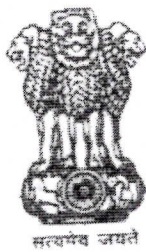


दूरभास/Telephone ) :033 (2223-0229/36/38  
फैक्स / Fax ) :033 (2223-0853  
हेस्टिंग्स / Hastings, कोलकाता / Kolkata -700022  
ई-मेल /E-mail :pommd.kol-wb@gov.in;  
:pommdkol@yahoo.com



मेरिन हाऊस / Marine House

♦♦♦♦

भारत सरकार /

GOVERNMENT OF INDIA

पत्तन, पोत परिवहन और जलमार्ग मंत्रालय / MINISTRY OF PORTS, SHIPPING AND WATERWAYS  
नौवहन महानिदेशालय /DIRECTORATE GENERAL OF SHIPPING  
समुद्री वाणिज्य विभाग / MERCANTILE MARINE DEPARTMENT  
कोलकाता जिला / KOLKATA DISTRICT

Letter No: 21/ST/SANITIZER/2020

Date: 16.02.2021

**TENDER NOTICE FOR THE GRANT OF CONTRACT OF  
SANITIZATION & PEST CONTROL SERVICE IN THE OFFICE OF  
MERCANTILE MARINE DEPARTMENT, KOLKATA.**

**Introduction:-**

Sealed bids are invited in 02 (Two) Cover Bid system, Cover 1 – Technical Bid & Cover 2 – Financial Bid for providing sanitization, pest control service & rodent control service in the office of Principal Officer, Mercantile Marine Department, Marine House, Napier Road, Hastings, Kolkata- 700022.

**Important Dates:-**

Publishing Date	17.02.2022	at 10:00 am
Seek Clarification Start Date	18.02.2022	at 10:00 am
Seek Clarification End Date	16.03.2022	at 05:00 pm
Bid Submission Start Date	18.02.2022	at 12:00 am
Bid Submission End Date	18.03.2022	at 04:00 pm
Bid Opening Date	21.03.2022	at 03:00 pm

**Scope of work:-**

1. Sanitization and disinfection service on weekly basis at the premises of the Marine House, Napier Road, Hastings, Kolkata- 700022.
2. General pest control service on weekly basis of the Marine House, Napier Road, Hastings, Kolkata- 700022.
3. Rodent control service on monthly basis of the Marine House, Napier Road, Hastings, Kolkata- 700022.
4. The marine house premises cover built up area of approx. 38,000 sq. ft. inc. stairs, lift, rooms, store rooms, toilet, corridor, canteen etc.
5. The rate quoted should be the consolidated rate for the entire building including all furniture and fixtures for sanitization, pest control & rodent control service.

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6. The sanitization / disinfection service shall be carried out in order to minimize the risk of contamination, by surface spray through battery operated disinfectant spraying machine / ULV machine / in mist form through fogging machine using suitable chemicals in appropriate concentration / dilution as per manufacturers specifications to be used in cabins and workstations.

The above methodology inc. knapsack sprayers may also be used for rest of the areas like corridors, lift, stairs, toilets and other open areas.

7. The chemical used in sanitization/ disinfection shall be of the best quality available in the market and conform to the relevant Indian / international standards.
8. Pest control service shall be carried out through the application of gel on the walls and the corners of the kitchen and pantry area of the canteen and spraying insecticides on the walls and the corners of other areas of the building.
9. The chemical used in Pest control shall be of the best quality available in the market and conform to the relevant Indian / international standards e.g. fipronil (for cockroaches), cyfluthrin (for flies) or equivalent chemical may be used.
10. Rodent box with blue board or any other measures may be placed at strategic locations of the building and the same may be monitored regularly.

#### **Instruction to Bidders**

On behalf of PO, MMD Kolkata, we have the pleasure of inviting you to tender for the aforesaid work.

- (1) Tender Documents will be issued from Central Public Procurement Portal (CPP Portal).
- (2) Sealed Tender (two part bid system) put in a single envelope in the prescribed tender form in two separate envelopes should be submitted to PO MMD Kolkata, 2<sup>nd</sup> Floor Quotation Box.
- (3) Envelope No. 1 shall be marked as "Envelope No.1 - Technical Bid".
- (4) Envelope No. 1 shall contain documents as mentioned in the eligibility criteria.
- (5) Envelope No. 1 shall contain duly signed copies of the tender notice from page 01 to 08. Only successful tenderer will be signing on the judicial stamp paper).
- (6) Envelope No. 1 shall contain a compliance chart clearly detailing compliance or deviation(s) against tender specifications of material otherwise vendor can be disqualified. Technical data sheet indicating compliance to the product specifications and Make, Model & Specification must be attached.
- (7) Envelope No. 2 shall be marked as "Envelope No.2 – Financial Bid".
- (8) Envelope No. 2 shall contain Financial Bid duly priced and completed in all respects in prescribed format. This shall not include any conditions whatsoever. In case any conditions are included in Envelope No. 2, the same shall not be taken into consideration and the tender in such case is liable to be rejected. All the rates should be inclusive of all taxes, levies, overheads and profits etc. No variation of rates shall be allowed after opening of Envelope-2. The rates should be quoted in the BOQ format of the tender form and the tenderer must not quote rates / prices in the formats typed by themselves.
- (9) Both the envelopes shall be submitted to the above office not later than 04:00 PM on 18.03.2022.





- (10) Envelope No.1 will be opened at 03.00 PM on 21.03.2022.
- (11) After opening Envelope No.1 and evaluating the conditions stipulated by bidders, if any, and the technical data sheet, PO MMD Kolkata will, if it so decides, may inform all the tenderers about any modifications in the tender conditions. Bidders who agree to the changed conditions along with the original, will be allowed to make modifications if they so wish in their tender prices by means of a separate letter to be submitted in sealed cover, which, along with their price bid will form the final price bid. A tender will be rejected if any tenderer proposes any deviation/condition from the above.
- (12) The bid once submitted shall not be allowed to withdraw.
- (13) Financial bid will be opened only for technically qualified bidders.
- (14) The PO MMD Kolkata reserves the right to revoke the contract with a prior notice of 01 month without assigning any reason.
- (15) The contractor will be responsible for the loss of property or life during the work hour and liable to compensate for the same.
- (16) The successful bidder will have to submit an interest free performance security deposit in the form of FD /Bank Guarantee valid for a period of 60 days beyond the successful completion of the contract for an amount equivalent to 3% of the total value for the period of 01 year.
- (17) The chemical used must be environment friendly and safe for human being .The service provider would be penalized or the security deposit would be forfeited if any harm cause due to improper components or improper use of the chemical during sanitization process.
- (18) The successful bidder will have to enter in an agreement with PO MMD Kolkata on 100 Rupees a non-judicial stamp paper.
- (19) The date and time of opening of Envelope No.2 shall be intimated after opening of envelope No.1.
- (20) Tenders received late on account of any reason whatsoever shall not be considered and also the tenders received in open condition or by telephonic or faxed tenders or received by post shall not be entertained. tenderers must be submitted by hand in the tender box kept with us and before last time.
- (21) Validity of the tender shall be 90 days from the opening date of Envelope No.2.
- (22) 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.**

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### General Terms and Conditions:-

1. In Construing these Conditions, the Specifications, Schedule of Quantities and Contract Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires.

- (a) "Employer" Shall mean The Principal Officer or any Nominated Officer of Mercantile Marine Department, Kolkata.
- (b) "Contractor" shall mean the successful bidder and shall include his/their legal representative, assigns or successors.
- (c) "Site" shall mean the site of the contract works/including any building and erections thereon and any other land (inclusively) as aforesaid allotted by the Employer for the Contractor's use.
- (c) "This Contract" shall mean the Articles of Agreement, the Special Conditions, the Conditions, the Appendix, the Schedule of Quantities and Specifications attached hereto and duly signed.
- (d) "Notice in writing" written notice shall mean a notice in written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address and shall be deemed to have been received when in the ordinary course of post it would have been delivered.
- (e) "The Works" shall mean Sanitization, Pest control and Rodent Control Service at the Marine House and its premises, Napier Road, Hastings, Kolkata-700022.
- (f) "PO, MMD" The Principal Officer, Mercantile Marine Department.

Words importing persons include firms and corporations. Words importing the singular only also include the plural and vice versa where the context requires.

- 2. This contract will be valid initially for one year and may be extended for another one year on satisfactory performance on the discretion of the PO MMD Kolkata.
- 3. PO MMD Kolkata reserves the right to modify / terminate the contract at any time without assigning any reason.
- 4. The Contractor shall make good any damages done to walls, floors etc. after the completion of the works.
- 5. The Employer reserves to himself the right of altering the nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this Contract.
- 6. In case of any dispute in any matter related to this contract the decision of the

  
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Employer shall be final and binding on the contractor.

7. Before quoting the rates the contractor is advised to visit the site and understand the exact nature of the works to be carried out. He should fully understand the site conditions.
8. The tenderer must provide the rate for per sq.ft mentioning upto three decimal places as per Annexure-II, the lower one of the two would be considered for evaluation.
9. The tenderer must quote only in the original tender form and not in his own format or some retyped format.
10. Rates should be quoted both in figures and words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures should not be done; failure to comply with either of these conditions will result in rejection. No advice of any change in rate or conditions after the opening of the tender will be entertained.
  - (a) Each of the tender documents / pages should be signed by the person or persons submitting tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, Specifications, Special Conditions etc.... as laid down. Tender with any of the documents / pages not so signed can be rejected.
  - (b) The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to tender into the proposed contract. Otherwise the tender may be rejected.
11. The Employer does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in the whole or in part, without assigning any reasons for doing so.
12. On receipt of intimation from the Employer of the acceptance of his / their tender, the successful tenderer shall be bound to implement the contract and within fourteen days thereof the successful tenderer shall sign an agreement on Rs.100/- Non- Judicial Stamp Paper in accordance with the draft agreement and "the said Conditions" but the written acceptance by the Employer.
13. Security Deposit worth 3% of the total annual quoted rate has to be submitted along with the contract and the same may be returned to the contractor with the validity of 14 months from the date of contract after successful completion of the contract.
14. The contractor shall not sublet any portion of the Contract except with the written consent of the Employer.
15. The tenderer must obtain for himself on his own responsibility and at his own expense all the information which may be necessary for the purpose of making a tender for entering into a contract and must inspect the site of the work and acquaint himself with all local conditions, means of access to work, nature of the work and all matters pertaining thereto.
16. The rates quoted in the tender shall include all charges for expenses and taxes.
17. The Employer will not provide any facility or labour for executing the same.
18. The bidder must depute an operator within 24 hours of making a call or email otherwise penalty clause may be initiated as follows:

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SL No.	Name of default	Penalty Rs.
1.	Late Reporting	50% proportionate of the charge of the particular service
2.	Absent	75% proportionate of the charge of the particular service
3.	Refusal of duties	100% of the charge of the particular service

19. The successful tenderer is bound to carry out any items of work necessary for the completion of the job even though such items are not included in the quantities and rates. Schedule of instructions in respect of such additional items and their quantities will be issued in writing by the Employer.
20. The Employer will provide water and power required for the work free of cost at a suitable point and the contractor shall make his own arrangement to carry the same as required. The Contractor should ensure that the water and power facility provided by the Employer are not wasted.
21. All materials and workmanship shall so far as procurable be of the respective kinds described in the Schedule of Quantities and/or Specifications and in accordance with the Employer's Instructions, and the Contractor shall, upon the request of the Employer, furnish him with all invoices, accounts, receipts and other vouchers to prove that the materials comply therewith. The Contractor shall, at his own cost, arrange for and/or carry out any test of any materials which the Employer may require.
22. The Contractor shall give all necessary personal superintendence during the execution of the work. The Contractor shall also during the whole time the works are in progress employ a competent representative who shall be constantly in attendance at the works while the men are at work. Any direction, explanation, instructions or notice given by the Employer to such representative shall be held to be given to the Contractor.
23. Any defect or other faults which may appear within the execution have to be rectified or redone free of cost.
24. The sanitization, pest control and rodent control job would be carried out per month at the discretion and instruction by the Employer and the numbers may be varied which will be fixed as per the convenience of Employer.
25. The payment would be made on the numbers of sanitization, pest control and rodent control job done per month on the submission of triplicate GST invoice.
26. The payment would be made on pro-rata basis if any alterations take place in total area that would have got sanitization, pest control and rodent control service.
27. The payment should be made only on furnishing of monthly service report mentioning the date, Type of treatment, Care taker's signature, In -Out Time, total area covered and remarks
28. The Contractor shall be responsible for all injury to persons, animals or things, and for all structural and decorative damage to property which may arise from the operation or neglect of himself or damages arising from carelessness, accident or any other cause whatever in any way connected with the carrying out of the Contractor. This Clause shall be held to include, inter alia, any damage to roads, streets, footpaths,

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bridges or ways as well as all damage caused to buildings and works forming the subject of this Contract, by frost or other inclemency of weather. The Contractor shall indemnify them and hold him harmless in respect of all and any expenses arising from any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damages under any Acts of Government or otherwise and also in respect of any Award of compensation of damages consequent upon such claims.

The Contractor shall reinstate all damages of every sort mentioned in this Clause, so as to delivery up the whole of the Contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property or third parties.

29. If the Contractor after receipt of written notice from the Employer requiring compliance within ten days fails to comply with such instructions. The Employer may employ and pay other person to execute any such work whatsoever, that may be necessary to give effect thereto, and all costs incurred in connection therewith shall be recoverable from the Contractor by the Employer, on the Certificate of the PO, MMD, Kolkata, as a debt or may be deducted by him from any money due or to become due to the Contractor. Moreover, PO, MMD Kolkata will be at liberty to even terminate the contract and forfeit the Security Money if deemed fit by it. The Employer shall have power to withhold any payment if the works or any parts thereof are not being carried out to his satisfaction.

I / We hereby declare that I / We have read and understood the above instructions for the guidance to tenderer

Signature of Tenderer :

Date:

Place:

Address :

**Eligibility Criteria:-**

**The copies of below mentioned documents have to be submitted in the technical bid i.e. Envelope 1 :-**

- (1) The contractor / bidder should be authorized from State or Central Government.
- (2) The firm should have Pest Control License.
- (3) Original bid document duly completed in all respect except prices and signed with seal on every pages
- (4) Tender acceptance letter (As per Annexure I) to be given on company's letter head.
- (5) PAN in the name of the firm/ company/ proprietor.
- (6) Name/s, address, contact number of the proprietor / partners / shareholders of the bidding concern.
- (7) The bidder shall give a declaration that they have not been banned or black-listed

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by any Govt. or Quasi Govt. agency or PSU.

(8) GST Certificate.

(9) Copies of Income Tax returns for the financial years 2018-19, 2019-20 & 2020-21.

(10) New start up / firm / company is exempted from (9)

(11) MSE certificate is required for a start up.

(12) Experience certificates on satisfactory performance or work orders for past 3 financial years of similar work.

#### **Financial Bid:-**

1. Must be submitted as prescribed format as per Annexure –II, the cover should be super scribed with FINANCIAL BID.
2. Financial Bid would be opened only for technically eligible bidders on a specific date directed by the Purchase Committee.
3. Financial Bid should not contain any terms and conditions.
4. Any format apart from prescribed format as per Annexure –II would be treated as cancelled.

#### **Evaluation and Award of Tender:-**

The Purchase Committee as constituted by the competent authority shall open the tenders, after opening of the tenders the Envelope 1 i.e Technical Bid would be evaluated by the Committee, the Envelope 2 i.e Financial Bid will be opened by the same Committee only for those bidders who become technically qualified.

**The Bid would be evaluated on the basis of summation of 04(Four) times the sanitization charges, 01 (One) time the pest control charges and 01(One) time rodent control charges.**

Financial Bid opening date would be intimated to the technically qualified bidders.

**For any queries please contact:-**

**Tel No:- 033 22230229, 033 22230238**

**Email: [pommdkol@yahoo.com](mailto:pommdkol@yahoo.com)**

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Annexure I

Performa of Tender Acceptance Letter (To be given on Company letter head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned  
'Tender/Work' from the web site(s) namely:

\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc, which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) if any issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.

In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



**Financial Bid**

The following fees shall be chargeable by us for the Service of Sanitisation, Pest Control and Rodent Control Service at Mercantile Marine Department, Marine House Premise Kolkata.

SL No.	Description of Item	Methodology and Chemical Used	Rate of service per sq foot (Rs)	Rate (Rs)
01	Sanitisation			Total Rate for 04(Four) Nos. services of 38000 sq ft. including GST
				(i)
02	Pest Control			Total Rate for 01 service of 38000 sq ft. including GST
				(ii)
03	Rodent Control		Total Rate for 01 service of 38000 sq ft. including GST	
			(iii)	
Grand Total including GST				
(i)+ (ii) + (iii)				

Any other description and methodology implemented shall also be mentioned in the rows.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

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17/04/22



### Annexure III

#### DECLARATION:

I / We here certify that information furnished above is true and to the best of my / our knowledge. I/We understand that if any deviation is of and in above statement at any state, I / We shall be blacklisted and will not have any dealing with department in future. I / We have read the terms and conditions of the Tender Notice along with its annexure.

I hereby confirm that I am authorized to sign the Tender Documents.

I/ We agree to abide by this tender. I/ We agree to keep the tender open for a period of 90 days from the date of opening of price bids or extension thereto as required by the Mercantile Marine Department (MMD) and not to make any modifications in its terms and conditions.

I/ We agree, if I/ we fail to keep the validity of the tender open as aforesaid or I/ we make any modifications in the terms and conditions of my/ our tender if I/ We fail to commence the execution of the works as above, I/ We shall become liable for forfeiture of my/ our Earnest money, as aforesaid and MMD shall without any prejudice to another right or remedy, be at the liberty to forfeit the said Earnest Money absolutely otherwise the said earnest money shall be retained by MMD towards part of security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered. Should this tender be accepted, I/ We agree to abide by and fulfill all the terms and conditions and provisions of this tender. No interest is payable on earnest money deposit and/ or security deposit.

If this tender is accepted, I/ We undertake to enter into execute at my/ our cost when called upon by the employer to do so, a contract agreement in the prescribed form. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereto shall constitute a binding contract.

If my/ our tender is accepted, I/We am/are to be jointly and severally responsible for the due performance of the Contract. I/We also declare that the firm has not been banned or blacklisted by any Govt. or its department or any Quasi Govt. agency or Public Sector Undertaking.

I/ We understand that you are not bound to accept the lowest or any tender you may receive and may reject all or any tender without assigning any reason.

I/ We certify that the tender submitted by me, us is strictly in accordance with the terms, conditions, specifications etc. as contained in the tender document, and it is further certified that it does not contain any deviation to the aforesaid documents.

I/ We certify that the information/documents submitted by me are true and correct. If any misleading/incorrect/false/fake/fraud information/documents are found submitted by me at any stage of evaluation of bid or after award of work/signing of agreement, my EMD/Security deposit shall be forfeited by Mercantile Marine Department.

Date .....

Signature .....

Name .....

Designation .....

duly authorized to sign & submit tender for an on behalf of (Name and address of firm)

M/s .....

Telephone no:.....FAX No.....

Witness :

Signature.....

Name : .....

Occupation .....

Address .....

*Mr. 17/02/22*