

UdyogBhawan, New Delhi  
Dated: 13<sup>th</sup> November, 2015

**Tender Notice**

Subject: Tender for Annual Maintenance contract for the Pest Control work at DGFT(Hqrs), Udyog Bhawan, New Delhi.

The Directorate General of Foreign Trade invites tenders for Annual Maintenance Contract for Pest Control work of 57219 sq.ft area of this Directorate from Delhi/NCR based interested firms. The last date of receipt of tender is by **4.00 P.M on 30<sup>th</sup> November, 2015**. The tender in sealed cover superscribed "**Tender for Annual Maintenance Contract for the servicing/maintenance of 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 technical bid will be opened on **1.12.2015 at 4.00 P.M**. The financial bids of only those firms which will qualify the technical bid shall be opened after evaluation of technical bids. Those bidders who wish to be present, may do so at this office.

2. The prospective bidders are requested to go through the enclosed General & specific Terms and Conditions of the contract carefully as per annexure-I & II respectively. The bid documents (Technical and Financial) are to be submitted as per Annexure III & IV respectively. The list of required documents is enclosed at Annexure-V. The quoted rate should be inclusive of all charges except taxes. Incomplete or ambiguous bids without documentary proof will not be considered.

*Harit Kumar Shakya*  
13/11/15

(Harit Kumar Shakya)  
Foreign Trade Development Officer  
Tel. No: 23063451  
Email address: haritk.shakya@nic.in

1. FTDO(EDI), with the request to place the aforesaid Notice on the website of the DGFT for wider publicity.

2. CPP portal

General Terms and conditions

1. The currency of the contract will be initially for one year which will be extended for another one year, if work/services found satisfactory;.
2. The contractor will have to get the police verification of the worker at his own cost and submit the same to this office.
3. The worker would be equipped with mobile on the expenses of firm.
4. Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.
5. Under no circumstances, the rates once approved will be changed during the contractual period. This revision of rates may be done after one year of commencement of contract. Similar pattern would be followed, if the contract is further extended.
6. The Directorate reserves the right to cancel the contract at any time without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. In case of any dispute, the decision of the Directorate shall be final.
7. The contract is not transferable.
8. No advance payment in any case would be made.
9. The firm should have 5 year experience in the field.
10. EMD of Rs. 10000/- (Rupees ten thousand only) in the form of Demand draft/pay order, from any scheduled commercial bank, payable in favour of the "Accounts Officer, CPAO, DGFT, New Delhi", must accompany the Bid. The Bid Security should be valid for 90 days. The Tenders received without EMD/Bid Security will be rejected.
11. EMD of all the unsuccessful bidders will be returned to them after finalization of the contract. The EMD of successful bidder will be returned after submission of performance security as at Sl. No. 14 below.
12. The amount remitted towards Bid Security is liable to be forfeited if the bidder resiles from the offer after submission of the tender or after the acceptance of the offer by the department or fails to sign the contract. The Amount of EMD shall not be adjusted against performance security as at sl. No. 14 below.
13. No interest will be paid by the department on the Bid Performance Security Deposited/remitted.
14. The successful bidder shall have to deposit Security of 5 % value of the contract amount in form of Demand Draft, FDR or a Bank Guarantee from a scheduled commercial Bank in favour of "Accounts Officer, CPAO, DGFT, New Delhi". Security deposit shall be valid for a minimum period of sixty days beyond the period of the contract. The security amount shall be deposited with this Directorate within 15 days from the date of award of the contract.
15. The Security deposit will be refunded only after the satisfactory expiry of contract. If services of firm are not found satisfactory or if the firm fails to perform any of the term & conditions of the contract, this Directorate reserve the right to forfeit the security Deposit of firm.
16. In case the firm backs out of the contract midstream, without explicit consent of the Department the firm will be liable to recovery of the higher rates vis-a-vis those contracted with the firm that

may be incurred by this Department on any item for which contract has been entered for the balance period of contract through alternative means. The payment for that month and performance guarantee will be forfeited and the firm shall be debarred from any future contracts in the Department.

17. If any loss has been occurred to this Directorate due to carelessness of worker of firm or due to ineffective services of firm, this Directorate reserve the right to recover the same from the pending bill of firm or/and security deposit of firm.
18. If the work is found un-satisfactory or in disregard of the contract, this office is at liberty to entrust the job to any other firms/party at your risk/expenses;
19. Payment of charges will be made on quarterly basis. The firm is required to obtain satisfactory services certificate from the officers/sections and to submit the same alongwith bill.
20. This office shall not be responsible for damages of any kind for any mishap/accident/injury caused to the workers(s) while performing duty for the department. All liabilities legal or monetary shall be borne by the firm.
21. Tax would be deducted at source as per rules.
22. The firm should not have been blacklisted by any Govt. Department/Organization.
23. The owner/Manager of the firm should be available on his/her own direct telephone/mobile. The telephone/mobile number should also be given in Technical bid.
24. Preference shall be given to the Micro and Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board of National Small Industries Corporation or Directorate of handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises. The Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises.
25. Cutting/ overwriting in the rates mentioned is not allowed. Such bids will not be considered.
26. In the event of any question, dispute or difference arising between the department and the company in relation to any matter arising out of or connected with the services/job assigned to the firm execution under the contract agreement, the same shall be referred to the sole arbitration of an officer to be nominated by ADG concerned. The decision of the arbitrator shall be final and binding on both the parties to the agreement.
27. All disputes rising out of the contracts shall be subject to the jurisdiction of Delhi Courts only.

Specific Terms & Condition

1. contractor must have a valid license of Pest Control from concerned Govt. agency/Deptt. A copy of valid license should be enclosed.
2. The firm should have valid authorization from the concerned Govt. agency to undertake such jobs.
3. The firm should have atleast 5 years experience in 5 Govt. Ministries/Departments.
4. 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 alongwith all material, machines.
5. The firm will provide spray of insecticide through out the year as and when need arises.
6. The firm will also have to provide sticky mouse pad/mouse cage as per demand.
7. The AMC encompasses all types of pest control i.e. termite, white ants, rodents and other kinds of pests. For termite treatment, firm will have to provide Cut+Fill+Seal method.
8. The AMC is comprehensive i.e. inclusive of cost of all types of material/insecticides, machines, qualified manpower and cost of transportation.

PROFORMA FOR TECHNICAL BID

To,

The Foreign Trade Development Officer  
Directorate General of Foreign Trade  
Room No-202, Udyog Bhawan  
New Delhi-110011

Sub:- Tender for Annual Maintenance contract for Pest Control work at DGFT(Hqrs.) 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. 6/4/2015-Genl. Dated 13.11.2015 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. Name of the organizations with similar contract : \_\_\_\_\_  
(Copies of contracts & Satisfactory certificates from concerned Departments/PSUs etc. is to be enclosed)
  5. The details of the PAN, Service tax number and other Statutory Registration.(Attested Copy) : \_\_\_\_\_
  6. EMD details (Amount, Name of the Bank, Branch: \_\_\_\_\_  
DD date and No. etc.)
1. 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 Authorized Signatory)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

PERFORMA FOR FINANCIAL BID

To,

The Foreign Trade Development Officer  
Directorate General Of Foreign Trade  
Room No-202, Udyog Bhawan  
New Delhi-110011

Sub:- Tender for Annual Maintenance contract for Pest Control work at DGFT(Hqrs) 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 6/4/2015-Genl dated 13.11.2015. The information regarding Financial details as desired is as follows:-

S.NO.	Items	Rates per sq.ft for whole year (in Rs. )	Taxes (If any)
1	Pest control work		

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 Authorized Signatory)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

**List of Documents to be enclosed with technical bid**

1. EMD of Rs. 10,000/- drawn in favour of "Accounts Officer, CPAO, DGFT, New Delhi."
  2. Self attested copy/copies of PAN card.
  3. Self attested copy/copies of Service Tax Registration certificate.
  4. Self attested copy/copies of Experience certificates of last 5 years in at least 5 Govt. Ministries/Departments/ PSUs.
  5. Self attested copy/copies of Income tax return for last three financial year i.e.2011-2012, 2012-2013 & 2013-14
  6. Self attested copy/copies of Satisfactory service certificates from at least 2 Govt. Department.
  7. Self attested copy/copies of Certificate/self declaration on Stamp Paper of Rs. 10/- that firm has never been blacklisted by any Govt. Ministry/Department.
  8. Self attested copy/copies of valid license from Govt. of NCT of Delhi for undertaking Pest Control work in Delhi.
- Before award of the contract the firm have to produce the original copies of the above documents for verification