

**Institute for Defence Studies and Analyses**  
**No. 1 Development Enclave, New Delhi-110010**

No. IDSA/A/388//08  
Dated: 19<sup>th</sup> May , 2017

To,

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**Subject: Quotation for Termite Treatment in Guesthouse Area**

Dear Sir(s),

Quotations are invited for the work as per scope/specifications of works given at Appendix-‘A’ . Conditions of the order shall be as follows: -

**1. Time Schedule**

The work shall be completed within 30 days from the date of placing of order. A sum of Rs 500 per day will be charged for delay in completion of work. Estate Manager`s, decision in this regard shall be final and binding.

**2. Execution of Work**

The materials used and /or incorporated into the work shall be best available and strictly conforming to specifications, as mentioned at Appendix A. The job work shall be executed in best workman like manner, to the entire satisfaction of the Estate Manager.

**3. Unit Price**

Unit rates quoted for the work shall be deemed to include for all material , labour, tools & plants and accessories, as required for proper execution of work complete in all respects. Any missing

minor details which are not spelt out in the description of items but are required for proper completion of job work, shall be deemed to have been taken into account in the quoted rates. The rates shall also include for all taxes (except Service tax) , octroi, excise duty, transportation etc. including price escalations, contractor's overheads and profits. Nothing extra shall be admissible on any such account.

#### **4. Approval of Material and Workmanship**

All the material and workmanship shall be subject to the Estate Manager's, approval. The materials which stand rejected shall be removed from the site forthwith and replaced with approved materials at no extra cost. The site of work shall be cleared of all debris and un-used materials.

#### **5. Delivery of Materials/Items and Completion**

Inspection of the finished work will be carried out by the representative of IDSA. On completion, items/materials supplied shall be delivered to the Unit/Users as indicated at Appendix 'A'. These shall be accompanied with delivery challans, if required indicating description of items/materials, their sizes and quantity. Delivery challans shall be got signed by the user's/Unit's representative(s) in token of having received the item/material and submitted to Estate Manager , along with claims for payments/bills by the suppliers/agencies. The work shall be completed to the entire satisfaction of the Estate Manager. On completion of the work, the contractor shall inform the Estate Manager in writing with the date of physical completion of work for final approval for issue of completion certificate.

#### **6. Defect Liability**

The work completed shall have defect liability period of 24 months from the certified date of completion. The contractor shall re-do the work, wherein defects have developed during this period under

the direction of the Estate Manager, at no extra cost.

**7. Submission of quotation**

Appendix 'A' to the quotation duly quoted and signed on all pages along with this letter in token of the acceptance of terms and conditions mentioned herein-before, should be submitted in sealed covers duly marked "Quotation for Termite treatment at guesthouse area 20 flats" addressed to Estate Manager, IDSA, so as to reach on or before 1500 hrs on 06<sup>June</sup> 2017. Late quotation received after the last date shall not be entertained.

8. Upon acceptance of the quote, no subletting/transfer would be allowed by the Contractor

9. Payment Terms: 90% payment will be released after completion of work . Balance 10% will be released after successful completion of warranty period, i.e 24 months.

**10. Eligibility:**

- (i) Bidder should have experience of at least one year in this field.
- (ii) Firm should have valid license for carryout such works or Registered with any Government organization /Autonomous body or should have undertaken in field of pest control.

### **Additional Conditions**

- (A) All the T& P is to be arranged by Contractor and nothing extra shall be paid on this account
- (B) All the labour bye laws & regulations are to be followed by the contractor.
- (C) The contractor shall make his own arrangement for making electric connections to equipment like drill machine etc. If any.
- (D) The Contractor shall be bound to follow the restrictions on the movement of labour, at IDSA campus due to security or any other reason(s). No Claim shall be entertained on this account.
- (E) The contractor shall take all precautions to avoid accidents by exhibiting necessary caution boards, lights, flags etc. He shall be responsible for all the damages, accidents, caused due to negligence.
- (F) The contractor shall personally responsible for violation of any guidelines and shall have to pay the fine /penalty imposed by appropriate authority. No claim on this account shall be entertained.
- (G) The rate quoted by the contractor shall include with all lead lift height and nothing extra shall be paid.
- (H) TDS and WCT will be deducted as per applicable rules.
- (I) The contractor shall be fully responsible for safe custody of the material even if the materials are under double lock system.

- (J) Quantity can be increased or decreased depending upon site conditions.
- (K) Standard force-majeure conditions would be apply.
- (L) Contractors are advised to Visit the site before quoting. After opening the bids no excuse will be entertained with regards to site conditions, security restrictions, etc.

*Director General, IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.*

Please acknowledge.

Yours sincerely,

(Hemant Kumar)  
Estate Manager.

**Form of Quotation**

**(Note: the appendix forms the part of the Quotation)**

**To,**

**IDSA  
No 1, Development Enclave  
Rao Tularam Marg, New Delhi-110010.**

**Sir,**

**Name of work: -----**

1. Having visited the site and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract, specifications and schedule of quantities of this quotation.
2. We undertake to complete and deliver the whole of the works comprised in the contract within the time limit.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. We agree to abide by terms and conditions of this quotation for the period of two years from the date fixed for receiving the same or agreed extended

period and it shall remain binding upon us may be accepted at any time before the expiry of the period.

5. Unless and until a formal agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding contract between us.
6. We understand that if our quotation is accepted, we are to be jointly and severally responsible for the due performance of the contract.
7. We understand that you are not bound to accept the lowest or any quote you may receive.

Dated ..... Day of .....

Signature.....In the capacity of .....

Duly authorized to sign for and on behalf of.....

Name and address of the tenderer.

(IN BLOCK CAPITALS)

Appendix-A

**Quotation**

Sr No	Description	Amount in figure in Rs.	Amount in words in Rs.
1.	Termite treatment with 02 year guarantee for 20 apartments at IDSA guesthouses and reception area including cabins. The work includes labour , material all type of taxes except service tax , all tools , solutions etc		

Signature of Bidder with stamp

Note:- If any discrepancy in amount is noticed in figure and words, higher of the two would be considered.