



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No. 4003/NKDA/ADMN-369/2012 (Part-III)

Dated: .07.08.2019

NOTICE INVITING QUOTATIONS

NIQ No. 17/NKDA/EM-II of 2019

Sealed quotations are hereby invited by Estate Manager-II, New Town Kolkata Development Authority (NKDA) from reputed Pest Control Companies of Kolkata having experience in for rate contract Rodent, Rat, Mice & Bandicoots inside and outside of office premises of New Town Kolkata Development Authority, New Town, Kolkata-700156 using permissible chemicals & pesticides etc. .

Details of the work	Area of work	Period of work	Time of completion
Rodent and De-Rating (Rats, Mice & Bandicoots)	Inside and outside NKDA Office premises	Fortnightly treatment i.e., after every 15 days'	01 (One) Year

Important Date & Time:

- Last date of submission: 19.08.2019 upto 05:30 p.m.
- Bid Opening on : 20.08.2019 upto 12:30 p.m

A. General Conditions:

1. Conditional and incomplete quotation will not be entertained and will be summarily rejected.
2. The tender will be of two bids system i.e., **Technical Bid** and **Financial Bid**, both in separate sealed covers superscripted accordingly. The **Technical Bid** will provide the experience details of the work of Pest Control and Rodent Control with complete address and contact number, details of clientele and work done supported with valid work order (s), work completion certificate (s), whereas the **Financial Bid** (in Annexure) will contain the rate for the work (Financial Bid in Annexure-I). Both the sealed envelopes i.e. Technical Bid and Financial Bid are to be put in large sealed cover which is to be superscripted as "**Quotation for Rat and Rodent Control**".
3. This Authority will open the Financial Bids of only those bidders who stand qualified on the basis scrutiny of details provided in Technical Bid as well as with documents submitted.
4. There will be a **Rate Contract for the entire work** between NKDA and the Bidder and Rate quoted will remain fixed and valid for 01(one) year from the date of issue of work order.
5. **Rate to be quoted excluding Tax.**
6. **The bidder quoting the Lowest rate (L1) will be awarded contract provided found otherwise eligible.**
7. **Bidder or representative may remain present at the time of opening of bids.**

Contd.....2.

B. Scope of Work:

- i. Application of permissible Chemicals, Pesticides etc. to control Rodent and De-Rating (Rats, Mice & Bandicoots) and placement of Rats, Mice & Bandicoots Trap Boxes in sufficient nos. inside and outside the office premises of NKDA at 03, MAR, New Town, Kolkata-700156.
- ii. This application is to be made fortnightly basis through the entire work contract period i.e., 01 (One) Year as to be stipulated in work order.
- iii. A Work Book / Job Card is to be maintained by the selected agency and the same is to be got signed by the authorised by New Town Kolkata Development Authority (NKDA) with date, after every fortnightly work done.
- iv. Work should be done as per instruction of the officer authorised by New Town Kolkata Development Authority (NKDA).

C. Eligibility Criteria:

The bidder should have the following qualifications:

- a. The bidder Should have sufficient experience and expertise in the work of pest control and Rodent/Rat control.
- b. Should have valid Trade License, PAN number, VAT/Sales Tax registration.

C: Documents to be submitted:

- a) Photocopy of Valid Trade License.
- b) Previous experience (corresponding work order or work done report to be submitted).
- c) Photocopy of PAN.
- e) Photo copy of GST registration or other relevant documents.

D. Deduction(s) towards Tax, as applicable in terms of relevant Govt. orders from time to time, will be made before making payment.

E. Payment Terms:

Payment will be released quarterly basis after satisfactory performance on submission of Invoice/Bill in duplicate along with copies of Work order .

- E. The undersigned reserves the right to accept or to reject any or all the quotations without assigning any reason whatsoever.
- F. The undersigned reserves the right to terminate the contract, at any point of time, without assigning any reason whatsoever.
- G. Further details, if required, may be obtained from the office of New Town Kolkata Development Authority at 03, Major Arterial Road, New Town, Kolkata- 700156.


**Estate Manager-II,
New Town Kolkata Development Authority.**

ANNEXURE-I

Financial Bid:

Details of the work	Area of work	Rate for each Fortnightly treatment	Total Rate for 01 (One) Year
Rodent and De-Rating (Rats, Mice & Bandicoots)	Inside and outside NKDA Office premises		

Name & Address of the bidder:

Contact No.

Signed & Stamped by the bidder