

Our Ref: GA / 19:55

Date 14 01 2011

**Subject: INVITING OF QUOTATIONS FOR AWARDING ANNUAL
MAINTENANCE CONTRACT (AMC) FOR TERMITE
CONTROL/GENERAL PEST CONTROL/RODENT CONTROL AT
BIS HQs**

Dear Sir,

This Office has about 1,71,620 Sq.ft. covered area of both the buildings (1,07,490 Sq. ft. of Manakalaya and 64,130 Sq. ft. of Manak Bhavan) which is required to be carried out Termite Control Treatment in first quarter by drilling, injecting and spraying a good quality/ISI marked termiticide chemicals and sealing with white cement and thereafter quarterly treatment will be done. General Pest Control in BIS Canteen and all bathrooms of both buildings and Rodent Control Treatment in both buildings will be carried out once in a month under Annual Maintenance Contract (AMC) by placing a good quality/ISI marked chemicals. We would, therefore, request you to quote your rates for the above jobs.

Quotation must bear the Name & Address of Contractor/firm with Telephone No. and addressed to Director (Administration), Room No.406, Manakalaya Building, 9, Bahadur Shah Zafar Marg, New Delhi-110002 and reach to the undersigned latest by **1500h on 28 January 2011** which shall be opened on the **same date at 1530h** in the presence of interested tenderer(s) or their authorized representative(s) who may like to be present.

The award of contract to the successful tenderer will be governed by the following terms and conditions:

TERMS AND CONDITIONS

The firm should have following requisite qualifications:

- i) The firm should have experience of minimum 3 years for the above jobs in Central Govt/State Govt Offices/PSU/Autonomous Bodies.
- ii) The firm should be reputed having an annual turn over of 3 lakhs or more for last 3 years.
- iii) The firm should quote their PAN No. in the quotation.
- iv) The firm should have authorized office/working premises in Delhi/New Delhi.
- v) Proof of Income Tax return and annual turn over for last 3 years.

- vi) Documentary proof of having executed six similar works in last three years in Central Government Departments/State Govt/PSU/Autonomous Bodies. A Clientele list be furnished with the quotation.
- vii) The quotation should be given on firm's letterhead giving address, telephone number and E-mail address etc.
- viii) The firm should also indicate the various facilities concerning the work available with them.
- ix) It will be the responsibility of the firm to depute an efficient Worker/Attendant etc in BIS, New Delhi for doing the above jobs and even on holidays as and when required. If the same does not come, the work will be got done by BIS, New Delhi by making alternate arrangement and the expenditure incurred on account of this will be borne by concerned firm.
- x) The work is mainly to be carried out in the premises of BIS.
- xi) No advance payment will be made. The approved firm shall submit the bill (in duplicate) on completion of every quarter along with the reports of above jobs.
- xii) The contract may be terminated by this Bureau at any time without assigning any reason, if the work of the firm is not found satisfactory. In this connection, the decision of the Bureau shall be final and binding on the firm. No payment will be made for the remaining period of service contract from the date of the termination of the contract.
- xiii) All the above work will be done at site and shall be subject to approval on inspection. The decision of our Inspecting Officer will be final and binding. Rejected jobs shall be redone at the cost of the contractor.
- xiv) The contract will be initially valid for a period of one year from the date of issue of letter for awarding the contract. The period of contract is extendable subject to rendering of satisfactory services by the firm & mutual consent of both the parties.
- xv) The contractor shall be entirely responsible for any loss to this Bureau that may be caused due to the negligence or carelessness on the part of the contractor or his representative(s). The loss will be recoverable from him and the decision of Competent Authority of this Bureau shall be final and binding upon.

- xvi) The complaint if any must be attended within 24 hrs.
- xvii) An Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) in the form of crossed DD and drawn in favour of the Bureau of Indian Standards, New Delhi is required to be deposited along-with the quotation. EMD will be refunded after award of contract without any interest thereon. Quotations received without EMD will not be considered.
- xviii) Successful tenderer will be required to deposit an amount of Rs.10,000/- (Rupees Ten Thousand only) as security deposit within a week of award of contract. The security deposit would be refundable to the party on completion of contract period.
- xix) All leviable taxes should be specifically and separately indicated.
- xx) “ARBITRATION CLAUSE – In case of any dispute of differences arising under the terms of this agreement, the same be settled by reference to arbitration by a sole arbitrator to be appointed by Director General of BIS. The provisions of Arbitration and Conciliation Act, 1966, shall be applicable
- xxi) In case of any dispute arising under terms of this contract, BIS have the right to forfeit the Earnest Money Deposit (EMD) in full or in part.
- xxii) In case of any loss to BIS by the representative/firm during the period of Contract period, the amount of Security Deposit will be forfeited in full or in part.
- xxiii) In case of not providing services in time, the Bureau have the right to impose Penalty as deem fit by the Competent Authority of this Bureau.

Thanking you,

Yours faithfully,

(Shiv Raj Singh)
Section Officer(Administration)

Encl: As above