

NO. D-31011/1/2015-AD.II  
CABINET SECRETARIAT  
RASHTRAPATI BHAVAN

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New Delhi, the 7<sup>th</sup> January 2015

To  
(THE INTERESTED BIDDER)

Subject: **Tender for Annual Maintenance Contract for Pest Control, Rodent Control and Anti-Termite Treatment.**

I am directed to invite sealed Tenders for **Annual Maintenance Contract for Pest Control, Rodent Control and Anti-Termite Treatment** for offices occupied by of Cabinet Secretariat, Rashtrapati Bhavan, New Delhi. Interested Companies may send their tender along with an Bid Security Deposit of ₹ 10,000 (Rupees Ten Thousand) in the form of Account Payee Demand Draft from any nationalized bank in favour of "D.D.O., Cabinet Secretariat, Rashtrapati Bhavan, New Delhi".

2. **The quotations may be submitted in two bids, viz. technical and financial in separate sealed covers.** Technical Bid should contain company profile and authenticated documents to prove the eligibility of all conditions as per **Annexure-II**. The Financial Bid should contain only the Financial Charges as per **Annexure-III**. Omission of any of the demanded documents may result in the rejection of their entire tender. They should go through the tender advertisement thoroughly and submit their quotations only if they meet all the conditions and are capable of undertaking the proposed job satisfactorily at the terms and conditions of the Cabinet Secretariat as detailed in **Annexure-I**.

3. The interested companies can inspect the premises/offices occupied by Cabinet Secretariat, Rashtrapati Bhavan at any time between 2.00 PM to 5.00 PM on any working day between 19.01.2015 to 30.01.2015 to assess the job requirement quantum of work involved. For the purpose, Shri P.K. Hira, Section Officer (AD-II) may be contacted on telephone nos. 23015937, 23015938. After inspection of the premises/offices and going through the terms and conditions, the companies should submit the quotations in separate sealed envelopes. Both sealed covers should be placed in the main sealed envelope super scribed '**Tender for Annual Maintenance Contract for Pest Control, Rodent Control and Anti-Termite Treatment**' and the same should be addressed to "**The Under Secretary (Ad-II), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi**" and should be deposited in the **Tender Box** kept for the purpose in the **Reception Office of the Cabinet Secretariat, South East Wing**,



**Rashtrapati Bhawan, New Delhi, latest by 3.00 PM on 2<sup>nd</sup> February 2015.** The quotation/tenders received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected. **No tenders through post / speed post/ regd. post or courier will be accepted.**

4. The Tender Committee will open the technical bids at **3.30 PM on 2<sup>nd</sup> February 2015** in Room No. 9, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi in the presence of participating bidders, who may like to be present in person or through their duly authorized representative. The Committee/competent authority will assess the ability of the agencies based on its record, profile and on such other criteria as per technical bids. The representatives of only those found successful at the technical bid stage would be allowed to be present at the time of opening of financial bids.

5. The companies/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering companies/ bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.

6. This Secretariat reserves the right to cancel any or all of the Tenders without assigning any reason.



**(Nilratan Das)**

**Under Secretary to the Govt. of India**

Tel:- 2379 3211

- Encl.: (1) Detailed job requirements and terms and conditions. (Annexure-I)  
(2) Format of Technical Bid (Annexure-II).  
(3) Format of Financial Bid (Annexure-III).

Copy to:

1 Technical Director (NIC), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi. The aforesaid letter may kindly be up-loaded in a non-editable version on this Secretariat's official website [www.cabsec.nic.in](http://www.cabsec.nic.in) and a link may also be given to NIC Website and [www.tenders.gov.in](http://www.tenders.gov.in). under intimation to the office.

2. **All Ministries and Departments of Govt. of India** located at New Delhi/Delhi with the request that the companies engaged by them for the purpose may be requested to submit their tenders, if interested.



**Annexure-I**

**JOB REQUIREMENTS and TERMS AND CONDITIONS**

1. The Company should ensure that the areas occupied by the Cabinet Secretariat, Rashtrapati Bhavan are to be kept in a perfect state of hygiene at all times to the entire satisfaction of the Officers In-Charge of the Cabinet Secretariat.
2. The tentative area of the offices (South East Wing, Cabinet Secretariat, Rashtrapati Bhavan., O/o of Security (Security), North Block., DPG, Sardar Patel Bhavan, 16 Akbar Road. etc) is around 50,000 Sq. Ft. The Competent Authority, at his discretion, either add to or delete any work of contract to be awarded to the successful bidder at the same rate , which shall be binding during the contract period. **The Company may quote the Rate per Sq. Ft. for the services in a manner as specified in Financial Bid (Annexure-III).**
3. The Company shall use approved chemicals and pesticides (having no odour or very low odour) only during the currency period of the contract. The Company shall not appoint any sub-contractor for the work under any Circumstances.
4. The Company shall make his own arrangement for transport of personnel, material at his own cost. The Company shall be responsible to carry out the work in the approved manner and in way conforming to the relevant Acts, Rules, Regulations and other statutory requirements. **The Company affiliated with Indian Pest Control Association will be preferred.**

**Minimum Frequency of Treatment**

| S.No | Treatment   | Method of Treatment  | Frequency       |
|------|---|----------------------|-----------------|
| 1.   | Pest Control<br>(Cockroach, Silverfish,<br>Psocids & Ant control) | Gel+ Spot spray      | Fort-nightly    |
| 2.   | Rodent Control<br>(Rat/mice control)                              | Bait Stations +Traps | Fort-nightly    |
| 3.   | Anti-Termite  | Drill+Fill+Seal      | Twice in a year |

The services may be offered as and when required on demand basis according to level of infestation

5. **Duration of the Contract:** The Contract will be made with the successful bidder after depositing Performance Security Deposit which will be five percent of the total value of contract. **The contract will be valid for a period of 12 months from the date of signing.** The Contract may be extended for another one year (12 months) on satisfactory performance. Payment will be made on monthly basis after satisfactory completion of work. In case the services of the Company are not found satisfactory or Company fails to comply with any terms and conditions, Cabinet Secretariat may terminate the Contract with forfeiting of Performance Security Deposit.



6. Dispute Settlement: -In the event of any disputes arising out of the execution of Contract, the matter shall be referred to Director (Admin.) of this Secretariat. Appeal against the decision of Director (Admin.) will lie to the Head of the Department. For judicial adjudication of the disputes, arising out of the contract will be subject to the jurisdiction of the Courts in Delhi only.

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A handwritten signature in black ink, appearing to be 'S. S. S.', written in a cursive style.

**Annexure — II**

**Technical Bid**

| S.No | Particulars   | To be filled in by the tenderer |
|------|---|---------------------------------|
| 1.   | Name of the Company<br>(attach copy of registration)  |                                 |
| 2.   | Details of Bid Security Deposit<br>(i) Amount<br>(ii) Draft No and Date and Issuing Bank  |                                 |
| 3.   | List of attested copies of latest<br>(i) PAN/TAN Card<br>(ii) Service Tax Registration Number   |                                 |
| 4.   | <b>A Notarized Affidavit and Undertaking that-</b><br>(i) The company is affiliated with Indian Pest Control Association<br>(ii) The Company is having atleast 5 years' experience for providing pest control services in Govt. Ministries/ Departments and reputed companies/ firms.<br>(iii) They have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned. |                                 |

\*Only requisite documents are to be attached.

**Signature of the authorized signatory  
of the Tenderer with Seal of the Company**

Place:-

Date:-



**Annexure -III**

**Financial Bid**

To

The Under Secretary to the Govt. of India,  
Cabinet Secretariat,  
Rashtrapati Bhavan,  
New Delhi-110004.

**Subject: Invitation to Tender for Annual Maintenance Contract for Pest Control, Rodent Control and Anti-Termite Treatment.**

Sir,

With reference to your letter No.D-31011/1/2015-Ad-II dated 01.01.2015 on the subject-cited above; we quote the rates for above-mentioned service as under:

| Sl. No.   | Item head   | Rate per Sq. Ft. |
|---|---|------------------|
| 1   | Pest Control Treatment<br>(Cockroach & Ant control) |                  |
| 2   | Rodent Control Treatment<br>(Rat/mice control)      |                  |
| 3   | Anti-Termite Treatment                              |                  |
| 4   | Administrative Expenses, if any in detail           |                  |
| 5   | Taxes   |                  |
|   | <b>Total</b>  |                  |
| Any other information such as special services to be offered on the same rate mentioned above |   |                  |

**Signature of the authorized signatory  
of the tenderer with seal of the Company**

Place:-

Date:-

