



**NIT No.: WBPDC/ Tend-Adv/CC/15-16/209/Corp.**

**Date: 02.11.2015**

Sealed Tenders in prescribed format are invited by The General Manager (HR), from the resourceful, well experienced and financially sound Agencies/ Companies in two steps bid system, Step-I: Qualifying requirement and Step-II: Price Bid, for operation and maintenance job for providing pest control services at the Corporate Office of WBPDC, Bidyut Unnayan Bhaban, Plot 3/C, LA- Block, Sector –III, Salt Lake City, Kolkata- 700 098 to keep the premises pest free, prevention of rodent infestation and to provide healthy and hygienic environment to the employees/ guest.

**1. SCOPE OF WORK-**

The following services are to be provided at the entire building area (G+7 floors).

Sl.No.	Name of Service/ Pest Covered	Frequency
1	Household Pest Management (Cockroaches, Ants – Red and Black)	Twice in month (Odourless spary and Gel baiting)
2	Rodent Management Service (Rats, Mice and Bandicoots)	Twice in Month (Use of glue traps, RTU cake, and bait stations)
3	Termite Management (Sub-terranean termites)	Twice in month (Spray and localised treatment only)

The service will be carried out as per standard operating procedures with the approved pesticides/tools and it will be odouless.

Total Area- Entire building (G+7 floors). The each floor area is 14,000 sq.ft. (approx)

- 2. Eligibility Criteria:** a) The Agency/Company must have experience in Pest Control Services **in a single contract or more than One contracts, in any Corporate Sector or at any industry at least or in one year during last 05 (five) years** under Government Organizations / Undertakings / any industry of repute/Corporate Houses, to be supported by the Performance Certificate of end User. (b) Current IT Registration/Clearance Certificate, Trade License, Service Tax Registration/ VAT Registration, Copy Prof. Tax paid challan, Copy of valid Income Tax PAN No., Last IT return. (c) PF Establishment Code (d) ESI Registration Code (e) Audited Balance Sheet and Profit & Loss account for the last three years (f) Copy of required license for Commercial Pest Control Operations, (g) Copy of Registration Certificate for Shop & Establishment, (h) Copy of IPCA (Indian Pest Control Association) Membership Certificate, (i) Copy of Company's Memorandum of Association



3. **Sale of Tender Document:** Tender document will be issued on the basis of written application addressed to General Manager (HR) at the above address **from 16.11.2015 to 24.11.2015** on all working days, between 11.00 hrs to 15.00 hrs, except Saturdays & holidays. **Issuance of tender documents will not be construed to mean that such intending bidders are automatically considered qualified.** Request for tender paper by post will not be entertained.
4. **Cost of Tender Document:** Rs.500/- (Rupees Five Hundred Only) [Non-refundable] as mentioned above by Cash only.
5. **Contract Period:** Contract will be for **24 (Twenty four) months** but the contractual period may be reduced / increased, as per discretion of the Corporation, at same ordered terms & conditions.
6. **Pre-Bid discussion:** On **27.11.2015 at 15.30 hrs.** in presence of attending intending tenderer. The clarification(s)/decision against point/query as would be given by WBPDCCL at such discussion shall form the integral part of this NIT & shall be binding on all the tenderers. The Agencies purchased Tender Documents but not attended the Pre Bid discussions shall also comply to the decision of Pre bid discussions.
7. **Submission of Tenders:** Upto **14.00 hrs. of 09.12.2015** to be submitted in three parts i.e. 1) Qualifying requirement 2) Price-Bid in a separate sealed envelope, indicating specific part on the envelope.
8. **Opening of Tender: Step-I** i.e. Qualifying requirement will be opened on **10.12.2015 at 15.00 hrs.** in presence of attending bidders. Price Bid (Step –II) of the qualified bidders will be opened **on a date, which be notified accordingly.**
9. The Validity of Tender will remain effective for 6 (six) months from the date of opening of Price Bid.

The Corporation reserves the right to accept/cancel any or all tenders without assigning any reason whatsoever. The corporation does not bind itself to accept the rate quoted by the lowest bidder and reserves the right to accept or to reject any or all the tenders or to split the whole work for entrusting the same to more than one agency/company.