

**UNIVERSITY GRANTS COMMISSION**  
**BAHADUR SHAH ZAFAR MARG**  
**NEW DELHI – 110002**

**NOTICE INVITING TENDER**

Sealed quotations are invited from the reputed firms for the award of contract for Pest Control Work in the UGC main office and its two branch office. The terms and conditions are given below.

**TENDER NOTICE / TERMS & CONDITIONS FOR THE AWARD OF CONTRACT FOR PEST CONTROL WORK IN THE UGC MAIN OFFICE AND ITS TWO BRANCH OFFICES.**

Sealed quotations are invited from the reputed firms for the award of Pest Control work in UGC main office and its two branch office. The following terms & condition are to be followed by the firm:-

1. The offices of University Grants Commission are located in three different places as per addresses indicated below:-
  - i) UGC Main Office at Bahadur Shah Zafar Marg, New Delhi-110 002
  - ii) UGC Branch Office at 35, Feroze Shah Road, New Delhi -110 001
  - iii) UGC Branch Office at South Campus of Delhi University, Benito Juarez Marg, Near Dhaula Kuan, New Delhi-110 021
2. A Demand Draft of Rs.2,500/- (Rupees two thousand five hundred only) in favour of the Secretary, University Grants Commission, New Delhi may be enclosed as Earnest Money. The quotation received without Earnest Money will not be considered.
3. The firm should have the license to use the chemicals / medicines from the deptt. of Govt. of India.
3. The Earnest Money will be refunded to the unsuccessful tenderers without any interest. However, the Earnest Money deposited by the successful tenderer will be kept as Security Deposit. The same will be refunded without any interest after the successful completion of the contract.
4. The firm has to carryout pest control once in a month (Saturday/ Sunday) in the UGC main office and its two branch offices.

5. The firm may maintain a register for making entries of their visit indicating date and time. The entries should be signed by the representative of the firm, Security Guard on duty and countersigned by the Security Supervisor.
6. The job will be carried out by the firm with own equipment, Chemical and personnel.
7. The charges may be claimed by the firm on quarterly basis after completion of satisfactory work.
8. The service man to be provided by the firm should be experienced holder but not below the age of 18 years.
9. The chemical or gas to be used for pest control should not effect the files the fixtures and also the health problem to UGC employees.
10. The details of services to be provided by the firm may be given in the form of statement.
11. Sealed quotation properly superscribed as "Quotation for Pest Control Services addressed to Sh. Tapan Sarkar, Under Secretary (Genl.Admn.), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002 should reach the UGC office in Room No. 206 latest by 25.08.2009.
12. The Secretary, University Grants Commission reserves the right to accept or reject any of the tenders without assigning any reason thereof.
13. The PAN of the firm may be indicated. The quotations of the firms who do not have PAN will not be considered.