



Ref. No. : 5-1(3)/PROC/NCSCM/2013/3/

23rd September 2013

To

Sir,

Sub: Inviting quotation for Pest Control Treatment at Dana Bergh Building - Reg.

National Centre for Sustainable Coastal Management (NCSCM) is an Autonomous Research Institute under the Ministry of Environment and Forests and has its Office located in Koodal Building, Anna University Campus, Chennai-600025.

Quotations are invited for the Pest Control Treatment at Dana Bergh Building, Anna University Campus on Contract basis with the following terms and conditions.

1. Description of work

S.No.	Description of work	Plinth Area Sq.Ft.
Post Construction Pest Control Treatment		
1	Ground Floor	2918
2	First Floor	816
3	Second Floor	352
4	Stair case	351
	Total	4435

2. The Pest Control treatment should be effective for a minimum period of **3 years** from the date of implementation of treatment.
3. The agencies/firm/company should have existed for minimum period of 5 years. Proof of existence should be attached.
4. Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.
5. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
6. The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
7. Payment shall be made after the completion of the work.

8. You should quote PAN , TAN , VAT & Registration numbers, Service Tax numbers, whichever is applicable.
9. You are requested to provide your offer latest by **12.00PM** on **15.10.2013**.
10. Quotation will be opened at **2.00PM** on **15.10.2013**.
11. Pre-bid discussion / site inspection can be had between **3.00PM** and **5.00PM** on **04.10.2013**.
12. The quotation shall be submitted with a covering letter with printed Letter Head addressed to "The Director, National Centre for Sustainable Coastal Management, Chennai - 600 025."
13. All the pages of the quotation shall contain signatures of the authorized person and the office seal.
14. The bidder shall seal the quotation in an envelope along with the address of the bidder and addressed to "**The Director, National Centre for Sustainable Coastal Management, 2nd Floor, Koodal Building, Anna University Campus, Chennai - 600 025.**" The envelope will also bear the following identification :-
 - Quotation for **Pest Control Treatment at Dana Bergh Building**
 - Do not open before **2.00PM** on **15.10.2013**
 - Quotation ref. no. **5-1(3)/Proc/NCSCM/2013/3/**
15. The firm should quote rates only for standard products/service.
16. The firm should enclose the booklet/broachers/manual/Certificates of the quoted product/firm.
17. If any claims towards delivery or installation, it should be inclusive of the prices quoted.

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Manager(Admin/HR)