

Dear Sirs,

You are requested to quote the most competitive rate for the Pest Control Service for our Head Office 1st & 2nd floor (G/O & D/O) 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.
2. **Issue of Tender:** Tender will be issued between **11.09.15 to 24.09.15.(within office hrs.)**
3. **Service to be done at** Head Office, 27, R.N. Mukherjee Road, 1st floor & 2nd floor Kolkata –700 001 twice in a month with your materials and instrument.
4. **Payment:** Within 30 days after the date of service and submission of bill with proper certification.
7. **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.
5. **Last date of submission:** Your sealed offer must reach to our Head Office on or before **26.09.2015 at 11.00 A.M.**
6. **Date of Opening of the tender :** on **28.09.15 at 2.30 P.M.**
7. **Validity of the offer:** Your offer should valid at least 90 days from the date of quotation.

(SIBAJI BANERJEE)