

F. No. 15-46/2014-General  
Government of India  
Ministry of Women & Child Development  
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Shastri Bhavan, New Delhi.  
Dated : 04<sup>th</sup> March 2015.

To

As per list.

Subject : Quotation for Annual Maintenance Contract (AMC) for general pest control, rodent and termite control in the office premises of the Ministry of Women & Child Development, located at Shastri Bhavan, Jeevan Vihar Building and Hotel Janpath – reg.

Sir,

Sealed quotations are invited from registered/ reputed firms for award of comprehensive maintenance contract for general pest control, rodent and termite control in all the rooms belonging to this Ministry housed in Shastri Bhavan, Jeevan Vihar Building and Hotel Janpath.

2. The office space of this Ministry includes Chambers of Hon'ble Minister and senior officers apart from the Sections/ Desks of this Ministry. In these rooms general pest control, rodent control and termite control is required to be done. However, it is pertinent to mention here that rodent control is highly required due to rodent menace.

3. The contract will be valid for a year with effect from the date of award of contract. The Ministry of Women & Child Development may extend the contract on the existing rates and terms and conditions if the services of the firm are found satisfactory. However, it may also be noted that the Ministry of Women & Child Development reserves the right to terminate the contract at any stage of time on the part of unsatisfactory services of the firm.

4. The bidders shall furnish their quotations as per Annexure. The quotations complete in all respect in sealed cover duly superscribed "Quotations for Comprehensive annual maintenance of control for general pest control, rodent and termite control" addressed to the Under Secretary (General), Ministry of Women & Child Development, Room No. 746 Shastri Bhavan, Dr. R.P. Marg, New Delhi should be dropped in "Tender Box of the Ministry mounted near the gate of Room No. 629 'A' Wing, Shastri Bhavan latest by 3.00 P.M. on 17<sup>th</sup> March, 2015. The quotations dropped after 3.00 P.M. on

Shastri Bhavan

17.03.2015 will be rejected. The quotations will be opened on the same day at 3.30 P.M. The quotation which is not complete in any respects and is having cutting and/or overwriting is liable to be rejected. The Ministry reserves the right to reject or accept any quotation whole or in part without assigning any reason thereof.

5. A Demand Draft/ Bank pay order for Rs. 10,000/- (Rupees Ten Thousand only) in favour of the Pay & Accounts Officer, Ministry of Women & Child Development, Shastri Bhavan, New Delhi has also to be deposited as "Earnest Money" along with quotation failing which quotation will not be considered. The earnest money will be returned in respect of the unsuccessful bidders after finalization of the contract. No interest will be paid on this earnest money.

6. Tender document can be obtained on any working day from Section Officer (General), Ministry of Women & Child Development, Room No. 629, Shastri Bhavan, Dr. R.P. Marg, New Delhi or can be downloaded from the website of this Ministry i.e. [www.wcd.nic.in](http://www.wcd.nic.in).

6. The successful bidder will have to deposit a sum of Rs. 25,000/- (Rupees Twenty Five only) in the form of Demand Draft in favour of Pay & Accounts Officers, Ministry of Women & Child Development, Shastri Bhavan, New Delhi as "Performance Security Deposit" for due performance of the contract which is refundable after successful completion of the contract.

7. The bidder will indicate the complete address of their firm/ office and residence along with telephone numbers and other related information.

8. The rates should be quoted both in figures and words. There should be no erasing or overwriting whatsoever.

9. The bidders may inspect the premises pertaining to this Ministry, if they desire before submitting the quotation, on any working day up to 9<sup>th</sup> April, 2015 between 11.00 AM to 4.00 PM with prior permission of S.O. (General) of this Ministry. It may be noted that no charges for such inspection shall be payable to the bidder by this office.

10. The contractor will be required to depute competent and qualified personnel (especially for disposal of dead rodent etc.), The contractor may also indicate the frequency of their services in detail.

*Shankar*

11. The Comprehensive charges for the general pest control, rodent and termite control will be inclusive of cost of material used for the purpose and visiting/ servicing of the personnel deployed by the firm during the period of contract.
12. During the entire period of contract no request for any increase in the rates on any account would be entertained and the performance would be reviewed from time to time to ensure that it is to the entire satisfaction of the user. In case the contractor fails to cope with the workload or does not render satisfactory service, the contract awarded to him shall be cancelled forthwith without giving any notice or without assigning any reason and the performance security deposited and payment due to firm if any, shall be forfeited. In this connection the decision of the competent authority in the Ministry of Women & Child Development shall be final and binding on the contractor.
13. While submitting the quotation for this work, the bidder will be deemed to have read, understood and accepted all the terms and conditions stated in the enquiry of this work.

Yours faithfully,

*Shailendra Kureel*

( Shailendra Kureel )

Under Secretary to the Government of India

Tele 23382676

## Bid Proforma

S. No.	Particulars	To be filled in by the tenderer
1.	Name of the Company (Attach copy of registration)	
2.	Details of Bid Security Deposit (i) Amount (ii) Draft No. and date and issuing Bank	
3.	List of attested copies of latest (i) PAN/ TAN Card (ii) Service Tax Registration No.	
4.	Whether blacklisted by any Government Ministry/ Department (Yes/ No). An undertaking to this effect may also be attached.	
5.	Charges for pest Control	Rs. _____ per sq. ft.

Signature of the authorized signatory  
of the tenderer with Seal of the Company

Place :

Dated :