

File No. 6/4/2013-Genl/114/MS
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
(General Section)

Udyog Bhawan, New Delhi.
Dated 1st May 2013

Tender Notice

Sub:- Quotation for Annual Maintenance/servicing for Pest Control work in the office of DGFT, New Delhi – regarding.

The Directorate General of Foreign Trade invites quotations for Annual Maintenance contract for servicing/maintenance for Pest Control work of 57219 sq. ft. area of all the room of this Directorate. Interested parties/firms who are having valid license of Pest Control are requested to send their quotation. The last date of receipt of quotation is by **3.00 P.M on 16th May, 2013**. The quotations in sealed cover superscribed "Quotations for Annual Maintenance contract for servicing/maintenance for Pest Control work" containing Technical and Financial bids in separate sealed covers should be addressed to the Foreign Trade Development Officer (General Section) Room No. 202 (Tele: 23063451), Udyog Bhawan, New Delhi. The quotation should be accompanied with an **EMD of Rs. 10,000/-** drawn in favour of "Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi without which the quotation will not be considered. The successful bidder will be required to provide a **Security Deposit of 5% value of contract amount** upon award of the contract. The quotations will be opened on **16th May, 2013 at 3.30 P.M.** Those tenderers, who wish to be present, may do so at this office.

2. The prospective bidders are requested to go through the enclosed Terms and Conditions of the contract carefully. **The bid documents (Technical and Financial) are to be submitted as per Annexure I & II.** The quotation should be inclusive of all charges except taxes. Incomplete or ambiguous bids without documentary proof will not be considered.


(Harit Kumar Shakya)

Foreign Trade Development Officer
Tele: 23063451

1. Copy to EDI for putting tender notice on DGFT's website.
2. CPP Portal

TERMS & CONDITIONS

1. The currency of the contract will be initially for one year which may be extended for another one year, if work/services are found satisfactory.
2. The contractor must have a valid license of Pest Control from concerned Govt. agency/Deptt. A copy of valid licence should be enclosed.
3. The contractor will be responsible to give pest control treatment in all the rooms/corridors and Bath-rooms and shall depute experienced persons for execution of job along with all material, machines.
4. The Pest control services will be on quarterly basis, that is four (4) times a year. But more services will be required if conditions so demand.
5. The firm should have valid authorization from the concerned Govt. agency to undertake such jobs.
6. The AMC is comprehensive i.e. inclusive of cost all types of material/insecticides, machines, qualified manpower and cost of transportation. The Rate Quotation will be on annual basis.
7. Payment will be made on quarterly basis. No advance payment in any case would be made.
8. The AMC encompasses all types of pest control i.e. termite, white ants, rodents and other kinds of pests.
9. The firm should have 5-10 years' experience in the field, in at least 3-5 Govt. Ministries/ Departments.
10. The approved rates will not be enhanced during the currency of contract.
11. The firm has to furnish a security deposit of 5% value of the contract amount in the form of an Account payee Demand Draft/Fixed Deposit Receipt from the commercial bank or Bank Guarantee from the Commercial bank in an acceptable form valid for a period of 60 days beyond the expiry of the contract.
12. The Department reserves its right to terminate the maintenance contract at any time without assigning any reason. The firm will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already performed in terms of the contract, the same would be paid to it as per terms and conditions.
13. In case, the firm backs out in the midstream without any explicit consent of this Office, it will be liable to the recovery of the higher rate which may have to be incurred by this office on pest control treatment for the balance period of the contract by alternative means. The bill amount of the period would also be forfeited. The firm would also be debarred from participating in future tenders of this office.

14. This office shall not be responsible for damages of any kind for any mishap/accident/injury caused to the worker(s) while performing duty for the Department. All liabilities legal or monetary shall be borne by the firm.

15. No transportation charges on this account will be paid by this office

16. The quotations should be accompanied with Attested copies of PAN Number and Service Tax Number of the firm. Income tax clearance certificate for the last two years must be attached.

PROFORMA FOR TECHNICAL BID

Annexure-I

To,

The Deputy Director General of Foreign Trade
Directorate General Of Foreign Trade
Room No-207, Udyog Bhawan
New Delhi-110011

Sub:- Quotation for Annual Maintenance/servicing for Pest Control work in the office of DGFT,
New Delhi – regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No. 6/4/2013-Genl. dated May, 2013. The information regarding technical details as desired is as per following details:-

1. Name of tendering Company/Firm/Agency : _____
2. Name of Proprietor/Director of Company/Firm Agency. : _____
3. Full Address of Reg. Office : _____
Telephone No : _____
Fax No. : _____
Email Address : _____
4. The details of the Pest Control Licence : _____
Date of issue, validity etc. (Attested Copy is to be enclosed)
5. The details of the PAN, Service tax number and other Statutory Registration.(Attested copies are to be enclosed) : _____
6. Name of the organizations with similar contract : _____
(Copies of contracts & Satisfactory certificates from concerned Departments/PSUs etc. is to be enclosed)
7. EMD details (Amount, Name of the Bank, Branch: _____
DD date and No. etc.)

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Person)

Name of the bidder:

Complete Address:

Address(Work), If any,

PERFORMA FOR FINANCIAL BID

To,

The Deputy Director General of Foreign Trade
Directorate General Of Foreign Trade
Room No-207, Udyog Bhawan
New Delhi-110011

Sub:- Quotation for Annual Maintenance/servicing for Pest Control work in the office of DGFT,
New Delhi – regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General Of Foreign Trade letter No.6/4/2013-Genl dated May, 2013. The information regarding financial details as desired is as per following details:-

Sl.No.	Item	Rate per sq. ft. (annual maintenance)
1.	Pest Control	

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Person)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.