

Dear Sirs,

You are requested to quote the most competitive rate for the Pest Control Service for our Alipur Office at 26, Raja Santosh Road, Kolkata – 700 027 as per our requirement for a period of one year.

1. **Rate:** Your quoted rate should be inclusive supply of raw materials, service charges & other taxes and duties. Your quoted price should be fixed during the contract period.
2. **Inspection:** Before submission of tender the bidder should visit our Office at 26, Raja Santosh Road, Kolkata – 700 027
3. **Issue of Tender:** Tender will be issued between **01.03.16 to 14.03.16.(within office hrs.)**
4. **Service to be done at** our Office, 26, Raja Santosh Road, Kolkata – 700 027 as follows with your materials and instrument.
 - a) General Pest Control (once in a month)
 - b) Rodent Control (once in a month)
 - c) Anti-termite treatment(twice in a month)**The area is 800 Sq.Mtrs(approx.) including annex building.**
5. **Payment:** Within 30 days after the date of service and submission of bill with proper certification.
6. **Liquidity Damage:** If the Agency fails to carry out the job regularly, we will get the job done by other Agency and the cost incurred for that will be deducted from the Agency's bill.
7. **Last date of submission:** Your sealed offer must reach to our Head Office on or before **15.03.2016 at 11.00 A.M.**
8. **Date of Opening of the tender : on 16.03.16 at 2.30 P.M.**
9. **Validity of the offer:** Your offer should valid at least 90 days from the date of quotation.

(SIBAJI BANERJEE)