

KOLKATA PORT TRUST
HALDIA DOCK COMPLEX

Administration Division, Jawahar Tower Complex,
P.O.: - Haldia Township, Dist.: Purba Medinipur,
PIN: 721607, West Bengal.
FAX: 03224-263152

E-Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from resourceful, experienced and bonafide contractor with sound technical and financial capabilities for supply & fogging of Deltamethrin 1.25 W/W or 1% W/V or equivalent with Fogger Machine for the control of mosquito at HDC township and disinfection (Pest Control /Rodent Control) of various buildings /offices at under Haldia Dock Complex, on two year Rate contract basis.

Bid Document may be downloaded from MSTC website www.mstcecommerce.com Corrigenda / addenda / clarifications, if any, shall be hosted on the above mentioned website only. Tenderer should visit the website frequently.

SCHEDULE OF TENDER (SOT) :

a.	TENDER NO.	Admn./ 007 / Conservancy / Tender/859
b.	MODE OF TENDER	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com of MSTC Ltd. The intending bidders are required to submit their offer electronically through e-tendering portal. No physical tender is acceptable by Haldia Dock Complex.
c.	E-Tender No.(System Generated)	<u>KoPT/Haldia Dock Complex/Admn. Div/4/16-17/ET/215</u>
d.	Date of NIT available to parties to download	September 09, 2016.
e.	Offline Pre-Bid Meeting starting date & Time	September 20, 2016 at 1100 Hrs.
f.	Pre –Bid Meeting closing date & Time	NA
g.	i) Earnest Money Deposit	The intending bidders should submit Earnest Money of INR.10,000.00 (Rupees ten thousand only) to Haldia Dock Complex alongwith their offer otherwise their offer will be summarily rejected. The bidders are advised to deposit Earnest Money through ECS (RTGS/NEFT) in favour of Kolkata Port Trust, Haldia Dock Complex directly into the designated bank account. Details of the bank account is appended hereunder: a) Name of Bank & Branch : United Bank of India, Haldia Dock Complex Branch, b) Account No.: 1604050000310, c) IFS Code: UTBI0HDCF75.

		<p>Concerned tenderers must ensure that the remitting bank positively enters their name and System Generated E - Tender no. in the 'Sender to Receiver' column at the time of making payment of earnest money by RTGS/NEFT.</p> <p><i>Tenderers should deposit Earnest Money before filling and submission of bids.</i></p> <p>Details of Earnest money remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder :</p> <p>a) Name of remitting vendor/contractor :</p> <p>b) System Generated E-Tender No. :</p> <p>c) Amount remitted :</p> <p>d) U.T.R No. :</p>
	ii) Bid Document fee	The intending bidders should submit the tender cost of INR.300.00 (Rupees three hundred only) (non-refundable) as per the payment mode as mentioned above along with their offer otherwise their offer will be summarily rejected.
	iii) Transaction Fee	INR 335.00 (Including Service Tax & other charges @15 % on Service Charge) Payment of Transaction fee by NEFT/RTGS in favour of MSTC LIMITED (refer clause. No. 4 of Annexure -I)
h.	Last date of submission of EMD & Bid Document Fee at HDC.	06.10.2016 upto 15.00 HRS
	Last date of submission of Transaction fee through RTGS/NEFT in favour of MSTC Limited, Kolkata.	Three working days before the last date of <u>closing of on-line bidding for the e-tender</u>
i.	Date of Starting of e-Tender for submission of on-line Techno-Commercial Bid and Price Bid at www.mstcecommerce.com	30.09.2016 time 13.30 hours.
j.	Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	14.10.2016 time 15.00 hours
k.	Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Part-II Price Bid: Date of opening of Part II i.e. price bid shall be informed separately	14.10.2016 time 15.15 hours

List of Annexure :

Important Instructions to Bidders	:	Annexure –I
General Information & Instructions to the Bidders		Annexure-II
Commercial Terms & Conditions	:	Annexure -III
Un-Priced copy of Bill of Quantities	:	Annexure - IV
Documents to be uploaded	:	Annexure-V
Declaration of the Bidder	:	Annexure-VI
Bidder's Information	:	Annexure-VII
Format of Power of Attorney	:	Annexure-VIII
Priced Bill of Quantity	:	Annexure-IX

Important Instructions to Bidders

This is an e-procurement event of HALDIA DOCK COMPLEX. The e-procurement service provider is MSTC Ltd., 225C, A.J.C. Bose Road, Kolkata-700 020.

You are requested to read the terms & conditions of this tender before submitting your online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1. Process of E-tender :

A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/ their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE : THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/

1) Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → Psu / Govt depts → Register as Vendor Filling up details and creating own user id and password → Submit.

2) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

Tenderers are requested to submit bid keeping sufficient time in hand. They should not wait for last minute to avoid any problem.

In case of any clarification, please contact HDC/ MSTC, (before the scheduled time of the e- tender).

Contact person (Haldia Dock Complex) :

- | | |
|---|---|
| 1. Shri J. Roy
Senior Deputy Manager (Admin.)
Haldia Dock Complex
Ph. No.- 03224 263178
E-Mail – jiroy.hdc@nic.in | 2. Shri O. P. Rai
Deputy Manager (Admin.)
Haldia Dock Complex
Ph. No.- 03224 263114
E-Mail – oprai@kopt.in |
|---|---|

Contact person (MSTC Ltd) :

- | | |
|---|--|
| 1. Mr. Arindam Bhattacharjee
Deputy. Manager (E-commerce)
MobileNo:09330102643
Email-arindam@mstcindia.co.in | 2) Mr. Sabyasachi Mukherjee
Junior Manager (E-commerce)
Mobile- 07278030407
Email: smukherjee@mstcindia.co.in |
|---|--|
- Landline:03322901004

B) System Requirement :

- i) Windows 98 / XP-SP3 & above/Windows 7 Operating System / Windows 8
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature
- iv) JRE 7 update 9 and above software to be downloaded and installed in the system.

To enable ALL active X controls and disable 'use pop up blocker' under Tools → Internet Options → custom level

2.	<p>(A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.</p> <p>(B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by HDC. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.</p>
	<p>Note :</p> <p>The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/ guideline shall be taken.</p>
3.	<p>All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.</p>
4.	<p><u>Special Note towards Transaction fee</u> : PAYMENT OF Transaction fee BY RTGS in favour of MSTC Limited. The Bank details, format etc for sending Transaction fee by RTGS to MSTC is detailed below</p> <p>Bank Details : Axis Bank, Shakespeare Sarani Branch Account Details : Axis Bank A/c. No.005010200057840 IFSC Code No. : UTIB0000005.</p> <p>“The vendors shall enter the transaction fee details by using the “Transaction Fee Entry” Link under “My Menu” in the vendor login. The vendors have to select the particular tender in which they want to participate against the transaction fee by clicking on the tick box at the right and then Clicking on the “Submit” Button at the bottom of the page. Then the page appears where the vendors are required to fill up the transaction details, namely the UTR No, Date of Transaction, and the Remitting Bank in the given fields and then click on the “Confirm” Button“.</p> <p>NOTE : The bidders should submit the transaction fee well in advance before the last date of submission of tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.</p> <p>Contact Details : Fax No. : 033- 22831002 Email ids: sanjibpoddar@mstcindia.co.in, arindam@mstcindia.co.in, rpradhan@mstcindia.co.in, smukherjee@mstcindia.co.in.</p> <p>Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; transaction fee deposited from or by debiting any other party’s account will not be accepted. Transaction fee is nonrefundable.</p> <p>In case of failure to access the payment towards Transaction fee for any reason, the vendor, in term, will not have the access to online e-tender.</p>

5.	<p>In case of failure to access the payment towards cost of tender document & EMD for any reason, the vender, in turn, will not have the access to on line e-tender and no correspondence in this respect will be entertained and HDC will not be responsible for any such lapses on this account. Bidder(s) are advised to make remittance of tender fee and EMD through ECS (RTGS/NEFT) in favour of Kolkata Port Trust, Haldia Dock Complex well in advance and verify completion of transaction in respect of tender fee and EMD.</p> <p>Vendors are instructed to use Upload Documents link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.</p> <p>Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular tender. For further assistance please follow instructions of vendor guide.</p>
6.	<p>All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by HDC. Hence, the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
7.	<p>(i) Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.</p>
	<p>(ii) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see website www.mstcecommerce.com/ eprochome/ of MSTC Ltd.</p>
8.	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>
9.	<p><u>Bidding in e-tender & Reverse auction :</u></p>
	<p>a. Bidder(s) need to submit necessary EMD, Tender fees (if any) and Transaction fees to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by HDC. Bank details i.e. name of bank and & address, Current a/c no, IFS Code to be mentioned by the tenderer for refund.</p> <p>b. The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.</p> <p>c. The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → Psu / Govtdepts. → Login → My menu→ Auction Floor Manager→ live event →Selection of the live event→ Techno Commercial Bid.</p> <p>d. The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the Techno-Commercial bid. If this application is not run then the bidder will not be able to save/ submit his bid.</p>

e. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Submit" button to register their bid.

NOTE: - The Techno-Commercial Bid & price bid cannot be revised once the submit button has been clicked by the bidder.

- a. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- b. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- c. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- d. All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter SUPPLIER
- e. It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- f. Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- g. No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
- h. Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/ tender document.

10.	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
11.	No deviation to the technical and commercial terms & conditions are allowed.
12.	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature.
13.	HDC has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
14.	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprochome/mstc of MSTC Ltd.
15.	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
16.	The bid will be evaluated based on the filled-in technical & commercial formats.
17.	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.

18.	Necessary addendum/ corrigendum (if any) of tender would only be hosted in the e-tendering portal of M.S.T.C.
19.	Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate.
20.	<p>Micro & Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012.</p> <p>When splitting of tender quantity is not possible purely on technical ground, trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy.</p>
21	If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.
22	Copy of valid NSIC Certificate for MSEs along with DIC's(DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the bid.
23	Due date of submission of tender will not be extended under any situation.

GENERAL INFORMATION & INSTRUCTIONS TO THE BIDDERS

1. Mere submission of Tender Document will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also.
2. Price Bids (Part-II) of only those eligible bidders whose Part-I Bids are complete and in order shall be opened on time and date to be intimated later separately.
3. The bidder shall be deemed to have carefully examined and fully understood the Instruction to Bidders, the Special Conditions of the Contract, Trustees' General Conditions of Contract, Scope of Work, Compensation, and Period of Contract etc.
4. The 'Price Bid' shall contain 'Bill of Quantity' duly filled by the bidder. It is to be noted that the 'Price Bid' shall contain price only and no conditions whatsoever. Any condition imposed in 'Price Bid' shall make the bid liable for outright rejection.
5. Due date of submission of tender will not be extended under any situation.

6. **PRE-QUALIFICATION CRITERIA OF BIDDERS**a). **CREDENTIAL** :

The bidder shall submit evidence that the bidder has successfully executed Insecticide Control works/Mosquito Control Treatment or Rodent Control works during the last 7 (seven) years ending the last day of month previous to the one in which applications are invited and the experience should be either of the following : Either

- i) Three completed works each costing not less than 40% of INR 5.80 lakhs.
 - ii) Two completed works each costing not less than 50% of INR 5.80 lakhs.
 - iii) One completed work costing not less than 80% of INR 5.80 lakhs.
- b) Bidder must have valid license from state or district licensing authority to store and handle insecticides as per Insecticides Act, 1968. The intending bidders may engage consultant to this effect. The application must accompany valid license / MoU with the consultant with valid license.
 - c) VAT Registration Certificate / CST Registration Certificate.
 - d) Up to date Professional Tax Payment Challan.
 - e) The bidder shall submit certified copy of valid Service Tax Registration Number / Code Number.
 - f) Audited balance sheet and Profit & Loss account for the last 3 (three) financial years. Average annual financial turnover during the above mentioned period must be at least **INR 1.75 Lacs (Rupees One Lac and Seventy Five Thousand)** only). If due date (scheduled opening date of tender) falling within three months (April to June) of the closing of the latest financial year, the latest financial year may be ignored and financial turnover of the three years, year previous to the latest financial year may be considered.

7. The cost of tender document is INR 300/- (Rupees three hundred only) which is nonrefundable & non-adjustable. Tenderer should deposit tender document fee before filling and submission of bids.

8. **Pre Bid Meeting:**

A Pre-bid Meeting will be held on 20.09.2016 at 1100 hrs. at the office of Sr. Dy. Manager (Admin.); Jawahar Tower; Haldia Township- 721607.

The intending bidders are advised to formulate their queries relating to the scope of work, terms and conditions of tender etc. as well as other clarifications/ details required by them from KoPT and forward the same by 20.09.2016 at 1400 hrs. to the office of Sr. Dy. Manager(Administration), Haldia Dock Complex, Jawahar Tower Annexe Building, P.O. Haldia Township, Dist. Purba Medinipur, West Bengal- 721607 (Fax No. 03224 - 263152, Email-jroy.hdc@nic.in ; oprai@kopt.in so that the same may be discussed / clarified in the pre bid meeting.

The Bidder shall inspect the site of work thoroughly and familiarise himself with the nature of work, site conditions, and access to the site and location after Pre-bid meeting on 20.09.2016. Our representative(s) will accompany them for collecting information about the work and site before submission of the tender. No excuse will be entertained afterwards on the above ground.



KOLKATA PORT TRUST HALDIA DOCK COMPLEX

Administration Division, Jawahar Tower Complex,
P.O.: - Haldia Township, Dist.: Purba Medinipur,
PIN: 721607, West Bengal.
FAX: 03224-263152

Commercial Terms & Conditions :

Annexure -III

Sl. No.	Terms	Response
1.0	<u>SCOPE OF WORK :</u>	
a)	<u>Mosquito Control</u>	
(i)	The work comprises supply & fogging of Deltamethrin 1.25 W/W or 1% W/V or Equivalent chemicals as applicable and as necessary with fogger Machine for the control of mosquito at different areas of HDC on Two year Rate Contract Basis.	AGREE
(ii)	The fogging operations will be carried out in dusk hours in such a manner so that one cycle of treatment of entire area is completed.	AGREE
(iii)	One cycle means to carry out fogging operation at surrounding areas of all the buildings where mosquitoes generally breed/hide like shrubs, bushes and other vegetative growth, drains, gully and staircase of all the buildings at Cl-4, Cl-5, Cl-6, Cl-9, Jawahar Tower, Central Garage, C.I.S.F Barrack, 3rd Oil Jetty and Anchorage Camp at Haldia Township area, with all labours, materials, tools & tackles.	AGREE
(iv)	As estimated, at least 24(twenty four) cycle of fogging operation for mosquito control would be required to carry out during the period of contract. However, the number of fogging operation for mosquito control may increase or decrease as per requirement during the period of contract. The successful bidder will be obliged to comply the instruction of Sr. Dy Manager (Admn.) or his representative.	AGREE
b)	<u>Pest Control</u>	
(i)	The work also comprises supply and spray of regular disinfectants (Pest Control /Rodent Control) by using chemical 'Soface-050EW' / 'Fendona-WP' or 'Cypermethrine' (Bayer / BASF product) as applicable and as necessary to keep the establishments of Haldia Dock Complex at Haldia free from all crawling / flying insects like mosquitoes, flies, cockroaches, ant, white ant, lizard, rat etc. The details of the locations are as mentioned in the bill of quantity like Port house, Dy Chairman Bangulow, Connector Building at Jawahar Tower, HDC Guest House(Main/Balari), Hospital, Marine House and Server Room at CJP.	AGREE
(ii)	Pest Control activities will be carried out generally on holydays/weekend in day time by spraying disinfectants and chemicals as applicable /required to the entire area or part their of as per direction of Sr. Dy Manager(Admn.) or his representative.	AGREE

- (iii) As per estimate, at least 12 (twelve) disinfectants operation for pest control would be required to carry out during the period of contract. However, the number of disinfectants operation for pest control may increase or decrease as per requirement during the period of contract. The successful bidder will be obliged to comply the instruction of Sr. Dy Manager (Admn.) or his representative. AGREE
- 2.1 The periodicity/frequency of fogging and disinfectants operation would be decided and communicated by Sr. Dy. Manager (Admn.) or his representative through Mail/Fax to the successful bidder. The successful bidder shall have to commence fogging operation/ disinfectants operation with in three days from the date of issue of such instruction. AGREE
- 2.2 The successful bidder shall have to execute the above work as per actual requirement based on KoPT/HDC confirmation as per Terms and Conditions of two-year Rate Contract. AGREE
3. The Terms and Conditions of Tender shall be read in conjunction with the General Conditions of Contract, Specifications, Bill of Quantities and other documents forming part of this Contract wherever the Contract so requires. AGREE
4. The Contract will include the Client's Bid Documents with the General Conditions of Contract and the Bidder's Offer as finally accepted by the Client, together with Addenda, if there be any. Trustees' General Conditions of contract is the integral part of the tender / contract. The above mentioned General Conditions of Contract may be inspected at the office of the undersigned on any working day before quoting for the Tender. General Conditions of Contract is also available at KoPT website (www.kolkataporttrust.gov.in). AGREE
5. The Trustees are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof. AGREE
6. **VALIDITY :** AGREE
 The tender shall remain open for acceptance for a period of **90 days** from the date of opening of the Techno-commercial bid.
 If before expiry of this validity period, the Bidder amends his quoted rates or tender, making them unacceptable to the Trustees and / or withdraws his tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees / sanctioning Authority.
7. **NON- RESPONSIVE BIDDER :-** AGREE
 The offer/tender shall be treated as non-responsive, if :
 i) 90 days validity from the date of opening of techno-commercial bid is not accepted / agreed to as per tender condition.
 ii) Offer / tender is submitted with any deviation from the tender terms & conditions.

8. **EARNEST MONEY AND SECURITY DEPOSIT :** AGREE
- i) For the unsuccessful bidder, the Earnest Money received will be refunded or released without any interest subject to the provisions made in clause above.
 - ii) The Earnest Money of the successful Bidder will be retained and converted to as a part of the Security Deposit and balance security money will be deducted in accordance with clause 3.4 (f) & (g) of GCC of the contract.
- The GCC of the contact may be seen in the website of Kolkata Port trust.
9. **PRICES :** AGREE
- i) Quoted Price(s) should remain firm during the period of Contract. No price escalation is admissible during the period of Contract.
 - ii) Each bidder shall keep in mind while quoting his rate against any item that, in the event of part order being placed, his quoted rate against the ordered item shall form the basis of the subject order. AGREE
 - iii) Price(s) to be quoted should remain firm till the two years period of contract. . No Price escalation is admissible other than statutory increase in Taxes & Duties. In case of decrease in rates of statutory taxes & duties, the price would be correspondingly decreased. AGREE
- 10 Please note that KoPT does not provide any concessional Sales Tax Form. Full rate of Sales Tax/ VAT should be considered while quoting. AGREE
- 11 **EVALUATION CRITERIA :** AGREE
- i) Evaluation shall be on the basis of the overall lowest quoted rate as per the Schedule of Rates including tax component. Only "Grand Total" value of "Schedule of Rates" shall be considered for this purpose.
 - ii) The evaluation of the rates will only be made for the techno-commercially qualified bidders. Price Bid opening time and date shall be intimated separately to the techno-commercially qualified bidders.
 - iii) Mere submission of offer / participation shall not mean that it will be automatically considered qualified and entertained. Such qualification will be done at the time of evaluation of offers.
 - iv) Rates shall include all taxes & other charges etc. if payable, excepting Service Tax, and other taxes, if any. Rates shall also include incidental and contingent work, not specifically mentioned in the contract but necessary for its efficient and satisfactory implementation.

- 12 **PERIOD OF EXECUTION:-** AGREE
The work is urgent in nature and must be commenced immediately on receipt of the work order/intimation and to be executed in 02 (Two) Years period including preliminary time from the date of placement of work order.
- 13 **PAYMENT:** AGREE
a) Payment will be made quarterly as per work executed during that quarter. Payment shall be made strictly as per the 'Schedule of Rates' mentioned in **Annexure-IX** of this tender document. No other charges shall be admitted or paid.
- 14 b) Payment to the contractor shall be made through ECS for which they/he would have to submit the following details:- AGREE
1) Bank A/c No.
2) Name of Bank
3) Name of Branch;
4) Branch Code;
5) IFS Code (if applicable)
6) Full address of Branch
7) FAX No. & Phone No. of Branch
- 15 **CERTIFICATION FOR PAYMENT :** AGREE
Payment shall be made after successful execution as per Scope of Work of Tender Document. The bidder shall have to obtain 'Certificate of Successful Execution' from the concerned authority of HDC. The contractor shall submit bills (3 copies) along with 'Certificate of Successful Execution' received from HDC Authority. Payment shall be made within 30 working days from the date of submission of clear bill.
- 16 **ACCEPTANCE OF TENDERS :-** AGREE
The Trustees are not bound to accept the lowest or any tender and reserve the right to accept a tender in full or in part and / or reject any tender in full / in part without assigning any reason thereof.
- 17 **TERMINATION OF CONTRACT :** In case in change in policies of the organizations, the contract may be discontinued by the trustees giving one month notice. AGREE
- 18 **LIQUIDATED DAMAGES :** AGREE
i) If the successful bidder fails to execute the stipulated work as directed by the authority, within the scheduled date & time, the bidder shall pay, as compensation and not as a penalty, Liquidated Damages to the Trustees @ ½% of the basic value of per cycle/operation, for every week or part thereof, (part of the week being treated as a full week) provided always that the amount of such compensation shall not exceed 10% of the basic value of per cycle/operation

- ii) Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation / damage from money due or, likely to become due to the successful bidder. The payment or, deduction of such damages shall not relieve the successful bidder from his obligations to complete any other liabilities and obligations under the contract.

19 **FORCE MAJEURE :**

AGREE

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the Contract, the relative obligation of the party affected by such Force Majeure shall, upon notification to the other party, be suspended for the period during which Force Majeure event lasts. The cost and loss sustained by either party shall be borne by the respective parties. The term "FORCE MAJEURE" as employed herein shall mean acts of God, Earth-quake, War, Revolts, Riots, Fire, Floods, Sabotage, Hurricanes/Cyclones and Strikes, excluding strikes by the employees of the Supplier or, their sub-Contractors. Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall notify the other party in writing immediately but not later 7 (seven) days after the alleged beginning thereof, giving full particulars and satisfactory evidence in support of its claim.

20 **CONTRACT LABOUR LAWS:**

AGREE

The successful bidder must comply with the provisions of Contract labour (Regulation & Abolition) Act 1970 and Contract Labour (Regulation & Abolition) Central Rules 1971 and the rules framed there under with all modifications/amendments being enforced from time to time.

Further, whenever a contract work has commenced or completed, the contractor has to intimate the same to the Assistant Labour Commissioner (Central) /labour Enforcement Officer (Central) in Form IV-A, within 15 days of such commencement or completion.

The successful bidder shall inform the Principal Employer the date, time & venue of disbursement to be made by him to his workers.

The successful bidder shall also be required to put up a notice at the site of work mentioning the date, time & venue of disbursement to be made by him to his workers and he or his authorized representative shall have to be present during period of disbursement.

21 **COMPLIANCE WITH E.P.F & M. P. ACT:**

AGREE

The successful bidder will have to comply with provision of EPF & MP Act –1952 (along with amendments, if any), issued from time to time.

If asked for by the Employer, the contractor will be required to submit Xerox of all payment challans and produce the original for verification to the representative of the principal employer, i.e. Sr. Dy Manager (Admin.)

22 **COMPLIANCE WITH E.S.I ACT:-**

AGREE

If applicable , the successful bidder will have to comply with provisions of “Employers State Insurance Act –1948”, along with amendments (if any) issued from time to time. He shall obtain ESI registration and shall deduct employees’ contribution @ 1.75 % of the wages of each of the employees’ and shall deposit the same together with employer’s contribution @ 4.75 % of such total wages payable to the employees or at such rates as fixed by the competent authority from time to time.

In case, where an employee is not covered under ESIC Scheme (or contribution not paid for him regularly) and meet an accident during and arising out of his employment, the contractor being the immediate employer, shall be liable to pay him suitable compensation.

The successful bidder will be required to submit photocopy of all payment challans and produce the original for verification to the representative of the principal employer, i.e. Sr Dy Manager (Admin.).

23 **SAFETY :**

AGREE

The successful bidder shall adhere to safe construction practice, guard against hazardous and unsafe working conditions and follow all safety precautions for prevention of injury or accidents and safeguarding life and property. The contractor shall comply with relevant provisions of Dock Workers (Safety, Health and Welfare) Act – 1986 and Dock Workers (Safety, Health and Welfare) Regulation – 1990 and Safety Officer of the Trustees or Safety Inspectors shall be afforded all facilities for inspection of the works, tools, plant, machineries, equipments etc. wherever so required. The contractor shall further comply with any instruction issued by the Engineer, Trustees’ Safety Officer, Safety Inspector in regards to safety which may relate to temporary, enabling or permanent works, working of tools, plants, machineries, equipments, means of access or any other aspect.

The successful bidder shall provide all necessary first aid measures, rescue and life saving equipment to be available in proper condition.

The successful bidder shall provide PPE’s (Personal Protective Equipments) such as, helmet, safety shoe etc. to all workers and shall also provide job specific PPE’s e.g. protective face and eye shield, goggles, hand gloves for welding / gas cutting works; protective foot wear and gloves for hot works; facemasks, gloves and overalls for painting works, mixing and handling materials etc, as directed by the Engineer.

The contractor shall adopt all the above safety measures at his own cost.

The successful bidder shall also ensure that –

- (i) No damage is caused to plants and vegetations unless the same is required for execution of the work.
- (ii) The work shall not pollute any source of water / land / air surrounding the work site so as to affect adversely the quality or appearance thereof or cause injury or death to animal and plant life.

- (iii) His office & labour hutment etc. shall be maintained in a clean and hygienic condition throughout the period of their use and different effluents of the labour hutment shall have to be disposed off suitably.

24 **INDEMNIFICATION :**

AGREE

The successful bidder shall be deemed to indemnify and keep indemnified the Trustees from and against all actions, claims, demands and liabilities whatsoever under and in respect of the breach of any of the provisions of any law, rules or regulations having the force of law, including but not limited to –

- a) The Minimum Wages Act, 1948.
- b) The Dock Workers (Regulation Of Employment) Act, 1948
- c) The Building And Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996
- d) The Dock Workers' Safety, Health & Welfare Act , 1986
- e) The Payment of Wages Act, 1936.
- f) The Workmen's Compensation Act, 1923.
- g) The Employees Provident Fund Act, 1952.
- h) The Contract Labour (Regulation and Abolition) Act, 1970; Rules 1971.
- i) The Payment of Bonus Act, 1965.
- j) The Payment of Gratuity Act, 1972.
- k) The Equal Remuneration Act, 1976.
- l) The Employees State Insurance Act, 1948 & Employees State Insurance (Amendment) Act ,1989
- m) Child Labour (Prohibition and Regulation) Act, 1986.
- n) The Maternity Benefits Act 1961
- o) Interstate Migrant Workmen (Regulation Of Employment & Conditions Of Service) Act , 1979.

25 **PERSONAL PROTECTIVE EQUIPMENT(PPE):**

AGREE

The successful bidder and his workmen including driver & helper must use PPE i.e. safety helmet etc. at the time of execution of work.

26 **DOCK PERMIT:**

AGREE

Entry Permits may be necessary for the workmen and for the movement of vehicles for this work. In the interest of work, necessary permits will be issued free of cost by the Trustee's, against application as per prescribed proforma by the contractor, after the same is examined and approved by the KoPT/HDC authority. The entry permit will be issued on quarterly basis / monthly basis / daily basis as per requirement following latest Permit Scheme of Haldia Dock Complex. All existing rules, including any amendments thereto, in future, will have to be complied with by the successful bidder.

UN-PRICED COPY OF BILL OF QUANTITIES

Sl. No	Description of item	Qty.	No of operation	Bidders acceptance for the work
1	Supply & fogging of Deltamethrin 1.25 W/W or 1% W/V or Equivalent with fogger Machine for the control of mosquito. The fogging operations will be carried out in dusk hours with pesticides in such a manner so that cycle of treatment of entire area is completed. This fogging will be carried out at the surrounding areas of all the buildings where mosquitoes generally breed/hide like shrubs, trees and other vegetative growth, drains, gully and staircase of the buildings at CI-4, CI-5, CI-6, CI-9, Jawahar Tower, Central Garage, C.I.S.F Barrack, 3rd Oil Jetty and Anchorage Camp at Haldia Township area, with all labours, materials, tools & tackles.		24	Agreed only
2	Provide regular disinfectants (Pest Control/Rodent control activities) by using chemical 'Soface-050EW' / 'Fendona-WP' or 'Cypermethrine' (Bayer / BASF product) as applicable and as necessary for all crawling / flying insects like mosquitoes, flies, cockroaches, ant, white ant, lizard, rat etc. at the following establishments of Haldia Dock Complex, Haldia to keep the area insect free zone by using Chemical 'Cypermethrine' (Bayer / BSF product).			Agreed
i)	PORT HOUSE including out side drains, yard and staircases. (Approx plinth area 500 Sq.M.)		12	Agreed
ii)	Dy. Chairman's Bungalow including out side drains, yard and staircases. (Approx. plinth area 475 Sq.M.)		12	Agreed
iii)	Connector Building at Jawahar Tower Complex.			Agreed
	(a) 3rd floor- All rooms and corridor bathrooms including Chairman's Office Room, Dy. Chairman's Office Room, Conference Room & GM (M&S / Ops)'s Room, both side staircases etc. (Approx. plinth area 550 Sq.M.)		12	Agreed

Sl. No	Description of item	Qty.	No of operation	Bidders acceptance for the work
	(b) 2nd floor- All rooms and corridor, bath / toilets & other rooms including HOD's room, both side staircases etc. (Approx. plinth area = 550 Sq.M.)		12	Agreed
	(c) Computer room- Server room, attached Officer's room, entrance lobby for computer room & old Conference room with front passage & corridor at 1st floor of Annex Building (Approx. plinth area = 260 Sq.M).		12	Agreed
iv)	Balari Guest House- 15 (fifteen) rooms, corridor including all outside drains (Approx. plinth area = 600 Sq.M).		12	Agreed
v)	Main Guest House.			
	(a) Ground floor- Office, Library, secretary's Office, store, Common bathroom (3 Nos.), Secretary's Room, Auditorium, Kitchen, Pantry, Dining Hall, Lounge, verandah including all outside drains & both side staircases. (Approx. plinth area = 300 Sq.M.)		12	Agreed
	(b) 1st Floor- 3 (three) Nos. VIP suites (Banganga, Periyar, Rupnarayan), 4 rooms including at Conference Room with pantry & toilet, 1st floor Lounge and Common Toilet, verandah / corridor & both side staircases (Approx. plinth area - 300 Sq.M.)		12	Agreed
	(c) 2nd Floor- 2 (Two) nos. of VIP suites with Drawing Room, Bed Room, Change Room & at 7 Rooms with A.T. 2nd floor lounge verandah / corridor & both side staircases (Approx. plinth area = 300 Sq.M.)		12	Agreed
vi)	Marin House Building			
	(a) Ground floor of Marine House Building including all outside drains & staircase, store, enquire, driver room, payment room etc. (Approx plinth area = 150 Sq.M). By using chemical 'Cypermethrine' (Bayer / BASF product.)		12	Agreed
	(b) 1st floor- All rooms and Officers & Common bathroom including berthing master, A.D.M. Rest room, Pilot, S.D.D.S, office Room, and common passage, both side staircases etc. (Approx. plinth area = 300 Sq.M).		12	Agreed

Sl. No	Description of item	Qty.	No of operation	Bidders acceptance for the work
	(c) 2nd floor- All rooms and corridor, bath / toilets & other rooms including MMO, DMMO. DME, wire less room DDM, conference room, Computer room, CE, PO, AO and all attach bath room, both side staircases etc. (Approx. plinth area = 300 Sq.M)		12	Agreed
vii)	Hospital			
	(a) Ground floor / excepting OT, Male / Female ward and cabins / ICU (Approx, plinth area - 2050 Sq.M). By using chemical Solfac- 050 EW / Fendona - WP' (Bayer/ BASF product.).		12	Agreed
	(b) 1st floor of HDC Hospital including all outside drains & staircase (Approx plinth area = 450 Sq.M) By using chemical 'Cypermethrine' (Bayer / BASF Product).		12	Agreed
	(c) Ground floor- Doctor's Chamber, corridor etc. including all outside drains at Chiranjibpur Dispensary, Haldia, HDC. (Approx, plinth area = 550 Sq.M) By using chemical 'Cypermethrine' (Bayer/ BASF product).		12	Agreed
viii)	Service room at C.J.P 1st floor of Chiranjibpur Operational Building Computer server room in side (Approx plinth area - 25 Sq.M.) By using chemical 'Cypermethrine' (Bayer / BASF product).		12	Agreed

DOCUMENTS TO BE UPLOADED

Pre-Qualification Criteria of Tenderers:

1. Credential as per criteria given below :-

PRE-QUALIFICATION CRITERIA OF BIDDERS :

Following documents (photocopy) for meeting the pre-qualification criteria should be uploaded otherwise their offer would be rejected:-

The bidder will have to produce the original documents or any additional documents, if asked for to satisfy the authority.

1.	<u>CREDENTIAL :</u> The bidder shall submit evidence that the bidder has successfully executed Insecticide Control works/Mosquito Control Treatment or Rodent Control works during the last 7 (seven) years ending the last day of month previous to the one in which applications are invited and the experience should be either of the following : Either a) Three completed works each costing not less than 40% of INR 5.80 lakhs. b) Two completed works each costing not less than 50% of INR 5.80 lakhs. c) One completed work costing not less than 80% of INR 5.80 lakhs.
2.	Bidder must have valid license from state or district licensing authority to store and handle insecticides as per Insecticides Act, 1968. The intending bidders may engage consultant to this effect. The application must accompany valid license / MoU with the consultant with valid license.
3.	VAT Registration Certificate / CST Registration Certificate.
4.	Up to date Professional Tax Payment Challan.
5.	The bidder shall submit certified copy of valid Service Tax Registration Number / Code Number.
6.	Audited balance sheet and Profit & Loss account for the last 3 (three) financial years. Average annual financial turnover during the above mentioned period must be at least INR 1.75 Lacs (Rupees One Lac and Seventy Five Thousand only). If due date (scheduled opening date of tender) falling within three months (April to June) of the closing of the latest financial year, the latest financial year may be ignored and financial turnover of the three years, year previous to the latest financial year may be considered.

DECLARATION OF THE BIDDER

Sr. Dy. Manager (Administration)
Haldia Dock Complex

I / We have carefully examined and fully understood the General Instructions to Bidders, the Commercial terms and Conditions of the Contract, KoPT, HDC' General Conditions of Contract, Scope of Work, Compensation, Period of Contract etc. and all other related documents and clauses in connection with this tender.

I / We accept all the terms & conditions of the Tender Document (Admn./ 007 / Conservancy / Tender/859).

I / We have deposited requisite Earnest Money for the tender.

I / We have submitted copies of the required documents as mentioned at Annexure- V of the Tender Document.

I/We declare that I/We have not been banned or delisted by any Government or Quasi-Government Agency or PSU in India.

My local office and Registered office (if any) addresses and contact details are –

Address	Telephone	Fax	E-Mail Address

Date:

Signature of the bidder with office seal

Witness:-

Sl. No.	Name	Address	Signature
1			
2			

BIDDER'S INFORMATION

**Sr. Dy. Manager (Admn),
Haldia Dock Complex**

Tender No. Admn./ 007 / Conservancy / Tender/859
Name of work/Item Description: E-Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) from resourceful, experienced and bonafide contractor with sound technical and financial capabilities for supply & fogging of Deltamethrin 1.25 W/W or 1% W/V or equivalent with Fogger Machine for the control of mosquito at HDC township and disinfection (Pest Control /Rodent Control) of various buildings /offices under Haldia Dock Complex, on two year Rate contract basis.

Name of the Company:

Address:

Contact Person Name:

Phone:

Fax:

E-Mail Address:

Have you studied the Pre-Qualification requirement of the selected tender? Yes / No

Is the company having Copy of VAT Registration Certificate / CST Registration Certificate (TIN)? Yes / No

Is the company having Current valid Professional Tax Payment Challan (PTPC)? Yes / No

Is the Company meeting the pre-qualifying criteria mentioned in the NIT? Yes / No

Confirm that you will furnish the documentary evidence against pre-qualification criteria along with your offer. Yes / No

Are you authorised dealers/ authorised stockists/ suppliers for the tendered materials? Please indicate your status. -----

I / We agree to upload the copies of pre-qualification documents as per the Notice Inviting Tender along with our offer. I / We undertake and confirm that in case we do not submit these Pre-qualifying document with our offer or the documents are not found in order by HDC / not acceptable to HDC, our tender shall be liable for rejection.

Date:

Signature of the bidder with office seal

Format of Power of Attorney

(To be executed before Notary Public on a Non-Judicial Stamp Paper of at least INR 10)

Dated: _____

POWER OF ATTORNEY

To whomsoever it may concern

Mr. _____ [Name of the Person], residing at _____ [Address of the person], acting as _____ [Designation of the person and name of the firm], and whose signature is attested below, is hereby authorized on behalf of _____ [Name of the Tenderer] to sign the tender [(Tender No.and (Tender subject- “.....”))] and submit the same and is hereby further authorized to provide relevant information/ document and respond to the enquiry's etc. as may be required by Kolkata Port Trust (KoPT) in respect of the tender.

And I/ we hereby agree that all acts, deeds and things lawfully done by our said attorney shall be construed as acts, deeds and things done by us and I/ we undertake to ratify and confirm all and whatsoever that my / our said attorney shall lawfully do or cause to be done for me / us by virtue of the power hereby given.

(Attested signature of Mr. _____)

For _____(Name of the Tenderer)

(Signature with Office Seal)

Date :-

Name :-

Place:

Designation :-

PART-II**ANNEXURE-IX****PRICED BILL OF QUANTITIES****TENDER No.: Admn./ 007 / Conservancy / Tender/859**

Sl. No	Description of item	No. of operation	Rate	Unit	Amount
1	Supply & fogging of Deltamethrin 1.25 W/W or 1% W/V or Equivalent with fogger Machine for the control of mosquito. The fogging operations will be carried out in dusk hours with pesticides in such a manner so that cycle of treatment of entire area is completed. This fogging will be carried out at the surrounding areas of all the buildings where mosquitoes generally breed/hide like shrubs, trees and other vegetative growth, drains, gully and staircase of the buildings at CI-4, CI-5, CI-6, CI-9, Jawahar Tower, Central Garage, C.I.S.F Barrack, 3rd Oil Jetty and Anchorage Camp at Haldia Township area, with all labours, materials, tools & tackles.	24		Per operation	
2	Provide regular disinfectants (Pest Control/Rodent control activities) by using chemical 'Soface-050EW' / 'Fendona-WP' or 'Cypermethrine' (Bayer / BASF product) as applicable and as necessary for all crawling / flying insects like mosquitoes, flies, cockroaches, ant, white ant, lizard, rat etc. at the following establishments of Haldia Dock Complex, Haldia to keep the area insect free zone by using Chemical 'Cypermethrine' (Bayer / BSF product.				
i)	PORT HOUSE including out side drains, yard and staircases. (Approx plinth area 500 Sq.M.)	12		Per operation	
ii)	Dy. Chairman's Bungalow including out side drains, yard and staircases. (Approx. plinth area 475 Sq.M.)	12		Per operation	
iii)	Connector Building at Jawahar Tower Complex.	12		Per operation	

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Sl. No	Description of item	No. of operation	Rate	Unit	Amount
	(a) 3rd floor- All rooms and corridor bathrooms including Chairman's Office Room, Dy. Chairman's Office Room, Conference Room & GM (M&S / Ops)'s Room, both side staircases etc. (Approx. plinth area 550 Sq.M.)				
	(b) 2nd floor- All rooms and corridor, bath / toilets & other rooms including HOD's room, both side staircases etc. (Approx. plinth area = 550 Sq.M.)	12		Per operation	
	(c) Computer room- Server room, attached Officer's room, entrance lobby for computer room & old Conference room with front passage & corridor at 1st floor of Annex Building (Approx. plinth area = 260 Sq.M).	12		Per operation.	
iv)	Balari Guest House- 15 (fifteen) rooms, corridor including all outside drains (Approx. plinth area = 600 Sq.M).	12		Per operation	
v)	Main Guest House.				
	(a) Ground floor- Office, Library, secretary's Office, store, Common bathroom (3 Nos.), Secretary's Room, Auditorium, Kitchen, Pantry, Dining Hall, Lounge, verandah including all outside drains & both side staircases. (Approx. plinth area = 300 Sq.M.)	12		Per operation	
	(b) 1st Floor- 3 (three) Nos. VIP suites (Banganga, Periyar, Rupnarayan), 4 rooms including at Conference Room with pantry & toilet, 1st floor Lounge and Common Toilet, verandah / corridor & both side staircases (Approx. plinth area - 300 Sq.M.)	12		Per operation	

PART-II**ANNEXURE-IX****PRICED BILL OF QUANTITIES****TENDER No.: Admn./ 007 / Conservancy / Tender/859**

Sl. No	Description of item	No. of operation	Rate	Unit	Amount
	(c) 2nd Floor- 2 (Two) nos. of VIP suites with Drawing Room, Bed Room, Change Room & at 7 Rooms with A.T. 2nd floor lounge verandah / corridor & both side staircases (Approx. plinth area = 300 Sq.M.)	12		Per operation	
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	(c) 2nd floor- All rooms and corridor, bath / toilets & other rooms including MMO, DMMO. DME, wire less room DDM, conference room, Computer room, CE, PO, AO and all attach bath room, both side staircases etc. (Approx. plinth area = 300 Sq.M)	12		Per operation	
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	(a) Ground floor / excepting OT, Male / Female ward and cabins / ICU (Approx, plinth area - 2050 Sq.M). By using chemical Solfac- 050 EW / Fendona - WP' (Bayer/ BASF product.).	12		Per operation	

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	(c) Ground floor- Doctor's Chamber, corridor etc. including all outside drains at Chiranjibpur Dispensary, Haldia, HDC. (Approx, plinth area = 550 Sq.M) By using chemical 'Cypermethrine' (Bayer/ BASF product).	12		Per operation	
viii)	Service room at C.J.P 1st floor of Chiranjibpur Operational Building Computer server room in side (Approx plinth area - 25 Sq.M.) By using chemical 'Cypermethrine' (Bayer / BASF product).	12		Per operation	
				Total Amount in INR.	

[Total Amount in words _____]