertained. The Tenders will be opened on the same day i.e. **on 14<sup>th</sup> November, 2017 at 03:00 PM** in this Office premises in the presence of the representatives of the Tenderers.
6. The Terms & Conditions etc. governing the Tender Notice and Tender Form are given along with this Notice Inviting Tender Enquiry.

Encl: Tender Documents

Sd/-  
Assistant Director  
Staff Selection Commission (ER)

## TENDER DOCUMENTS AND TERMS AND CONDITIONS

### A. SCOPE OF WORK:

- a) Jobs to be done **ONCE A WEEK ON EVERY FRIDAY after 06:00 P.M.** in this Office premises i.e. premises of the Staff Selection Commission (Eastern Region), Govt. of India.
- b) Total area of this Office premises includes an area of about 5600 sq. ft. at the 8<sup>th</sup> floor, 1<sup>st</sup> MSO Building, 'Nizam Palace', 234/4, A.J.C. Bose Road, Kolkata-700020 and about 1100 sq. ft. at the 9<sup>th</sup> floor of the same building.

### B. OUR REQUIREMENTS:

- a) This office requires pest control, rodent and disinfection services at this Office premises, covering the area as mentioned at (B) above.
- b) The scope of the contract includes carrying out general insect/pest control services at this Office premises for cockroaches extermination, rodent control, mosquito, rats and fly control services.
- c) The agency should bring the required pesticides or chemicals, spray them through a spray gun or place them if they are dry cubes or carry out such chemical treatment through insecticide sprays/injections or other standard Pest Control practices. Only company made chemicals and herbal powder mixed with water are to be used.
- d) Jobs to be done Once a week as mentioned above.

### C. TERMS & CONDITIONS:-

- (i) The Tenders should be addressed to the Regional Director, Staff Selection Commission (ER), 8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata – 700020 and should be superscribed as “Tender for providing the services of Pest Control”.
- (ii) The Tenders in **the prescribed Proforma as Annexure-A**, duly sealed, should reach this office by **14<sup>th</sup> November, 2017 on or before 12:00 Noon**; after that, no Tender will be accepted. The Tender should be filled as per given format only. Tender Documents are available on the website of the Staff Selection Commission (Eastern Region) i.e. [www.sscer.org](http://www.sscer.org) under the Link Heading : ‘TENDER/QUOTATION’. Tenderers may download the Tender Documents from the said website.
- (iii) Only those vendors/bidders who are providing pest control services for at least three years in Central/State Govt. Offices during the last three financial years are eligible to participate.
- (iv) The contract to be entered into shall remain valid for one year from the date of signing of Agreement and may be extended with mutual consent. However, the contract can be terminated at any time even during its currency, in case the Commission is not satisfied with the performance of cleaning work.
- (v) No conditional Tender shall be accepted.

- (vi) The rates quoted should remain valid for complete contract period including any extension period (if extended with mutual consent). The Total quoted amount should be written both in figures and in words.
- (vii) Quotations, which do not comply with the above conditions, are liable to be rejected.
- (viii) If the successful vendor leaves the job before expiry of the contract period or work done by such vendor is not found to be satisfactory, this Office reserves the right to terminate the contract.
- (ix) A register will be maintained by this Office, in which the worker of the service provider will put his attendance on the day of his work, in presence of the official of this office on duty.

**D. EARNEST MONEY DEPOSIT (EMD):**

- (i) EMD of Rs.500/- in the form of Cheque/Demand Draft from any Nationalized Bank in favour of Regional Director, Staff Selection Commission (Eastern Region), Kolkata, payable at Kolkata must accompany the bid. Bid without EMD or in any other form that which has been prescribed herein will NOT be considered.
- (ii) The EMD shall remain valid at least for a period of six months.
- (iii) EMD of bidder will be forfeited, if the tenderer withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of the bid.
- (iv) EMD of all unsuccessful tenderers will be returned to them without any interest whatsoever after finalization of contract. EMD of successful tenderer will be returned after receipt of performance security.

**E. PERFORMANCE SECURITY:**

- (i) The successful tenderer will have to deposit Performance Security of Rs.2,000/- (Rupees two thousand only) in the form of Fixed Deposit Receipt/bank Guarantee from a Nationalised Bank in an acceptable form in favour of Regional Director, Staff Selection Commission (Eastern Region) within 10 days of award of contract.
- (ii) The Performance Security shall remain valid for a period of one year.
- (iii) Performance Security will be refunded to the tenderer after satisfactory completion of the assigned tasks.
- (iv) Performance Security will be forfeited if the tenderer fails to perform any of the terms & conditions of the contract, without prejudice to such other action including blacklisting by SSC(ER) if deemed fit.

F. **MODE OF PAYMENT:**

The payment shall be made to the Service Provider on quarterly basis on submission of pre-receipted bill in triplicate. In case of any delay in submission of the bill by the service provider this office will not be responsible for any delay in payment. Payment will be made by NEFT or electronically as per standard government procedure.

**The following documents should be furnished with tender documents:-**

- (i) Experience Certificate;
- (iii) Copy of PAN Card;
- (vi) GST registration number;

**Note:** Please read carefully the “TERMS & CONDITIONS” while submitting the offer;

**5. I/We have understood all the terms and conditions indicated in the Tender document and in agreeing for the same.**

Dated:

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Full Signature of the authorized signatory of Tenderer with Seal

