

Subject: Enquiry for Pest Control Service

Offers in sealed cover are invited from intended firms and companies for pest control service at the company's premises 41 Chowringhee Road, Kolkata – 700071.

- 1. Eligibility Criteria :-** i) Bidders should have valid Trade License. Copy to be submitted with the sealed offer.
ii) Bidders should have GST Registration. Copy to be submitted with the sealed offer.
iii) Bidders should have office at Kolkata or adjoining areas to the city of Kolkata. Full address along with Name and Contact Nos. of the Principal representatives to be submitted with the offer.
- 2. Scope of Work :-** i) Place - 41, Chowringhee Road, Kolkata – 700071.
ii) Nature of pests to be controlled - Cockroaches, Spiders, Rats, Silver Fish, Moths, Subterranean Termites, Dry Wood Termites, Mice, Flies, Mosquitoes etc.
iii) Prior to submission of Bids, Bidders are advised to visit our press at the above address. For any further queries contact Officer (Purchase) on all working days (excluding Saturday) between 11.00 hrs. to 16.00 hrs.
iv) Your Service Provider shall visit and inspect once in a week for periodic pest control at our company press at the above address. Report affirming the same must be submitted along with the Invoice.
- 3. Rate:** Rates should be quoted for monthly charge for pest control at the company premises. Rates quoted should be exclusive of GST and should be valid till 31.03.2019. [Percentage (%) of GST component to be mentioned separately]
- 4. Validity:** The Contract should be valid till 31.03.2019. However, the same may be extended for a further period of six months by mutual contract.
- 5. Payment Terms:** Bidders are advised to quote their best price on 30 days credit basis. Payment shall be made on submission of original Tax Invoice. No advance payment shall be provided at any cost by the company.
- 6. Submission of Tender:** The sealed offer addressing Officer (Purchase) super-scribed as "Quotation for Pest Control Service" should be submitted in the Tender Box at 41, Chowringhee Road, Kolkata-700041, West Bengal, India on or before 18.01.2018 by 15.00 Hrs.
- 7. Opening of Tender:** Sealed Offers shall be opened on 18.01.2018 by 15.15 Hrs. The Bidders desirous of being present at the time of opening of tenders may attend at the above-mentioned time and date at 41, Chowringhee Road, Kolkata – 700071.
- 8. Tender Form:** The Tender Form shall be available at company's website www.hooghlyprinting.com or www.andrewyule.com
- 9. Risk Purchase & Liquidated Damages:** Time is the essence of the Contract. Works to be executed as per the stipulated instructions failing which Risk Purchase and/or Company's Standard LD Clause will be applicable without Prejudice to the Company's right to black list the Bidder.
- 10. Dispute Resolution:** Any dispute arising out of these transactions shall be subject to the jurisdiction of competent Court at Kolkata.
- 11. Right to call for service:** HPCL shall have the rights to call upon regarding any kind of support services at any point of time during execution of the job(s). Vendor should always remain available round the clock over Telephone / Fax/E-mail for communication. Vendor should attend the call on immediate basis within 24 hours of receipt of intimation received from HPCL over Telephone / Fax/E-mail.
- 12. Canvassing:** Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Law. Such action will result in the rejection of bid, in addition to other punitive measures. In case any attempt is made by vendor to bring influence towards HPCL's decision making Process, bid submitted by such bidder is liable to be rejected and shall be disqualified for participation in the future tenders conducted by HPCL.
- 13. Terms & Conditions:**
 - a) Each and every page of the offer should be signed and stamped by the authorized signatory of the bidder.
 - b) Offers shall not be accepted by Fax, Email or any such electronic data transfer form.
 - c) Offers submitted other than as per the specified terms & conditions and/or incomplete in any manner and/or received after the last date are liable to be rejected.
 - d) The Management reserves the right to cancel and/or postpone the tender and/or to accept or reject any or all the offers and/or to divide the quantity ordered between one or more bidders without assigning any reason whatsoever.

Yours faithfully,
HOOGHLY PRINTING CO. LTD.

Pradip Majumder
Manager(Purchase)