

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, Sarojini Naidu Sarani (Rawdon Street)**  
**Kolkata – 700 017**  
**Ph. No. 2280-5277; FAX- 2280-7373**

No. 1620-SEC/12P-2/2002

Date: 07.04.2022

**NOTICE INVITING QUATATION**

Quotations are invited from the technically qualified and professionally trained standard organizations for providing pest control services for the office area of approximately 11000 Sq. Ft. of the West Bengal State Election Commission.

The intending bidders have to submit their rates in sealed cover in the manner as prescribed in Table - A and the bid document should reach to the office at the West Bengal State Election Commission, 18, Sarojini Naidu Sarani (Rawdon Street), 2<sup>nd</sup> floor, Kolkata-700 017. Quotation is to be dropped directly into the earmarked sealed Box kept for such purpose in the Commission will only be accepted. Quotations sent by any other means will not be accepted. Rate shall be quoted against each item.

**Table - A**

Sl. No.	Type of pest control service	Total number of Services to be provided in a year	Total Consolidated Rate for the Services including GST (in rupees)
1.	General Pest Control	24	
2.	Anti-termite Treatment	03	
3.	Rodent Treatment including Cage Facility	12 (approx.)	

Bid submission will start from **11 AM of 07.04.2022**. The last date for submitting bid will be on **18.04.2022 by 2 PM** and the bids will be opened on **18.04.2022 at 3:30 PM** at this Commission. Bidders or their representatives may remain present at that time of bid opening.

Intending bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids to the nature of the site.

**SCOPE OF WORK**

1. The bidder shall require to carry out:-
  - A) Regular and periodical Pest Control Measures: twice in a month
  - B) Anti-termite Measures: thrice in a year
  - C) Rodent Control: For the first four months, Rodent controlling operation (including Cage Facility) should be done twice in a month and after that as per orders and instruction by the Commission on the subject.

For the entire premises of the Office of the West Bengal State Election Commission, specially, in the Record Room and Data Centre Room it should be done with highest priority and care. (Commission Building, entry area, stairs, lift etc.) (Approximately 11000 Sq. Ft)

2. The bidder shall carry out the Regular and periodical preventive services on holidays/ weekends and also carry out all urgent calls as and when required under the service Contract, at the approved rates only. The bidder shall furnish Mobile numbers of staff to be deployed, on which they can be contacted if needed at odd hours for any repair/ maintenance jobs.

3. The Bidder should quote rates for Disinfestations, control and treatment of General Pest & GEL Treatment for cockroaches, bed bugs, borer, wood-louse, rat etc. & Termites control, in the entire area of the Commission as mentioned in Table – A and Point 2. In this Contract, bidders have to specifically mention that, if there is any variation of rates for use of special kind of pesticide occasionally, in the bid documents & it should be valid for the contract period i.e. one year.
4. General Pest Control/ Anti rodent/ Anti Termite which means eradication of Cockroaches, Mosquitoes, Flies, Lizards, Termite, Rats, Mouse etc. through the use of permitted insecticides as per Government of India and WHO norms. The pest control should cover all the reachable places like space under the tables, chairs, almirahs, on and around the pile of files, wooden furniture, false ceiling, all staircases, lift lobby, on all toilets drain ducts, especially on all rooms which contains records and files, tea processing room and any hidden space under the furniture etc. and should leave no space unattended. Highest priority and care should be taken for the Record Room and Data Centre Room.
5. Specification and make/ quality of chemical/ pesticides shall be clearly spelt in the offer/ tender, and it should be certified by WHO Pesticide evaluation scheme (WHOPES) for public health utilization and approval with BIS certification. The bidder should submit the name of the principal of authorized distributor, from where these chemical/ pesticides will be procured by them. No chemical/ pesticides will be used after its expiry date and it will be subject to quality approvals at the time of use/ spraying.
6. The entire job shall be attended at the office only, no items; diwan/ sofa sets etc. will be taken for pest/ termites/ bug treatment outside the Commission. The special Chemical/ pesticides required for pest control & anti-termite measures services, if any, during the course of contract, will be arranged by the bidder himself at its own cost. Bidder 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.
7. The contract holder shall provide one preventive service call monthly for General Pest Control & GEL Treatment in the all the rooms, besides attending to all urgent calls as and when required. In case of unsatisfactory services, the Commission reserves the right to reject the firm.
8. Rodent Control: Rodent controlling should be done as per orders and instruction on the subject. Specially, in the Record Room and Data Centre Room it should be done with highest priority.
9. The contractor shall deploy qualified and experienced staff in this field to attend the work in times as per the requirement, they should carry Identity Card issued by the contract holder, and any change of the staff due to attrition in the company is to inform to the Commission. No unauthorized person should be allowed in the premises of the Commission.
10. No additional payment shall be made if more staff needed at site for completing the urgent work under contract. The representative of the firm should bring their identity cards while attending to the pest control service in Commission.
11. The contractor should provide special care of pest control services during the rainy/ mosquito breeding season or any event of unexpected Emergency. All the termites job carried out by the bidder shall have a guarantee of twelve months from the date completion.
12. **Safety precautions:** It is the responsibility of the Contract Holder that the materials used for pest control is Recognized & Environment friendly insecticide i.e. there should not be any danger poisoning/ terrible smell/ infection which may cause any disease/ untoward to the staff of this Commission. The chemicals should be branded ISI marked products of a company.
13. Period of Contract: The contract period shall commence on the date of issuance of award letter and shall remain for 1 year.

## ELIGIBILITY REQUIREMENTS FOR THE SERVICE PROVIDER

1. The Registered Office or one of the Branch Offices of the Bidder must be located in Kolkata.
2. The firm should have valid license (renewed every year) for executing pest control operation issued by Competent Authority.
3. The Bidder should have at least three years' experience in the field to Government/ Semi-Govt. Organizations/ Departments, Private Companies, Public Sector Companies/ Banks etc. should enclosed documentary evidence to this effect from such organization.
4. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last two years to this effect must be submitted along with the offer.
5. Bidders must submit their PAN & Trade License / Authorization for his company as agency etc.
6. Bidders must submit their audited balance sheets/ Profit & Loss accounts for F.Y 2018-19, 2019-20 and 2020-21.
7. The firm should be maintaining presently Pest Control Services in any Central/ State Govt. Dept., PSU's, Autonomous Bodies, etc.
8. The contract can be terminated from either side on one week's notice. However, the Commission would have the right to terminate the contract without notice before the expiry of the term, in case the work performance is not up to the standard, or if there is any incident of indiscipline on the part of the Bidder or his staff. The decision of the Commission in this regard would be final and binding on the Bidder.
9. The persons deployed by the service provider in this Commission shall not have any claims whatsoever like employer and employee relationship against the West Bengal State Election Commission.
10. This Commission shall not be responsible for any financial loss or any injury to any person deployed by service provider in the course of their performing the functions/ duties, or for payment towards any compensation. The contractor shall be responsible, for any poisoning or untoward reaction due to poor quality/ incorrect/ outdated pesticides/chemicals used by your firm during spraying, as per the law of state for the same.
11. The Bidder who submits the lowest bid amount shall be declared as successful bidder (L1) and communication to that effect shall be made subject to approval and as decided by the Commission.



Secretary,  
West Bengal State Election Commission