



INDIAN AUDIT & ACCOUNTS DEPARTMENT  
Office of The Director General of Audit (Central), Kolkata  
8, Kiran Shankar Roy Road, Kolkata-700 001



**PREVIEW OF TENDER**

TENDER REFERENCE No : Record-I/AMC of Pest Control/2023-24 dated 20.07.2023 (Date of approval of Dgac)  
DATE OF ISSUE OF TENDER DOCUMENT : 20.07.2023  
LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 28.07.2023 at 02.00pm  
TIME AND DATE OF OPENING OF THE TENDERS: 28.07.2023 at 04.00pm  
PLACE OF OPENING OF THE TENDERS: O/o the D.G.A(C), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing),Kolkata: 700-001

**Sub: Tender for Annual Maintenance Contract of Pest Control**

**The details of Tender are as summarized below:-**

- A) **Name of Work:** O/o The Director General of Audit(Central),Kolkata, invites from the reputed and experienced in the Kolkata for Comprehensive Pest Control of the whole Building of The O/o DGA(C), which should definitely include the following pest control services:-a)General Pest Control b)Rodent Control c)Termite Control .
- B) **Pre-Qualification Requirement (PQR)** of bidders eligibility criteria for the issue of the Tender document are as under: -
- i. **Reputed and Pan-India Pest Control organization** for providing General Pest Control, rodent and termite control in large buildings and properly licensed to use pesticide/ insecticides/chemicals for commercial pest control are eligible to participate.(Copy of the license is also required to be provided)
  - ii. Should have well established infrastructure and servicing facility in Kolkata .
  - iii. GST Registration certificate is required
  - iv. PAN Number of the bidder is required.
  - v. **Preference will be provided to the bidders who have at least three years' experience in the field of pest control in Big Central Govt. Offices/State Govt. Offices/Govt. companies/institutions/private companies. Testimonials in support of such experience must be attached with the bid offers.**
  - vi. Preference will be provided to bidders who are member of Indian Pest Control Association (IPCA).
  - vii. Tender form can be downloaded from our web site <https://cag.gov.in/cen/kolkata/en/tenders> .Tender may be submitted by post, speed post, hand or by courier only.
  - viii. Sealed Tenders in a closed envelop with all documents relating to Pre-Qualification requirement superscripting **"AMC of Pest Control Systems"** should reach this office either by Speed post/hand delivery latest by 28.07.23 till 02.00 pm. **Tenders received after due date and time will not be entertained/considered.**
  - ix. Tender will be opened on 28.07.23 at 04.00 pm at the O/o the Director General of Audit (Central), Kolkata.

### C) General Terms and Conditions:-

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
2. The service provider shall provide direct service and shall not employ Sub- Contractors.
3. **Entire scope of the pest control work is enclosed in the Annexure herewith. Bidders wish to quote should take into consideration all the services required and quote accordingly.**
4. **All the bidders are requested to inspect the site ,after taking prior approval between 10am to 5 pm on all working days. No extra cost shall be payable for non awareness of the site conditions and constraints.**
5. General pest control, anti rodent treatment , anti termite treatment and mosquito treatment are required to be provided bi-weekly, quarterly and monthly, respectively (Details is specified in Annexure-a).  
*(Preferred timings of such treatment are on Saturdays , Sundays and during evening on working days).*  
The bidder should also arrange technically qualified persons who will visit this office to attend the aforementioned pest work service.
6. **The agency shall bear all incidental charges for cartage, storage, safe custody of materials against natural calamities and shall be responsible to arrange at its own cost all the necessary tools and appliances required for executing of the work.**
7. **Rates for all the items used for pest control should be same for all heights and depths, except where it is otherwise mentioned in scope of work.**
8. The company must attend within 24 hours of an emergency call from this office. 2% amount as penalty will be deducted from the monthly charges for unattended complaints.
9. **Insecticides/pesticides/chemicals used for pest, rodent and termite control must not disturb public health anyhow and should be eco-friendly. These must be effective and no extra payment for pesticide/chemicals/insecticide/equipment would be paid by this office over and above the contracted amount.**
10. Any additional work not covered under the AMC contract must be paid on the agreed rates before doing the work.
11. If any damages cause to this office building while execution of pest control work, the contractor will be liable to pay the loss.
12. In case any person employed by the contractor commits any misconduct/indiscipline/incompetence or involve in any crime while in work, he/she will be immediately debarred from the office and disciplinary action against that particular person will be taken. **Further, all the employees deployed by the company should carry proper authorized ID Card while entering this office premises to carry out their work.**
13. **The contract will be initially for One year i.e. from 01.08.2023 to 31.07.2024.** The contract may be extended up to a certain period as specified in due course , subject to satisfactory performance and approval of competent authority.

14. On completion of each service in each section of this office by the said contractor, a satisfactory certificate will be issued by the concerned Section-in-Charge/Branch Officers on the basis of which the performance of the vendor will be mapped and extended further. IF WORK IS NOT SATISFACTORY, THE CONTRACT CAN BE TERMINATED AFTER 1<sup>ST</sup> QUARTER ITSELF.
15. Corrections, if any in the tender form must be attested by the tenderer.
16. Director General of Audit (Central), Kolkata reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
17. **Payment will be given on quarterly basis on one fourth of the total contract value, after completing the each quarter. No advance payment will be made**
18. Tax at source will be deducted from each bill of the vendor as applicable under Rules in respect of Income Tax Act, 1961. And GST Act,2017, if applicable.
19. The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.

**Encl: Annexure-A – Scope of Work**

**Annexure-B– Tender Format**

sd/-

**Sr. Audit Officer/Record**

**Annexure-A**  
**SCOPE OF WORK**

**(i) General Pest Control: -**

(a) Eradication of Cockroaches, Mosquitoes, Flies, Lizards, Silverfish, Firebrats, Ants through use of permitted insecticide.

(b) Pest Control should cover all the sections of this office and in all the sections places like space under the tables, chairs, almirahs, desks, drawers, furniture, pile of files and all other necessary areas.

(c) It must be done at a frequency of fortnightly for whole of the building (i.e. minimum 24 services).

**(ii) Rodent Control:-**

(a) Control House Mouse, Roof Rat, Norway Rat, Bandicoot running throughout the building

(b) Catch rats, mouse by glue mat, chemicals or ultrasound devices.

(c) It must be done at a frequency of fortnightly for whole of the building (i.e. minimum 24 services).

**(ii) Termite Control:-**

(a) Control termites and white ants specially on tables, chairs, almirahs, desks and drawers, on the pile of files, etc.

(b) It must be done at a frequency of quarterly for whole of the building (i.e. minimum 04 services).

**(iv) Mosquito Control :-**

(a) Eradication of all types of Mosquitoes for entire building, such as :- Anopheles, Aedes, Culex etc. through use of permitted insecticide and pesticide.

(b) It must be done at a frequency of monthly for the entire office (i.e. minimum 12 services).

sd/-

**Sr. Audit Officer/Record**

Annexure-B

Tender Format

To

The Deputy Director(Admin.)

O/o The DGA (C), Kolkata

Govt. of India Press Building (East Wing),

8, Kiran Sankar Roy Road,

Kolkata-700 001.

Madam,

With reference to your tender Notice No. \_\_\_\_\_

dated \_\_\_\_\_ I am to submit my tender for **AMC of Pest Control** in your Office.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

**Enclosure:**

1. **Statement of quoted value of contract.**
2. **Terms and conditions duly signed.**
3. **Copy of PAN Card**
4. **Copy of GST Registration certificate**
5. **Copy of Experience certificates in the field of pest control in Govt. companies/institutions/private companies, if any**
6. **Copy of membership certificate from Indian Pest Control Association(IPCA), if any**

Signature-----

Name of Tenderer-----

M/s-----

Dated: