



'ICSI HOUSE', 22 INSTITUTIONAL AREA, LODI ROAD NEW DELHI – 110 003

Sub: Quotation for Annual Contract for Pest Control and Rodent Treatment for ICSI, Lodi Road and Noida Building

Ref: Purchase: 2014-15 (PCRT)

February 28, 2014

Sealed Quotations are invited for awarding annual contract for Pest Control and Rodent treatment for ICSI, Lodi Road and Noida building located at 22 Institutional Area, Lodi Road, New Delhi- 110003 and C-37, Sector-62, Noida of the Institute. The terms and conditions are as under:

1. The sealed quotations are to be submitted in prescribed format duly stamped and signed and dated on each page. Details/supporting documents wherever applicable, if attached with the quotation should be dully authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.
2. The sealed quotations duly superscribed, **Quotation for Annual Contract for Pest Control and Rodent treatment**” due on March 10, 2014”, should be **addressed by name to Shri Sutanu Sinha, Chief Executive, the ICSI** and sent at the Institute’s address given below either by registered post/speed post/or by dropping in the tender box placed at Illrd floor of Institute’s Headquarter & should reach **on or before March 10, 2014 by 3:00 PM.**
Address:
Shri Sutanu Sinha,
Chief Eexecutive
The Institute of Company Secretaries of India
ICSI House, 22, (Illrd Floor: Tender Box)
Institutional Area, Lodi Road New Delhi-110003
3. Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and quotations received after the stipulated time/date are liable to be rejected summarily without giving any reason.
4. The quotations shall be **opened on March 11, 2014 at 10:00 AM** in the Institute of Company Secretaries of India at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.
5. Quotation shall contain the following documents:-
 - i. Earnest Money Deposit(EMD) of Rs. 1,000/- (Rupees One Thousand only) for **Pest Control and Rodent treatment** by way of demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi. **The quotation not accompanied with earnest money andbrochure shall be rejected summarily.** The earnest money of unsuccessful bidders will be refunded without any interest/bank commission/collection charges after the order has been issued in favour of successful party. EMD amount of the successful bidder will be converted into Security Deposit.

- ii. List of Clients—The bidder must have at least 3 years' experience in the field and should provide full list of clients to whom service is being provided currently with their address and contact numbers.
- iii. Certification about not use any hazardous chemical – The bidder should furnish (with technical bid) a Certificate (to be signed by the authorised signatory) that certifying that their firm shall not use any chemical hazardous/dangerous to human life.
- iv. The bidder must ensure that he fulfils the entire requirement pertaining to the relevant Taxes viz. PAN no., Service Tax etc., as may be applicable for the services providing to the ICSI. Documentary proof is to be enclosed.
- v. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initiated, otherwise the quotation / proposal is liable to be rejected.

6. SCOPE OF WORK:

The job of Pest control shall include the following:

- i. **General Pest Control/Anti Termite** which means eradication of Cockroaches, Mosquitoes, Flies, Lizards, Termite etc through permitted insecticides as per Government of India and WHO norms. The Pest control should cover all the places like spray under the tables, chairs, almirahs, on and around the pile of files, on wooden furniture, on false ceiling, on all staircases, on lift lobby, on all toilets drain ducts, on all pantry rooms, in all stores and any hidden space under the furniture and should leave no space unattended.
- ii. **Rodent Control:** Rodent controlling should be done as per orders and instructions on the subject.
- iii. The Agency's workers will work under the overall supervision and direction of the authorised officer of the ICSI.
- iv. The Pest Control Services and Rodent treatment has to be carried on any holiday or after office hours by fixing prior appointment with officers depending on the convenience of the ICSI.
- v. would be carryout out a The firm shall provide monthly service and additional visit as and when required by the ICSI. The work
- vi.
- vii. Agencies must ensure that the pest control once done shall remain effective up to next pest control failing which it shall have to be done again without any cost.
- viii. The pesticides, etc. used for pest/rodent control, should not have adverse impacts on human health.
- ix. Prices quoted should be FOR Institute premises and should be inclusive of all charges viz i.e. labour, Pesticides materials, taxes, Cartage and octroi etc. Monthly charges to be quoted as per format given at **Annexure I**.

- x. The firm shall not engage the services of any sub-contractor or transfer the contract to any other person.
- xi. The firm shall be solely responsible for any act of ICSI and/or omission on the part of the workers deployed.
- xii. The payment for both the buildings shall be made on monthly basis on submission of bills after providing satisfactory Pest Control and Rodent Control Services.
- xiii. In case of non-compliance of any of the clause/terms, the Institute will have the right to impose penalty as deemed fit, and employ new worker at the contract's risk, and also forfeit the Performance Guarantee in full or in part.

7. CONTRACT PERIOD:

The contract shall be in force for two years and may be renewed further on mutual consent basis subject to the satisfactory performance of the firm.

8. GENERAL:

i. Jurisdiction

The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned.

ii. Arbitration

All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to a sole Arbitrator to be appointed by the Secretary of the ICSI. The Arbitration proceedings shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 as amended. The decision of Arbitrator shall be final and binding on the parties to the Arbitration. The Arbitration proceedings shall be conducted in Delhi.

- (ii) For any details / clarifications, **Ms. Renu Chugh, Assistant Director (0120 – 4522092)** for Noida Building and **Mr. Firay Ram, Desk Officer, (011 – 45341052) for Lodhi Road Building** may be contacted.

Date: February 28, 2014

**(B PRADHAN)
Joint Director**

ANNEXURE I

Ref: Purchase: 2014-15 (PCRT)

February 28, 2014

Rates Quoted should be Net Rate (labour, Pesticides materials, taxes, Cartage and octroi etc.)

S No.	Premises	Type of Service	Monthly Charges (In Rs.)
1	ICSI-HQ 22, Intuitional Area, Lodi Road New Delhi	Pest & Rodent Control Services	
2.	ICSI-Noida Building C-37, Sector-62, Noida	Pest & Rodent Control Services	

Validity of Offer:

Any Special Terms: (Please Specify)

Date

**Name and Signature of Bidder with
mobile number**