

To,

Sub: Inviting quotation for pest control

Bureau of Investigation, Unit-I under Directorate of Commercial Taxes, Ministry of Finance, Government of West Bengal, invites quotations for pest control services in the said office that includes specialized Anti termite treatment and general disinfestations, Rodent control treatment etc. The intending agency may inspect the area at 10, Madan Street, Kolkata- 700072 before due date of submission of this quotation. The terms and conditions are stipulated herein under:

TERMS AND CONDITIONS

1. The contract will be entrusted only for two years from the date of order on Annual Rate Contract.
2. The Pest control services require (i) eradication of ants and termite (ii) controlling of Rats, Rodents, Mice and Cockroach. It should be done fortnightly at the above office premises. In case of any complaint, in between, special services should also be attended free of charges.
3. If the services are found not satisfactory and fail to fulfill the agreed scope of the work. Office of the Special Officer /Bureau of Investigation, Unit-I reserves the right to terminate the contract at any time without assigning any reason.
4. The pest control has to be carried out fortnightly preferably on Friday.
5. The successful Pest Control Agency shall deposit 10% of total annual contract value with Bureau of Investigation as interest free performance based security deposit. In case of non satisfactory performance or breach of contracts from pest control agency the performance security deposit shall be forfeited.
6. Quotation should be given including cost of materials and manpower on a company letter head signed by the authorized person in the format attached.
7. The intending agency shall have the experience of serving at 10 reputed clients and produce the self attested copy of work order and related documents for those clients.
8. Interested parties may visit office of the Bureau of Investigation for inspection between 10.00 am to 5.00 pm till 21/06/2018 and may contact Sri Tathagata Ghosh, S.T.O., ground floor, Contact No. 9804159113 on the above mentioned address.
9. The agency /bidder shall have the experience of running Pest Control Business from last 3 years. The relevant documents in this regard are to be submitted along with quotation /bids (3 year ITR returns, company registration copy, PAN, trade license, Profession Tax, GST registration).
10. The Committee reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
11. The payment will be made on quarterly basis through e-payment mode after submission of bills/invoice by the service providing agency and due certification of performance from the authority of Bureau of Investigation.
12. Rate should be quoted on square feet basis and inclusive of all applicable taxes and other extant charges.
13. The quotations in sealed cover addressed to the undersigned by name should reach to this office not later than 04/07/2018 at 5pm.
14. The quotation cover should super scribe as under :

“Quotation for Annual Rate Contract for Pest Control”

Ref. No.

< On company letter head >

**Submission of Quotation for the Pest Control Services for the Bureau of Investigation, 10,
Madan Street, Kolkata- 700072 for the period of 2 years**

	Scope of Pest Control Services	Frequency	Rate in Rupees
i.	Eradication of ants and anti termite	fortnightly in a month	
ii	Controlling of cockroaches and other crawling insects		
iii	Controlling of Rats, Rodents and Mice		
iv.	In case of any complaint, in between, special services should also be attended free of charges.		
	Applicable Taxes (if any)		
	TOTAL		

The total amount for pest control service will be Rs. _____ (Rupees
_____ only). We confirm
that the rates quoted above shall remain valid for the period of 2 years from placing of order.

Date of submission:

(Signature with designation)