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Govt. of India

मेरिन हाऊस "Marine House"
हेस्टिंग्स, Hastings, कोलकत्ता/Kolkata-700022

भारत सरकार / GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING
समुद्री वाणिज्य विभाग / MERCANTILE MARINE DEPARTMENT
कोलकत्ता - जिला / Kolkata District

File no.-21/SANITIZER/2020

Date:-12/08/2020

Sealed bids are invited on behalf of The Principal Officer, Mercantile Marine Department, and Kolkata. The quotations must be deposited along with all required documents in the tender drop box located at the 2nd floor entrance of Marine House, MMD, Kolkata office on or before 02.09.2020 at 1700 hrs. The envelope containing the quotation would please be sealed and super scribed as under:-

**"Quotation for Sanitization and disinfection service vide file no.
21/ST/SANITIZER/2020"**

Important Dates:-

Publishing Date	12 th August 2020, 1600 hrs
Bid Submission Start Date	12 th August 2020, 1500 hrs.
Seek Clarification Start Date	12 th August 2020, 1700 hrs
Seek Clarification End Date	1 st September 2020, 1800 hrs
Bid Submission Last Date	02 nd September 2020, 1700 hrs
Bid Opening Date	03 rd September 2020, 1100 hrs

The Bid shall not be accepted after prescribed deadline under any circumstances whatsoever.

Scope and Terms & Conditions:-

Due to current Pandemic situation, Mercantile Marine Department, Kolkata under the Ministry of Shipping, Govt. of India requires the following services:-

1. Sanitization and disinfection service on weekly basis (once in a week) at its premises located at Marine House, Napier Road, Hastings, Kolkata.
2. Quotations are invited from authorized pest control/disinfection service providers experienced in carrying out such services in large office buildings in Kolkata.

3. The Marine house premises cover approximately an area of 38000 sq. Ft. built up area including staircases, lifts, rooms, store rooms, toilet, corridors etc.
4. The rate quoted should be the consolidated rate for the entire building including all furniture and fixtures for one sanitization job only.
5. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with bids:
 - i. Firm shall have Pest Control License.
 - ii. The firm shall have valid PAN Number.
 - iii. The firm shall have valid GST certificate
 - iv. The Firm should have evidence of similar work carried out in the office premises.
6. Payment will be made on the number of sanitization job carried out per month which will be at the discretion and instruction of PO, MMD, Kolkata. The rates fixed for sanitization will be fixed as per the convenience of PO, MMD, Kolkata and will be intimated to the service provider 2 days in advance.
7. Disinfection medium used has to be Alcohol and Hydrogen Para Oxide or equivalent. The chemical used have to be environment friendly and safe for Human beings. The service provider will be penalized and appropriate action will be taken if any adverse impacts are notices due to the disinfection/sanitization process.
8. MMD, Kolkata will not provide any facilities or labour for the same.
9. This contract will be a short term contract and validity will be subject to the existence of the pandemic situation.
10. PO, MMD, Kolkata has the right to terminate the contract of the Successful bidder at any time without assigning any reason whatsoever.
11. MMD, Kolkata reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the MMD, Kolkata will be final in this regard.
12. The envelope containing inner envelopes should be addressed as below and Not to any individual by name. The address will be:-

**The Principal Officer
Mercantile Marine Department
Marine House, Napier Road,
Hastings, Kolkata-700022**



(Aniruddha Chaki)
E&SS-cum-DDG (Tech)
Mercantile Marine Department
Kolkata District.