

No.6-7/2025-S/ 3785  
OFFICE OF THE DIRECTOR  
CENTRAL DRUGS LABORATORY,  
GOVERNMENT OF INDIA  
MIN. OF HEALTH & FAMILY WELFARE  
3, KYD STREET, KOLKATA-16

Kolkata Dated the 14/11/2025

NOTICE INVITING TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR PEST CONTROL

**Terms & Conditions :**

Sealed tenders are invited for Annual maintenance Contract for Pest Control at Central Drugs Laboratory (CDL), Kolkata as per the specifications mentioned at **Annexure-A** herewith and the following Terms and Conditions.

Interested Firm / Company may submit their lowest rates separately for the subject work. They may, if so desire, inspect the foresaid (the) site at CDL, Kolkata in any working day between 9:30A.M. to 4:30P.M. (Except Saturday and Sunday) before quoting their rates.

**A. TENDER**

1. The Tenderers are required to quote separately their lowest rates both in figure and words for each work as mentioned in **Annexure - B** annexed hereto. Two separate sealed envelopes should be used by the Tenderer while furnishing financial bid for submitting (i) Tender Document and (ii) Earnest Money super-scribing on the respective envelopes (a) Tender for AMC for Pest Control (b) Earnest money RS.3000/- for AMC for Pest Control.
2. The Tender may be sent by post sufficiently early so as to reach in this Laboratory within time, or may be dropped in the Tender Box kept in 1<sup>st</sup> floor of old Building of CDL Kolkata.
3. Important Dates.

Date of release of Tender	:	13.11.2025
Last date for seeking clarifications	:	28.11.2025
Last date and time of submission of bids	:	28.11.2025 (by 3:00pm.)
4. The tenderers are required to submit the earnest money (bid security) of Rs.3.000/- (Rupees three thousand only) and tenders received without earnest money will not be considered at all.
5. The tenderers are required to quote their lowest rates for AMC for Pest Control as mentioned in Annexure-B annexed hereto.

6. The rates should be valid for 90days from the date of opening of tender.
7. Hypothetic or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
8. SITE VISIT: The bidders are required to visit and thoroughly inspect CDL, Kolkata and it's premises for themselves to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved for each of the system.
9. The Bidders are required to submit the tender enclosing therewith photocopies of following documents, failing which their bids will be summarily rejected and will not be considered.
  - i) Registration Certificate of the Firm / Proprietorship etc.
  - ii) Copy of PAN / TIN No. and Service Tax Number / GST.
  - iii) Copies of Income Tax Return filled for the last two financial years.
  - iv) The Firm / Agency / Contractor should have the experience of rendering their services for Pest Control in any Government Sector or large reputed Private Sector Enterprise, for the last two years satisfactorily. This should be supported with documentary evidence.
  - v) Earnest Money Deposit (EMD) of RS.3000/- in the form of Demand Draft / Banker's cheque of any scheduled bank drawn in favour of Director CDL, Kolkata. Payable at Kolkata.
  - vi) The Tender Document can be download from Govt. Website i.e. [www.cdsco.nic.in](http://www.cdsco.nic.in)
10. The Price Bid as per proforma given in the tender document as **Annexure - B** and then price filled up and submitted in Envelope No.2, duly sealed superscript with name of tender. Any conditions given in the Price Bid may cause rejection of Bid. Further:
  - i) The rates / prices should be quoted in Indian Rupees in words as well as figures.
  - ii) The conditional bids shall not be considered and likely to be rejected in very first instance.
  - iii) All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
  - iv) Over-writing / over typing or erasing of the figures which render it doubtful and ambiguous are not allowed and shall render the tender invalid.
11. The bid security (i.e. EMD) of the unsuccessful bidders would be returned to them at the earliest after expiry of the final bid validity and latest on or before 30<sup>th</sup> day after award of the contract.
12. The CDL, Kolkata in its discretion, reserves the right to reject or accept any or all the tenders, partially or completely, at any time without assigning any reason thereof.

13. In case of a local firm / agency / contractor, they may deliver / submit the tender personally in CDL, Kolkata on or before the due date and time. Postal delay for tender submitted by post shall also not be accepted and all tender submitted in time only would be considered.
14. The CDL, Kolkata will deal with the tenderer directly and no middleman / commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by CDL, Kolkata.
15. Each tenderers has to certify that all the terms and conditions are acceptable to him.

Tenders should be accompanied with the declaration at **Annexure C** (regarding his power to sign the tender documents) and the checklist at **Annexure D** (arranging the various documents in the Technical bid).

### **C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER**

16. The successful tenderer will have to deposit Performance Security amount corresponding to 10 percent of the order-value within a week from the date of placement of purchase order, either by way of Demand Draft drawn in favour of "The Director, CDL, Kolkata" or Bank Guarantee from a Commercial Bank, which will be refunded after two months of the successful completion of the contractual obligation of the supplier on written request of the tenderer. Bid security (EMD) would be refunded to the successful bidder on receipt of performance security. If the successful tenderer abandons the contract, or fails to perform his part of contract, the security deposit or any part thereof is liable to be forfeited. If the contractor abandons the contract after refund of EMD, the Bank Guarantee furnished would be encased.
17. The Contractor has to provide all the manpower, equipments, tools and tackles, their accessories / refills pertaining to Pest Control Services.
18. The Contractor has to provide supervisory and management support by his own staff to get the maximum output from the Pest Control Service force provide to TNA. Teaching and training for the same has to be done by the Contractor. The man and material needed for the management of the Pest Control Services staff will be the responsibility of the contractor.
19. The rates shall be quoted on yearly basis. The rates shall be all inclusive including taxes and duties etc.
20. Rate should be quoted in figure as well as in words as per **ANNEXURE-B**
21. CDL, Kolkata reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of Director / Director in Charge, CDL, Kolkata in this regard shall be final and binding on all.
22. The rates at any stage once quoted shall not be withdrawn.

23. No advance payment will be made at any circumstances. However, on successful completion of **every 3 (three)** months, payment will be released within a reasonable period from the date of receipt of the bills along with certified copies of monthly service reports work done as per the scope of work mentioned in the tender / contract duly certified by the concerned in charge.
24. Payment.: Contractor will submit quarterly bills duly supported with necessary monthly service reports duly signed by the concerned in charge and certified by the designated officer In CDL, Kolkata to effect that the job mentioned in the bill actually has been carried out satisfactorily as per the contract. Thereafter, CDL, Kolkata will make payment to the contractor within a reasonable period after deduction of applicable taxes / TDS etc.
25. The services required is for initial period of one year. The contract may be extended on mutual consent subsequently based on performance or till finalization of the next tender. The contract may be terminated at any stage solely at the option of CDL, Kolkata discretion of Director without assigning any reason.
26. Precaution against any fire hazards shall be arranged by the firm.
27. All safety precautions for humans and equipments handling must invariably be followed without fail while the workmen are on duty. The contractor should be responsible for any accident and mishap in the site while attending the Pest Control work. All claims causing out of such accident or mishap shall be settled by the contractor.
28. In case any of staff is not found up to the mark and not able to do work properly, he / she will have to be changed as per the instruction of CDL, Kolkata and immediately replaced by another qualified staff.
29. The tender shall be kept valid for acceptance for a period of 90 days from the date of opening.
30. Any statutory tax as applicable will be deducted from the bill of the contractor.
31. Within the scope of the contract, the contractor shall carry out any order or any task allotted by the Director or by authorized representative in the Interest of the Pest Control services to CDL, Kolkata.  

Penalty of Rs.500/- for incident shall be imposed if found the work as scheduled to him has not been performed.
32. Levy / Taxes payable by contractor - Sales Tax / GST or any other tax on materials in respect of this contract shall be payable by the contractor and CDL, Kolkata shall not entertain any claim whatsoever in this respect.
33. If the job assigned is not completed in time or done satisfactorily, CDL will be free to get the same done from other dealer at higher rates; the loss sustained will be deducted from the security deposit or any other due payments apart from penalty that maybe imposed for deficiency in service.

34. The tenderer shall verify that the staff / workers deputed to CDL are of good character and no criminal record is against any of them.
35. The successful tenderer will be obliged to attend the work as per the required without damaging the CDL properties and if any loss / damage sustained to the CDL property it will be recovered from the successful tenderer.
36. JURISDICTION : The Contract PO shall be governed by the Law of India for the time being in force. The Courts of Kolkata only shall have jurisdiction to deal with and decide any legal or dispute arising out of this contract.

Yours faithfully



Dr. Dilip Kumar Panda  
SSO (Toxicology)  
For Director  
Central Drugs Laboratory

o/c



13/11/28

### **E. INVITATION OF TENDER**

The interested parties may send their sealed tenders for the Annual Maintenance Contract for Pest Control addressed to the undersigned by name so as to reach on or before 23.10.2018 upto 3:00 pm. The tenders received after due date and / or without Earnest Money will not be entertained.

**Encl. : Annexure A, B, C & D**

**SCOPE FOR THE WORK OF PROVIDING PEST CONTROL TREATMENT FOR  
CENTRAL DRUG LABORATORY, Kyd Street, Kolkata : 700016.**

Central Drug Laboratory consists of Two Storied Building (G+1), Eight Storied Building (G+7), Four Storied Building (G+3) and Single Storied Animal House (G-only).

1. This contract covers all the above and other buildings / floors if added during the contract period for the work of providing Pest Control Services.
2. The total area of Central Drug Laboratory campus 48957 Sq. Ft.(Indoor + Outdoor)

The rate is to be quoted on the basis of buildup area only which is :

Sr. No.	Total Area	Area in Sq. Ft.
1.	Two Storied Building	9127 Sq. Ft.
2.	Eight Storied Building	24330 Sq. Ft.
3.	Four Storied New Building	14000 Sq. Ft.
4.	Single Storied Animal House	1500 Sq. Ft.

**3. Scope of the service:**

The integrated pest control measures taken care of by the Contractor shall be such that the entire building including the surrounding open area within the boundary wall shall be free from arthropods and insects like cockroaches, bedbugs, spiders, silver-fish, houseflies, mosquitoes, rodents, snakes and any kind of termite.

- a) **Enforcing Baiting:** Baiting should be kept continuously for 2/3 days to locate the position.
- b) **Plain Baiting:** Plain Baiting should be kept to attract rats, cockroaches, spiders, snakes, flies and other insects and bait should be changed from time to time as required, at least once in a week.
- c) **Repellent Spray:** Repellent Spray should be done for all rooms and other all locations of the premises, once a week. Repellent spray above false ceiling inside the vehicles should be done at least once in fortnight.
- d) **Fumigation of Burrows:** With the special chemicals, rat and other pests burrows fumigation should be done in their holes or so as required.
- e) **Fogging with fogging machine:** To control-mosquitoes (all type) agency has to fog with fogging machine twice a week in entire building.

- f) **Snakes Repellent:** Repellents should be used to keep the snakes away from complex at least four times in a year or as & when required, as per the instructions of the authority.

NOTE :- Above frequency can be increased or decreased as per the requirements of the site.

4. The area mentioned above is an approximate area which can vary as per actual requirement amount shall be paid as per actual the quantity may be increased if necessary and payment will be made extra as per the actual.
5. The work includes labour and material charges. All the material as required for carrying out the above said works will be the responsibility of the contractor.
6. It will be obligatory on the part of the contractor to provide pest control services for duration of one year.
7. Any termination of the contract without sufficient notice, not less than three months in advance on the part of the contractor will make him liable to forfeiture of security deposit. The contract can be terminated by CDL serving one month notice. However CDL reserves the right of termination of the Contract with immediate effect without giving any notice, in case the Director / CDL is of the opinion that there is any violation of rule and regulation of Central Laws / State Laws or Contractor committed any breach / violation of the terms and conditions of the Contract, while fulfilling housekeeping aspects.
8. The integrated pest control measures taken care off at your end shall be such that the entire building including the surrounding open area within the boundary wall shall be free of arthropods and insects like cockroaches, bedbugs, spiders, silver-fish, houseflies, mosquitoes, rodents and snakes.
9. The pest control requirement in entire building specified above shall be strictly adhered from your end. All the necessary pest control measures / inputs required for the same are included in the total contract price. Any other integrated Pest Control Measures which is not specified but implied to this contract.
10. CDL-Kolkata reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out departmentally or otherwise and such alterations and variations shall not violate this agreement.
11. For execution of the above works, the agency shall follow the specific requirements mentioned as under:
  - a) Agency shall make arrangements of providing contract labour as and when required will perform their duties as per the directions instruction / orders laid down by CDL Kolkata.
  - b) Ensure that effective and economic and safe pest control measures are implemented.
  - c) The service provider shall provide, manage and operate a comprehensive system of pest control management in accordance with the current industrial standards and the provision of this service level specification.
  - d) Any other integrated measures which are not specified but required shall be part of the scope of work.

PRICE BID :- (To be submitted in Envelope-II)

**Annual Maintenance Contract for PEST CONTROL OF CENTRAL DRUG LABORATORY**

(RATES SHOULD BE INCLUSIVE OF ALL TAXES)

Sr. No.	Description Of work	Total Area in Sq. Ft.	Rate for Pest Control at Central Drug Laboratory (to be quoted in figures & words)		Unit	Amount
			In figures	In words		
1.	Providing Pest Control Treatment for Central Drugs Laboratory. Scope of work mentioned in the Tender Document, Annexure - A	48957 Sq. Ft.			Per month per sq. ft.	In words

Signature and seal of Contractor

**Declaration to be furnished by the Tenderer.**

DECLARATION I, \_\_\_\_\_ Son /

Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director /  
Authorized Signatory of the Company / Firm, mentioned above, is competent to sign this declaration  
and execute this tender document; I have carefully read and understood all the terms and conditions  
of the tender and undertake to abide by them; The information / documents furnished along with the  
above application are true and authentic to the best of my knowledge and belief. I / we are well  
aware of the fact that furnishing of any false information / fabricated document would lead to  
rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name:

Rubber Seal

Date:

Place:

ORDER FOR ARRANGING VARIOUS DOCUMENTS IN TECHNICAL BID (CHECKLIST)  
(Unconditional acceptance of Terms and conditions of the Tender)

(Pl. use separate sheet for providing complete inform)

Pl. Tick

Sr. No.	Criteria	Vendor Response (Yes / No)	Page No.
1.	Registration Certificate of the firm / proprietorship		
2.	Copy of PAN / TIN No. and Service Tax Number		
3.	Copies of Income Tax Return filed for the last two financial years		
4.	The firm / agency / contractor should have the experience of rendering their services for maintaining of similar works i.e. comprehensive maintenance of similar Sewage / Water Treatment Plant along with allied accessories etc. for the complete plant in any Government Sector or large reputed Private Sector enterprise, during the last two years satisfactorily. Necessary relevant documents to this effect to be enclosed		
5.	Earnest Money Deposit (EMD) of Rs. 3000/- in the form of Demand Draft / Banker's Cheque of any scheduled bank drawn in favour of Director, CDL, Kolkata. No interest shall be payable by the Institute on EMD. A Successful Tenders in the event of contractor failing to comply with any provision of the contract, EMD / Security Deposit shall stand forfeited.		
6.	Original Copy of the declaration terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the firm in token of their acceptance.		

Seal & Signature