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**LEGISLATIVE ASSEMBLY SECRETARIAT
NATIONAL CAPITAL TERRITORY OF DELHI
OLD SECTT., DELHI**

F.No.16(03)/2000-01/LAS/CT/6631

Dated : 13-11-15

To

Computer Cell. Delhi
Legislative Assembly
Old Sectt Delhi - 54 four
uploaded on department website

Sir,

Subject: Regarding invitation of quotations for Rodent Control & Disinfestations at Delhi Legislative Assembly Sectt.

The Delhi Legislative Assembly Secretariat intends to award the work of Annual Service Contract for Rodent Control & Disinfestations in the Rooms, Conference Halls etc at Delhi Legislative Assembly Sectt. glancing over the huge requirement. Therefore, quotation in sealed cover is invited for the same as per proforma detailed below. The rates of quoted items in sealed quotations must be submitted in favour of "Head of the Office/Dy. Secretary, Delhi Legislative Assembly Secretariat" on or before **17/11/2015 at 3.00 P.M.** positively. The quotations will be opened on the same date i.e. **17/11/2015 at 3.30 P.M.** by the Purchase Committee in presence of bidder (s) if any. The approved rates of L-1 Bidder shall be valid with this Sectt. for a period of One year from the acceptance of the rates by the Assembly Secretariat.

In the interest of ensuring transparency, competition and Fairness, the willing bidders are also allowed to inspect the premises before bidding/quoting the rates on **13/11/2015.**

All papers to be submitted and terms & conditions in token of having accepted them should be signed by the Proprietor of the firms.

Note: The firm will provide at least two services in a month in this Secretariat.

Yours faithfully,



**(C.VELMURGAN)
Deputy Secretary/HOO**

TERMS & CONDITIONS

1. Sealed quotations are invited from the reputed Firms/Institutions Service Tax number. The sealed quotation on the prescribed performa duly filled in and addressed to the Head of the Office/Deputy Secretary, Delhi Legislative Assembly Secretariat".
2. Quotation should be marked on envelop "QUOTATION FOR RODENT CONTROL & DISINFESTATIONS AT DELHI LEGISLATIVE ASSEMBLY SECTT.",
3. The firm whose quotation is accepted being the L-I Bidder shall deposit Performance Security for an amount of Rs. 5,000/- (Four Thousand Only/-) in any of the following forms i.e. an Account Payee DD or Fixed Deposit receipt from a Commercial Bank, or Bank Gurantee from a Commercial Bank in favour of DDO, Delhi Vidhan Sabha within 10 days from the date of issue of award of work by this Secretariat. No interest will be payable on this amount. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Government and the firm shall be blacklisted in addition to the termination of the contract.
4. The contract/rates shall be valid upto the period of One Year from the date of issuance of work order by this Secretariat. The Secretariat shall reserve the right to curtail or to extend the validity of contract on year-to-year basis on the same rates and terms & conditions at the discretion of the Secretariat.
5. The column shall be clearly filled in ink legibly or typed and the tenderer shall take care that the rate may be written in such a way that Interpolation is not possible.
6. No advance payment will be made and the payment will be made only after completion of works.
7. The Secretariat will reserve the right to terminate the contract at any time if the services are not found satisfactory.
8. Payment will be released within one month of received of items & bills as per satisfaction of end user.
9. In the event of the firm's failure to comply with the order placed by the Secretariat the date indicated on the order, the Secretariat will be entitled to make other arrangement from other source. The quotation will stand for a period of One year with effect from the opening of the quotation.

Arbitration

10. In the event of any question, dispute or difference arising between the parties relating to the interpretation and applications of these provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee. The decision of



Arbitration to the agreement in this regard shall be final and binding upon both the parties.

11. The venue for arbitration will be New Delhi.

Documents to be submitted

12. The prospective bidders shall furnish the following documents alongwith the quotations;

- a. Self attested copy of PAN, TIN No & Service Tax No.
- b. An undertaking to this effect that the Agency has not been blacklisted by any of the Department/Organizations of the Govt. of India/Govt. of NCT of Delhi and no criminal case is pending against the said firm;
- c. Terms and conditions duly accepted/signed with the stamp of the prospective bidder.

A handwritten signature in black ink, consisting of a stylized 'G' followed by a horizontal line and a small flourish.