

**No.D-31013/1/2020-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 6<sup>th</sup> January 2022

To

(ELIGIBLE VENDORS)

**SUBJECT: NOTICE INVITING LIMITED 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 initially for **one year period** which may be extended or curtailed as per requirement of this office as per Tender Documents.

2. The Tenderers can inspect the office premises on all working days (from Monday to Friday) from 7<sup>th</sup> January 2022 to 11<sup>th</sup> January 2022.
3. The sealed tender superscribed as “Limited Tender for pest control service” along with name and address of bidder should be submitted **on or before 12:00 Noon of 11<sup>th</sup> January, 2022** in the Administration Section of this Office at the above address. No tender received after 12:00 Noon on 11<sup>th</sup> January 2022 would be entertained. The Tenders will be opened on the same day i.e. **on 11<sup>th</sup> January 2022 at 03:30 PM** in this Office premises in the presence of the representatives of the Tenderers.
4. The Terms & Conditions etc. governing the Tender Notice and Tender Form are given along with this Notice Inviting Tender Enquiry.
5. This issues with the approval of the Regional Director (ER).

Encl: Tender Documents

  
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 A(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 “Limited 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 11<sup>th</sup> **January 2022 on or before 12:00 Noon;** after that, no Tender will be accepted. The Tender should be filled as per given format only.
- (iii) 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 pest controlling work.
- (iv) No conditional Tender shall be accepted.

- (v) 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.
- (x) Rate quoted will be all inclusive taxes. The Commission will not pay any kind of Taxes separately on the rates quoted by the firm/vendor.
- (xi) The SSC(ER) reserves the right to reject any or all the tenders without assigning any reason thereof and is under no obligation to inform the affected bidder or bidders of the grounds of SSC(ER)'s action.
- (xii) Any overwriting in the Tender/late submission of Tender will not be entertained.
- (xiii) All pages of documents attached with the bid form should be self attested by the authorised signatory/bidder.
- (xiv) **The acceptance of the offer made by the bidder will be deemed as a contract.**

**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 who are not registered with MSME/NSIC. 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 3% of the value of the contract 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 document should be furnished with tender documents:-**

Copy of PAN Card;

**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

**ANNEXURE-A**

**LIMITED TENDER FORM**

1	Name of the Firm/Company		
2	Address of the Individual/Firm/Company		
3	Telephone/Mobile/Fax No./e-mail ID		
4	PAN Number		
5	Particulars of Earnest Money Deposit for bidding for AMC for Pest Control Service in the premises of Staff Selection Commission (ER), Kolkata	DD No.	
		Drawn on	
		Dated	
		Bank	
6	Whether the tenderer is agreeable to all the Terms and Conditions mentioned in the enclosure to this Tender Form		
7	Rate Quoted for Annual Maintenance Service for Pest Control Service		

*(Only one rate should be quoted. The rate must be quoted in figures as well as in words)*

**Declaration:** I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above statements at any stage, I/We will be blacklisted and will not have any dealing with this Department in future.

Place: Name of the tenderer:

Date: Signature of the authorized signatory of Tenderer:

(Seal of the Firm/Company)