

**THE GAUHATI HIGH COURT**  
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)  
\*\*\*\*\*

**NOTICE INVITING TENDER**

Dated, Guwahati, the 4<sup>th</sup> March, 2020.

Sealed Quotations affixing Court Fee Stamp of ₹ 8.25 only (Non-refundable) are invited from intending registered firms for providing Comprehensive Pest Control Services in New and Old Blocks, Chief Justice's Residence, Bungalow Nos. 2, 7 & 8 and Judges' Guest House of the Gauhati High Court (Principal Seat) at Guwahati. For details, please visit the website [www.ghconline.gov.in](http://www.ghconline.gov.in) or the Notice Board of the Gauhati High Court.

The Tender should reach the undersigned on or before 31<sup>st</sup> March, 2020.

By Order,

Sd/- Sri Romen Baruah

**REGISTRAR (ADMINISTRATION)**

**Memo No. HC.III-04/2020/ 537-540/G Dated 04/03/2020.**

1. The Director of Information & Public Relations (Janasanyog), Dispur, Guwahati-06. *He/she is requested to publish the Notice Inviting Tender in one of the issues of English and one of the issues of Assamese Vernacular local Newspaper and intimate the Registry regarding publication of the same.*
- ✓ 2. The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload the Notice Inviting Tender in the Gauhati High Court website immediately with a scroll in the home-page.*
3. The Court Officer Nos. 1 & 2, Gauhati High Court, Guwahati.
4. Notice Board, Gauhati High Court, Guwahati.

*4.3.2020*  
**REGISTRAR (ADMINISTRATION)**

*04.03.2020*

**THE GAUHATI HIGH COURT**  
**(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)**  
\*\*\*\*\*

**NOTICE INVITING TENDER**

*Dated, Guwahati the 4<sup>th</sup> March, 2020.*

Sealed quotations affixing Court fee Stamp of ₹ 8.25 only (Non-refundable) are invited from intending registered firms for providing Comprehensive Pest Control Services in the New and Old Blocks, Chief Justice's Residence, Bungalow Nos. 2, 7 & 8 and Judges' Guest House at Principal Seat of the Gauhati High Court, Guwahati.

**GENERAL TERMS & CONDITIONS:**

**REQUIREMENTS**

1. The Gauhati High Court (Principal Seat) at Guwahati requires monthly comprehensive control of pest infestation in the New and Old Blocks, Chief Justice's Residence, Bungalow Nos. 2, 7 & 8 and Judges' Guest House at Guwahati for a period of 3 (three) years.
2. Treatments are required in respect of Rodents, Mosquitoes, Termites, Cockroaches, Flies and Bugs etc.
3. The pest control should cover open area as well as hidden area like spaces under tables, chairs, almirahs, on and around the pile of files, wooden furniture, false ceiling, all staircases, lift lobby, on all toilet drain ducts, in all stores and for all practical terms, there should not be any space left unattended.

**AREA**

4. Areas where pest control services are required are indicated herein below:

**OLD BLOCK, GAUHATI HIGH COURT, GUWAHATI.**

Boundary (Area of Land)	12,821.76 m <sup>2</sup>
Ground Floor Area	4692.82 m <sup>2</sup>
First Floor Area	4692.82 m <sup>2</sup>
Second Floor Area	1921.37 m <sup>2</sup>
Third Floor Area	538.26 m <sup>2</sup>

**NEW BLOCK, GAUHATI HIGH COURT, GUWAHATI.**

Boundary (Area of Land)	9050 m <sup>2</sup>
Ground Floor Area	4503 m <sup>2</sup>
First Floor Area	4590 m <sup>2</sup>
Second Floor Area	4590 m <sup>2</sup>
Third Floor Area	4590 m <sup>2</sup>
Fourth Floor Area	960 m <sup>2</sup>

**CHIEF JUSTICE'S RESIDENCE / BUNGALOW NO.-1 (DUPLEX)**

Boundary (Area of Land)	6291.31 m <sup>2</sup>
Ground Floor Area	341.04 m <sup>2</sup>
First Floor Area	341.04 m <sup>2</sup>

**BUNGALOW NO.-2 (ASSAM TYPE)**

Boundary (Area of Land)	6291.31 m <sup>2</sup>
Ground Floor Area	247.07 m <sup>2</sup>
Guest House Area	247.07 m <sup>2</sup>

**BUNGALOW NO.-7 (ASSAM TYPE)**

Boundary (Area of Land)	2124.68 m <sup>2</sup>
Ground Floor Area	424.89 m <sup>2</sup>
Grade-IV	42.5 m <sup>2</sup>
Police Barrack	37.72m <sup>2</sup>
Store/ Garage	21.96m <sup>2</sup>

**BUNGALOW NO.-8**

Boundary (Area of Land)	4293.0 m <sup>2</sup>
Ground Floor Area	402.21 m <sup>2</sup>
Grade-IV	42.5 m <sup>2</sup>
Police Barrack	37.72m <sup>2</sup>
Store/ Garage	21.96m <sup>2</sup>

**JUDGES' GUEST HOUSE (RCC)**

Boundary (Area of Land)	2438.8 m <sup>2</sup>
Ground Floor Area	342.22 m <sup>2</sup>
First Floor Area	349.72 m <sup>2</sup>
Second Floor Area	349.72 m <sup>2</sup>
Staff Quarter	117.66 m <sup>2</sup>
Kitchen	87.45 m <sup>2</sup>

**SAFETY**

5. The firm shall follow requisite safety guidelines and take utmost care to protect the properties such as machines, documents and/or any other properties of Gauhati High Court and personnel. It should provide basic safety tools like helmets, safety goggles, safety shoes, work overhauls, hand gloves, first aid kits, etc. to the workers.
6. The treatment should be strictly to pests as stated above and not hazardous to human life and fauna.
7. The firm shall ensure that the manpower engaged by it adheres to safety, health & hygiene regulations laid by related Regulatory Agencies.

**DRESS CODE**

8. Worker engaged be provided with proper uniform, shoes, I.D. Cards etc. by the firm.

**INSURANCE**

9. The firm shall arrange necessary insurance for its workers and also towards damages caused, if any, to the properties of Gauhati High Court due to any reason whatsoever.
10. The Gauhati High Court will not, in any way liable, to pay any sort of compensation to the workers engaged by the firm, in case, they sustain any injury, while discharging their duties in the premises. The firm shall be responsible for any poisoning or reaction due to poor quality/incorrect/outdated pesticides/chemicals used by it, as per the law and rules.
11. It will be responsibility of the firm to undertake all statutory measures while

performing duties. In event of non-compliance, and if any damage is caused, the compensation thereof shall be adjusted against the bills.

### **PROCESSING FEE**

12. Non refundable processing fee of ₹ 1,000/- (Rupees One Thousand Only) in the form of Bank Guarantee/ Demand Draft / Bankers Cheque payable at Guwahati, in favour of the Registrar General, Gauhati High Court, Guwahati from any Nationalized / Scheduled Bank shall be enclosed along with each quotation.

### **EARNEST MONEY DEPOSIT (EMD)**

13. EMD of ₹ 10,000/- (Rupees Ten Thousand Only) in the form of Bank Guarantee/ Demand Draft/ Bankers Cheque payable at Guwahati in favour of the Registrar General, Gauhati High Court, Guwahati from any Nationalized / Scheduled bank must be submitted along with quotation without which the quotation will be summarily rejected.

14. In case of the firm, which will be selected, Earnest Money will be retained for contracted period of 3 three years or more, provided service term is extended.

15. EMD amount will be forfeited in the following cases:-

- i. If, after acceptance of the contract, the tenderers fail to carry out the service in accordance with the terms and conditions of the contract.
- ii. If the tenderer withdraws the tender during the validity period.
- iii. On any unexcused delay, if services is not provided as per terms & conditions, the same will not only warrant forfeiture of EMD amount but also lead to closure/ termination of the contract for default.

16. The EMD submitted by tenderers, who are not selected, will be returned back by speed post/ special messenger within 3 (three) months from the finalization of contract at the addresses provided at '**ANNEXURE-A**'.

### **OTHER REQUIRED DOCUMENTS**

17. The quotation shall be submitted in a sealed envelope superscribed as "Quotation for providing Comprehensive Pesticide Service" containing the following documents:

- i. Copy of PAN card.
- ii. Copy of Municipal Corporation Trade License.

iii. Copy of GST Registration Certificate.

18. Rates should be quoted both in words and figure as per the format furnished in 'ANNEXURE-A'.

**OTHER TERMS**

19. Rates once accepted will be final and binding and there shall be no hike in price during the contracted period.
20. Canvassing, in any form entails, tenderers' disqualification.
21. The Registrar General, Gauhati High Court, Guwahati reserves every right to accept or reject any or all quotations without assigning any reason whatsoever and shall not be bound to accept the lowest bid price only.
22. The Gauhati High Court, Guwahati reserves every right of accepting the tender as a whole or any part thereof and bidders shall be bound to perform the service at the quoted rates.
23. In case of violation of any of the terms and conditions contained in the NIT, the Registrar General, Gauhati High Court, Guwahati reserves the right to terminate the contract and also to forfeit the EMD/ Security Deposit.
24. Clarifications, if any in respect of the NIT may be sought well ahead of the last date of submission of bids. Queries/ Clarifications will not be entertained over phone/ email/ FAX etc. No clarification will be entertained after receiving the tenders. It may be noted that Gauhati High Court, Guwahati will not be responsible for the delay caused in whatsoever way. Intending tenderers are requested to inspect the site and its surroundings before submitting their bids. A tenderer shall be deemed to have full knowledge of the site and its surroundings and extra charge consequent to misunderstanding or otherwise shall not be allowed. Submission of tender itself implies that tenderer has understood the NIT in all respect. In order to inspect the site, the intending tenderer should obtain prior permission from the Registrar (Administration), Gauhati High Court, Guwahati.
25. In case of additional services to be provided during the contracted period, the same has to be provided at the rates already fixed. The Gauhati High Court, Guwahati reserves the right to curtail the services on *pro rata basis*, if necessary and also to extend the term of service beyond contracted period or until fresh NIT is floated.

### **GUIDELINES FOR SUBMISSION OF BIDS/ TENDERS**

26. Quotation should be sealed and super-scribed with "**Tender for Comprehensive Pest Control Measures**" and addressed to:

**Registrar (Administration),  
Gauhati High Court, Guwahati,  
M.G. Road, Guwahati-1.**

27. The Processing Fee, EMD, ANNEXURE-A, Copy of PAN, Copy of GST Registration, Copy of Municipal Corporation Trade License and documents required to be submitted as per Sl.No.6 of '**ANNEXURE-A**' should be submitted in a sealed Envelope.

28. Furnish copies of Contract/ Award/ Letter and Job Completion Certificate of not more than 3 (three ) Corporate/ Government Clients with whom your firm had previously rendered pest control services during last seven years and furnish the details thereof with duly filled up '**ANNEXURE-A**'.

29. Bids using erasures or alterations thereof will not be considered, unless same is countersigned by the authorized signatory.

### **PAYMENTS**

30. Job Sheet as per **ANNEXURE-B** is required to be duly filled in and submitted with bills mentioning GST Registration Number, PAN, Bank Name & Account Number and IFSC Code etc., in triplicate, after obtaining signature of the Officer In-charge of the Gauhati High Court present at the site, while rendering pesticide treatment. The Court Officer Nos. 1 & 2 will thoroughly monitor the work assigned with and certify the bills, on their receipt, for payment.

### **IMPORTANT DATE**

31. The last date of submission of Sealed Quotations is **31/03/2020** during office hours i.e. 10 a.m. to 5 p.m.

By Order,

Sd/- Sri Romen Baruah

**REGISTRAR (ADMINISTRATION)**

**Memo No. HC.III-04/2020/ 541-545 /G Dated 04 /03/2020**

**Copy to:**

1. ✓ The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload this NIT in the website of Gauhati High Court, Guwahati immediately with a scroll in the home-page.*
2. Joint Registrar (Finance), Gauhati High Court, Guwahati.
3. Deputy Registrar (Finance), Gauhati High Court, Guwahati.
4. The Gauhati High Court Notice Board.
5. Order File.

*4.3.2020*  
**REGISTRAR (ADMINISTRATION)**

*OK  
04.03.2020*



**THE GAUHATI HIGH COURT**

**(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)**

**1. Processing Fee Demand Draft/ Banker's Cheque No. with date:**

**2. EMD Demand Draft/ Banker's Cheque No. with date:**

**3. Name of the bidder with full postal address and mobile phone number:**

**4. Name of the contact person with full postal address and mobile phone numbers:**

**P.S.:** In case the contact person or his mobile number is replaced during the contract period, the same must be brought to the notice of Registrar (Admn.), Gauhati High Court, Guwahati immediately.

**5. GST Registration Number:**

**6. PAN:**

**7. Municipal Corporation Trade License No.:**

**8. Enclose copies of Contract Award Letter and Job Completion Certificate, if any, of not more than three (3) corporate/ government clients to whom your firm has provided pest control services during last seven years. Also mention duration of service.**

Sl. No.	Corporate/ Govt. Client Name with address	Duration of services provided in years	Are Contract Award Letter and Job Completion Certificate enclosed? (tick whichever is applicable)	Page/ Annexure No.
1.			Yes <input type="checkbox"/> No <input type="checkbox"/> N.A. <input type="checkbox"/>	
2.			Yes <input type="checkbox"/> No <input type="checkbox"/> N.A. <input type="checkbox"/>	
3.			Yes <input type="checkbox"/> No <input type="checkbox"/> N.A. <input type="checkbox"/>	

9. Details of required services:

Sl. No.	Particulars	No. of Services required per annum	Cost per square meter (in Rupees) [Without GST]	Area where the services is required (in square meters)	Cost per Service (in Rupees) [Without GST]	GST on cost per service (in Rupees)	Cost per Service with GST (in Rupees)	Total Cost per year without GST (in Rupees)	Total Cost per year with GST (in Rupees)
(A)	(B)	(C)	(D)	(E)	(F) = (D) x (E)	(G)	(H) = (F) + (G)	(I) = (F) x (C) = (F) x 12	(J) = (H) x (C) = (H) x 12
1.	Rodent Control	12		66480.86 m <sup>2</sup> (N.B: Ground Floor area included in Campus Area)					
2.	Insect Control (Mosquitoes, Termites, Cockroaches, Flies and Bugs etc.)	12		34532.72 m <sup>2</sup> (N.B: Campus Area excluded)					

IN WORDS

Cost per Service with GST for Rodent Control: Rupees \_\_\_\_\_

Cost per year with GST for Rodent Control: Rupees \_\_\_\_\_

Cost per Service with GST for Insect Control: Rupees \_\_\_\_\_

Cost per year with GST for Insect Control: Rupees \_\_\_\_\_

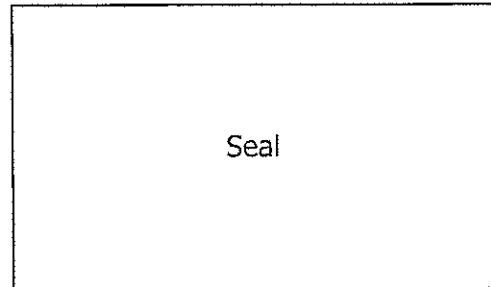
I Certify that all the information furnished above are true to best of my knowledge. I have no objection to Gauhati High Court verifying any or all the information enclosed with/ furnished in this document with the concerned authorities, if necessary. I also certify that I have read and understood all the terms and conditions indicated in the NIT and in agreeing for the same, I am signing this document as an authorized signatory in the capacity of \_\_\_\_\_.

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2020

Place: \_\_\_\_\_



**THE GAUHATI HIGH COURT**

**(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)**

**PESTICIDE TREATMENT SERVICE JOB SHEET**

**FOR THE MONTH OF \_\_\_\_\_, 202\_\_\_\_\_.**

<b>Site</b>	<b>Rodent Control Service Date</b>	<b>Insect Control Service Date</b>	<b>Name &amp; Signature of the pesticide firm in-charge present at site</b>	<b>Name &amp; Signature of the Officer In-charge/ In-charge present at site</b>
Gauhati High Court Old Block				
Gauhati High Court New Block				
Hon'ble Chief Justice's Residence				
Bungalow No.2				
Bungalow No.7				
Bungalow No.8				
Hon'ble Judges' Guest House, Kharghuli				

**P.S.:** Extension of site, if needed, will be notified in due time.

**SIGNATURE AND SEAL OF COURT OFFICER NO. 1/ 2.**  
**GAUHATI HIGH COURT, GUWAHATI**