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**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(AUDIT-II) WEST BENGAL
CGO Complex, (5th floor), DF Block, 3rd MSO Building, Salt Lake
Kolkata-700064**

No. Record-I/CAMC of Pest Control Service /22-23/ 117

Date: 17.02.2022

NOTICE INVITING QUOTATION

Comprehensive Annual Maintenance Contract (CAMC) for Pest Control Service.

Office of the Pr. Accountant General (Audit-II), W.B invites Quotation (NIQ) for Pest Control Service inside office premises covering area of more or less 20,580 sq.ft.

Throughout this bidding process, the terms like "bid", "service" and "tender" and their derivatives ("bidder/tenderer/service provider", "bid/tender/service providing" etc.) are synonymous.

Work Criteria:-

The contractor has to carry out the necessary pest control service mainly in respect of the following pests through permitted insecticides:

- Rat, Termite and Borer
- Mosquito and bedbug
- Flies and Flying insect
- Silver Fish
- Cockroach and Lizard
- Honey bee, Hornet and Wasp etc.

The pest/rodent control and anti-termite shall leave no space unattended. Contracted agency shall ensure that the pest control once done shall remain effective up to next pest/rodent control/anti-termite treatment to be done by them, failing which it shall have to be done again without any additional cost.

Under this contract the following services are to be provided:-

(i) Rodent Management Service: This service will be carried out for controlling rat problem inside as well as outside the covered area and safeguarding the important files, papers, electrical and telephone wiring, wooden ceiling, paneling, cardboards, raw materials etc. from rodent damage. The service will be provided in the entire office area inside the building premises.

(ii) Disinfestation Service: This service will be carried out for controlling all types of crawling insects such as cockroach, silverfish, bedbug, red ant, black ant, spider, lizard etc. The services will be provided monthly in the entire office area by gel application or by spray.

(iii) **Vector Control Service:** This service will be carried out for controlling mosquitoes, flies and other flying insects. This will be done by treating the breeding areas such as open drains, dustbins, garbage area, etc. This treatment will be carried out by indoor spray, outdoor spray and other suitable methods.

(iv) **Anti-Termite treatment:** Anti-Termite with guarantee shall be done by using reputed brands as per latest ISI specifications. Application by spraying, digging plinth/floor, injecting holes and cavities in the wall and furniture along with fixtures after keen observation of spots of termite attack & closing of holes cavities may be ensured in all the furniture in the premises of this office. This treatment should be done quarterly basis in a year.

(v) **Removal of Honey bees hives:** Removal of honey comb structures shall be done by spraying suitable solution and cleaning of structure at all heights for building. This treatment should be done as and when required.

Scope of Work:

1. The spray/treatment will be done either after 18:30 hrs. on Friday or any time on Saturday/Sunday after taking prior consent from the competent authority. However the anti-termite treatment outside the office premises may be done on working hours also as per the discretion of the competent authority of this office.
2. The job should be undertaken by a technically qualified skilled person along with appropriate protective measures to avoid any mishap. Necessary safety measures should be taken at the time of undertaking the job. Safety & security of human beings must be ensured.
3. The agency/service provider has to arrange required materials/equipments, labours etc. for the purpose and the cost thereof shall be borne by the contractor.
- 4(a). Office of the Pr. Accountant General (Audit-II), W.B. should be protected by spraying good quality, bio-degradable or eco-friendly standard insecticides and pesticides. Pesticides/insecticides to be used should be approved by WHO and Central Insecticide Board and also of bio-degradable non-toxic category which are permitted by the Government and in accordance with the current industrial standards from time to time.
- 4(b). The chemical/pesticide to be used should be odourless and of reputed manufacturer. It should also be approved by the pest control association for its effectiveness and safety to human beings in closed and air conditioned environment.
- 4(c). Only water based spray/chemicals, etc should be used. **Oil based spray/chemical is strictly prohibited.**
5. Necessary treatment has to be done on monthly basis during the period of the contract and also dead rats and other pests, will have to be removed by the contractor as soon as asked for.
6. To control mosquitoes (all types), agency has to fog with fogging machine once in a fortnight in entire office premises.
7. Any other integrated/advanced measures which are not specified but required shall be within the scope of work.
8. The Department will have the right to inspect the quality of work/type of equipment to be used for rendering the service. The pest control treatment shall be done in presence of and to the satisfaction of the official authorized for this purpose.

9. The firm will be responsible for any loss or damage on account of any lapse on its part.
10. Payment will be made quarterly subject to satisfactory service. If the treatment is found unsatisfactory, the payment due will be released only after having satisfactory re-treatment done by the agency/service provider free of cost.
11. The competent authority of office of the Pr. Accountant General (Audit-II), W.B. reserves the right of altering the specifications of works or adding to or omitting any items of work or of having portion of the same done departmentally or otherwise and such alterations and variations shall not be construed as violation of this agreement.

Criteria for eligibility:

1. The bidder should have experience of providing pest control services in at least five (05) offices of repute during the last three (03) financial years. (Experience certificate must be attached to the bid).
2. The service provider should not have been blacklisted by any Govt. Organization, undertaking, Corporation etc. An undertaking for same should be submitted along with bid documents as per Annexure A.
3. Bidder must have a valid license from the concerned Statutory Authority for storing and using the pesticides and other chemicals in the commercial pest control operations. A copy of the license should be included to the bid documents.
4. Bidders must be in possession of at least one mechanical and one hand sprayer.

Contract Period:

1. The validity of the contract would be for a period of one year from the actual date of awarding the work. However, the office has the right to terminate the contract any time in extreme cases if it is found to be totally ineffective or harmful to human being.
2. The Office of the Pr. Accountant General (Audit-II), W.B. will have option to extend the contract term in the same quoted amount by further period depending on performance and satisfaction of work subject to the approval of competent authority.

Rates and Taxes:

1. Rates will be inclusive of all taxes.
2. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills.

Settlements of Dispute:

All dispute and differences, between the parties relating to the interpretation of terms and conditions of the agreement or otherwise relating to the services to be provided by the agency/service provider shall be decided by arbitration and referred to the arbitration of a single arbitrator to be appointed by consent of both parties. If the parties fail to agree to a single arbitrator, then said disputes shall be referred to the arbitration of two Arbitrators and one of whom will be appointed by each party and the two appointed arbitrators shall appoint the third arbitrator who shall act as the presiding arbitrator. The provisions of Arbitration & Conciliation Act, 1996 will apply. The venue of the Arbitration shall be at Kolkata.

Other Terms and Condition:

1. The agency/service provider shall indemnify office of the Pr. Accountant General (Audit-II), W.B. against all the losses, destruction or damages to any property or injury caused or death of any person caused by the negligent act or omission of the agency/their employees.
2. No subsequent modification or substitution of the submitted bids shall be allowed. Office of the Pr. Accountant General (Audit-II), W.B. reserves the right to retain bids once submitted. Bids once submitted will not be returned to the bidder.
3. All entries in the tender forms should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Minor correction, if any, made in the form will be allowed only if the same is endorsed by the bidder with his signature. However, no such correction and/or overwriting and/or striking out in the Financial Bid will be permitted. In such cases, the tender shall be summarily rejected.
4. Payment will be released on quarterly basis within 30 days from the date of completion of service & submission of invoice (in triplicate) in favour of "Office of the Pr. Accountant General (Audit-II), W.B." The successful bidder shall submit a 'Mandate Form' (Annexure C) for availing Real Time Gross Settlement (RTGS) facility meant for credit clearing services provided by the banking authority for receiving e-payment.
5. The agency/service provider shall not engage any "Sub-Contract" or transfer the contract to any other person in any manner.
6. No price increase will be allowed during the currency of the rate contract and rates approved shall remain in force during the currency of rate contract
7. An Earnest Money Deposit (EMD) at the rate of 5 (five) per cent of quoted annual rate in the form of Demand Draft on any scheduled Bank in Kolkata drawn in favour of 'Pay & Accounts Officer, Office of the Pr. Accountant General (A&E), West Bengal, Kolkata, payable at Kolkata' must accompany the bid documents/quotations. The bid documents/quotations received without EMD at the said rate shall not be entertained or considered in any circumstances.
 - (i) No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Department in respect of any previous work will be entertained.
 - (ii) The Bidder shall assess the area, location and all other aspects related to the pest control service by visiting the service site before offering his/their bid. He/they will not be permitted to withdraw his/their offer or modify the terms and conditions thereof subsequently. In any case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bank guarantee will be forfeited to the Government.
 - (iii) The bids without Earnest Money will be summarily rejected.
 - (iv) No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
 - (v) The EMD received from unsuccessful bidders will be refunded/ returned without interest on demand within 30 days after awarding the contract to the successful bidder. The EMD(s) so received from the unsuccessful bidders, if not claimed within the said period of 30 days, the determination of the subsequent date(s)/period for refunding/returning EMDs will be at the discretion of the competent authority of the

OFFICE OF

office of the Pr. Accountant General (Audit-II), West Bengal and the date(s)/period of the same will be responded to the unsuccessful bidders immediately.

(vi) The successful bidder whose tender will be accepted will have to submit Security Deposit (SD) equal to 10 per cent of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of Pay Order or Account Payee Demand Draft or Fixed Deposit Receipt/ Bank Guarantee from any scheduled Nationalized Bank Branch in Kolkata in an acceptable form for a minimum period of one year plus 60 days thereafter in favour of 'Pay & Accounts Officer, Office of the Pr. Accountant General (A &E), West Bengal, Kolkata, payable at Kolkata' at the time of awarding of such AMC. The same may be forfeited in case of breach of contract.

8. Office of the Pr. Accountant General (Audit-II), W.B. reserves the right to accept or reject any/all the tender without assigning any reason, whatsoever.

9. Any term/condition given by the supplier/firm which is in contravention to the terms contained in the tender shall not be acceptable and shall be treated as null and void.

10. The successful Tenderer/Bidder shall have to follow all the instructions; given to him/them from time to time by the competent authority or person nominated by the office.

11. The successful Tenderer/Bidder shall maintain a register for the routine instructions.

12. The successful Tenderer/Bidder shall be liable to pay compensation for any loss or damage caused to the property of this office under the contract.

13. The agency is responsible for any illegal activity done by the employee duly send by him during his work/presence in the organization/office premises.

14. The successful Tenderer/Bidder shall comply with all instructions/directions/rules and regulations of any statutory authority and discharge all obligations imposed upon him by the statutory authorities or under any law and shall indemnify the office and officers/employees from any claim or consequences/damages for any lapse or non-compliance thereto.

Instruction for submission of the Expression of Interest:

The NIQ shall be submitted in two parts: - viz, Technical Bid & Financial Bid

Technical Bid which should contain:-

- I. Copy of Trade License duly attested
- II. Copy of PAN Card duly attested
- III. Copy of GST registration.
- IV. Copy of Purchase Order

In absence of these documents, the quotation is liable to be rejected summarily without any reference to the service provider.

Financial Bid which should contain:-

Rates should be quoted as per **Annexure B**.

Both the bids should be submitted in two separate sealed envelopes having super scribed "Technical Bid for pest control service" and "Financial Bid for pest control service". Earnest Money Deposit (EMD) at the rate of 5 (five) per cent of quoted annual rate in the form of Demand Draft on any scheduled Bank in kolkata drawn in favour of 'Pay & Accounts Officer, Office of the Pr. Accountant General (A&E), West Bengal, Kolkata, payable at Kolkata' should be in third envelope (gala / properly sealed) along with covering letter and it should be super scribed "NIQ for Pest Control Service" either by Registered Post or by Courier Service or in person at the office of the Pr. Accountant General (Audit-II), W.B., 3rd MSO Building, CGO Complex, DF Block, 5th Floor, Sector-I, Salt Lake City, Kolkata - 700 064 on or before 04.03.2022 positively. The bidders may submit the quotation details in the Tender Box placed in front of the chamber of Sr. Audit Officer (Record) of this office up to 12:00 p.m. on 04.03.2022. Quotations will be opened 3.30 pm on 04.03.22. The representative of the participant may present at the time of opening of tender.

S. D. Mishra
12/02/22
Sr. Audit Officer (Record)
Office of the Pr. Accountant General
(Audit-II), West Bengal,
3rd MSO Building, CGO Complex, DF Block, 5th Floor,
Sector-I, Salt Lake City, Kolkata-700 064
Telephone No. 033-23347856, Fax : 033- 2334 7854

UNDERTAKING
(Original signed copy on company letter head)

Letter No. _____ Dated: _____

To,

The Sr. Deputy Accountant General (Administration),
Office of the Pr. Accountant General (Audit-II), W.B.,
3rd MSO Building, CGO Complex, DF Block, 5th Floor,
Sector-I, Salt Lake City, Kolkata-700 064

Sir,

We declare that our Company/Partnership/Society/Proprietorship (name of the service provider)/supplier have not blacklisted by any Central/State Government/Public Sector Undertaking.

Sincerely,

Signature of authorized person with seal

Full Name:

Date:

Place:

Financial Bid

Sl. No.	Service	Charges per Annum (including Vat, Service Tax etc. if applicable) in Rs.
1.	Pest Control	

Signature of authorized person with seal

Full Name:

Date:

Place:

MANDATE FORM

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/ REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

DETAILS OF ACCOUNT HOLDER: -

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

BANK ACCOUNT DETAILS: -

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH'S <u>IFSC CODE</u>	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

DATE OF EFFECT: -

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all of reasons of incomplete or incorrect information I would not hold the user Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

(.....)

Signature of customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

(.....)

Date: -

Signature of customer

No. Record-I/CAMC of Pest Control Service /22-23/ 117 (1-14) (1) Date: 17.02.2022

21 FEB 2022

Copy forwarded to -

1. The Sr. Audit Officer (EDP), O/o the Pr. A.G. (Audit-II), W.B., C.G.O. Complex, 5th Floor, 3rd M.S.O. Building, DF Block, Salt Lake, Kolkata-700064 for uploading in the official website.
2. The Sr. Accounts Officer (Record), O/o the Pr. Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-700 001.
3. The Sr. Audit Officer (Record), O/o the Pr. Accountant General (Audit-I), West Bengal, Treasury Buildings, Kolkata-700 001.
4. The Sr. Audit Officer (Record), O/o the Director General of Audit (Central), G.I. Press Buildings, Kolkata - 700 001.
5. The Sr. Audit Officer (Admn.); O/o the Pr. Director of Commercial Audit and Ex- Officio Member, Audit Board-I, 1, Council House Street, Kolkata - 700 001.
6. The Sr. Audit Officer (Record/Admn.), O/o the Director General of Audit, 10/A, Shaheed Khudiram Bose Road, Ordnance Factories, Kol-700001.
7. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Audit, (Scientific Department), Kolkata Branch, 2nd M.S.O. Building, 6th floor, Nizam Palace, 234/4 A.J.C. Bose Road, Kol-20.
8. The Sr. Audit Officer (Record/Admn.), Pr. Director Central of Audit, MAB-IV, 4th floor, 27, Mirza Ghalib Street, Kol-700 016.
9. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Commercial Audit and Ex-Officio Member, Audit Board-II, Old Nizam Palace. 1st floor. Kol-700 020.
10. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, South Eastern Railway, 11, Garden Reach Road, Kol-700 043.
11. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Railway Production Units and Metro Railway, NKG Building 5th floor, 14 Strand Road, Kol-700 001.
12. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Eastern Railway, New Koilaghata Building, 5th floor, 14 Strand Road, Kol-700 001.
13. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director Regional Training Institute, C.G.O. Complex, 3rd M.S.O. Building, 5th floor, A wing, DF Block, Salt Lake, Kolkata-700064.
14. Copy for display in the Notice Board of this office.

24/2/22
13/02/22
Sr. Audit Officer (Record)