



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SUPERINTENDENT, SILIGURI DISTRICT HOSPITAL  
SILIGURI, DARJEELING  
Email: [dh.slg2018@gmail.com](mailto:dh.slg2018@gmail.com)

Memo No. 191 /SLGDH/2026

Dated :27.01.2026

QUOTATION OF PEST CONTROL

The Superintendent, Siliguri District Hospital, Siliguri, Darjeeling District, is inviting sealed quotations from reputed and interested bidders having experience in Pest and Rodent control work for providing the service of Pest and Rodent control, at Siliguri D.H., as mentioned below -

1. NAME AND ADDRESS OF THE AUTHORITY: The Superintendent, Siliguri District Hospital, Siliguri-734001, Dist: Darjeeling.

2. SCHEDULE FOR INVITATION OF BIDS:

- |     |                                              |                                                                                             |
|-----|----------------------------------------------|---------------------------------------------------------------------------------------------|
| 2.1 | <b>Date of issue of Quotation document</b>   | : Collect the form from the Superintendent's office or the hospital website from 28.01.2026 |
| 2.2 | Last date of submission of bid               | : 09.02.2026 up to 12 pm                                                                    |
| 2.3 | Date and time of opening of <u>Quotation</u> | : 10.02.2026 at 1 p.m.                                                                      |
| 2.4 | Date of inspection of Premises               | : 30th and 31st of December, 2025, from 11 am to 3 p.m.                                     |
| 2.5 | Venue of opening Bids                        | : Office of the Superintendent, Siliguri District Hospital, Siliguri - 734001, Darjeeling.  |
| 2.6 | Validity of Quotation                        | : One year from the date of issuance of the Work order of the Quotation.                    |

3. EARNEST MONEY DEPOSIT (EMD): An Earnest Money Deposit (EMD) of Rs. 5000.00 (Rupees five thousand only) shall be furnished in the form of a Demand Draft drawn in favour of 'Rogi Kalyan Samiti, Siliguri District Hospital'. D.D. of EMD must be placed along with the Quotation bid document in a sealed envelope. A quotation without an EMD amount will not be considered and will be rejected outright. The EMD of unsuccessful Bidders shall be released after the declaration of the lowest bidder by the Competent Authority.

4. SECURITY DEPOSIT: The successful bidder will have to deposit the Security Deposit of Rs 15000.00 (Rupees Fifteen thousand only) in the form of a Demand Draft or Bank Guarantee. The Bank guarantee shall be kept valid for the entire contract period and six months after that. EMD paid by the successful Bidder can be adjusted in the Security Deposit. The amount of the Security Deposit will be released after the successful completion of the contract/ intended contract, as the case may be, along with the Last Bill.

5. PROCEDURE FOR SUBMISSION OF Quotation:

The interested party /bidder/Firm will submit the bids in their own official pad along with all the essential enclosures listed below -

- |      |                                                        |                                                                  |
|------|--------------------------------------------------------|------------------------------------------------------------------|
| i)   | Forwarding letter<br>duly filled, signed, and stamped. | v) Valid Trade license                                           |
| ii)  | Xerox copy of PAN Card,                                | vi) GST Registration certificate                                 |
| iii) | The photocopy of the Last Return of Income Tax         | vii) P.Tax .                                                     |
|      |                                                        | viii) Affidavit for non-conviction/<br>non-Black Listed Tenderer |



- i. The bidders shall submit sealed envelopes super-scribing the envelope as " Bid for providing **PEST CONTROL services to Siliguri District Hospital.**"
- ii. The Quotation document can be submitted by post, speed post, courier, or by hand within the stipulated period. After the last submission date mentioned in the Quotation, no bids by post will be accepted. The office will not be responsible for any delays, losses, or non-receipt of bids sent by post/courier. A bid sent through Fax or email will not be accepted.
- iii. The bidder shall ensure that each page of the Quotation and all other enclosures appended to it are signed and stamped by the person authorized to sign the Quotation, as a token of having read and understood the terms and conditions contained therein before filing the Quotation document for the bid process.

#### **6. GENERAL INSTRUCTIONS:**

- All the Quotations shall be prepared as per the prescribed format and submitted in accordance with the instructions in the Quotation document.
- All entries in the bid document should be legible and filed clearly.
- Interested Parties may submit their sealed Quotation after inspection of the premises.
- Quotations will not be accepted after the time and date fixed for the submission of Quotations as set out in the Quotation Notice or subsequent extensions, if any. **The rate should be quoted in INR (Rs.) as per the format provided below on the bidder's letterhead.**
- Any conditional Quotation will not be accepted. Any correction or alteration is not allowed in the Price Bid. The Lowest (L1) bidder will be decided based on the total price value quoted, inclusive of applicable taxes.
- Bids to be submitted along with the Quotationer's name and address.
- The contractor should maintain attendance and other records of the manpower engaged by him required under law and must observe all the formalities under the Labour Act.
- In case, any person employed by the contractor commits any act of omission/commission that amounts to misconduct/ indiscipline/ incompetence or is involved in any act that is prejudicial to the employees of this hospital, such person will be immediately debarred from the site of work and the contractor will be liable to take appropriate disciplinary action against such persons, with intimation to this office about the action initiated against such person.
- The service-providing agency shall be solely responsible for the redress of grievances/resolution of disputes relating to persons deployed. This Office shall, in no way, be responsible for the settlement of such issues whatsoever.
- The Superintendent, Siliguri D.H., shall not be responsible for any injury or death of any worker at the site due to accident or malfunctioning of the equipment or by negligence of staff.
- No payment will be made to the contractor for damage caused by rain or other natural calamities during execution of the work, and no such claim on this account will be entertained.  
No manpower shall be engaged below 18 years of age.
- It will be the responsibility of the contractor to meet transportation, food, medical, and any other requirements in respect of the persons deployed by him. The Office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by a service providing agency while they are performing the functions/duties, or for payment towards any compensation.
- The Superintendent, Siliguri D.H., shall be at liberty to discontinue/cancel the contract agreement by giving one week's notice without assigning a reason. Therefore, the decision of the Superintendent, Siliguri D.H., shall be final and binding on the contractor, for which no claim on any account shall be entertained by the department.



## 7. LEGAL:

The Superintendent, Siliguri D.H., or any person authorized by him reserves the right to accept/reject any or all the Quotations in part or in full or divide the work among two or more parties without assigning any reasons therefor, and, in such case, bidders shall not have any claim on the Office of the Superintendent, Siliguri D.H.

## 8. SCOPE OF WORK:

8.1 Pest Control at Siliguri District Hospital, including General Pest Control, Rodent Control, reptiles, crawlers, , as elaborated below:

**(A) General Pest Control:** It means eradication of Cockroaches, Lizards, bugs, etc., through the use of permitted insecticides as per the Government of India and WHO norms. The Pest control should cover all the places like space under the tables, chairs, almirahs, on and around the pile of files, wooden furniture, false ceiling, staircases, lift lobby, all toilets, Kitchen rooms, in all stores, etc. **twice a month** and any hidden space under the furniture and no space should be left unattended.

**(B) Rodent Control:** Rat & Rodent inside the building: The building is surrounded by trees and plants and has an open land area; therefore, rat and rodent control is the main purpose of the tender. Rats/Rodents should be controlled by: Catching Rats or reptiles / Placing a glue mat as may be required in multiple numbers on all floors, Doing permitted spray or putting herbal/chemical tablets, etc. **twice a month** to keep rats and rodents away from the hospital building, or forcing rats/rodents to move outside from hospital buildings. Combinations of any of the above.

It should be ensured that such chemicals are not put so that rats/ rodents would not die inside the building or above the false ceiling.

(Agencies must ensure that the pest control, once done, remains effective until the next pest control; failing which, it must be done again, and any cost therefor will not be borne.

The pesticides, etc., used for pest/rodent control, should not create adverse impacts on human health.

## 9. Validity of the contract:

The contract period may be annual, commencing on the date of issuance of the work order for the contract. However, the contract may be extended for a further period on mutual consent based on the performance assessment by the Superintendent, Siliguri DH. The Superintendent, Siliguri DH, reserves the right to terminate the contract by giving 30 days' notice, without assigning any reason.

## 10. Eligibility conditions:

The Bidder Company/Firm/Agency should have been registered under the law as applicable. (Attach relevant documents for Registration Details).

Address of Head Office :

Address of Regional Office, if any :

Details of the Company's experience (Minimum three years in the field with at least one year of experience in Govt/ PSU). (Please enclose a copy of the award and the contract signed as proof)

Details of Valid Trade License, PAN, and GST registration numbers (Please enclose proof)

Details of running contracts in the field of Pest Control. (Please enclose proof)

The bidder should have a valid license to stock and use permissible insecticides for commercial pest control operations (Enclosed copies of necessary certificates /Licenses duly attested and authenticated, as proof).

## 11. Payment:

Payment to the Contractor shall be released every month on submission of bills along with a logbook for services rendered in the particular month, endorsed by the Nodal officer, for authenticity and performance grading.



**12. EVALUATION CRITERIA:**

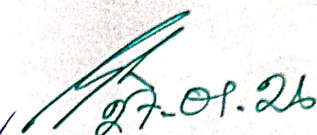
The Purchase Committee will evaluate all bids and submit its reports to the competent authority.

Note: Documentary evidence is required to establish fulfillment of all conditions mentioned herein.

I/We declare that no contract has been cancelled during the past three years.

**Note:** Any suppression of material facts or discrepancy in this respect will lead to the disqualification of the Quotation or, later on.

AREA OF OPERATION TO BE INSPECTED BEFORE QUOTING MONTHLY CHARGES FOR MANPOWER AND MATERIAL, INDICATING THE TREATMENT TO BE CARRIED OUT TO CONTROL THE PEST AND OTHER TREATMENT AS AND WHEN REQUIRED ADDITIONALLY.

✓   
27.01.26  
Superintendent  
Siliguri District Hospital  
Darjeeling

Memo No: /1(5) /SLGDH/2026

Date: 27/01/2026

Copy forwarded for information and necessary action to -

1. The District Magistrate, Darjeeling District,
2. The CMOH, Darjeeling District,
3. The S.D.O., Siliguri Sub-Division,
4. The Head Master (Head Post Office). Siliguri. Darjeeling
5. The Deputy CMOH-I, Darjeeling District
6. The Accountant, Slgdh, SLGDH
7. To the IT cell, SLGDH - post on the Siliguri District Hospital website for wide circulation
8. Notice Board, Siliguri D.H.
9. Office copy

Superintendent  
Siliguri District Hospital,  
Darjeeling.



AREA OF OPERATION FOR GENERAL PEST CONTROL WORK AT SLGDH, DARJEELING DISTRICT

Sl no.	TOTAL AREA AND LOCATION	TOTAL COVERED AREA
1.	SUPERINTENDENT OFFICE	<b>AREA OF OPERATION TO BE INSPECTED BEFORE QUOTING MONTHLY CHARGES FOR MANPOWER AND MATERIAL INDICATING THE TREATMENT TO BE CARRIED OUT TO CONTROL THE PEST AND OTHER TREATMENT AS AND WHEN REQUIRED ADDITIONALLY.</b>
2.	NURSING SUPERINTENDENT OFFICE	
3..	EMERGENCY BUILDING	
	- GROUND FLOOR - 3 <sup>RD</sup> FLOOR (ALL WARD AND OFFICE, STORE)	
4.	OPD BUILDING	
	- (GROUND FLOOR - 3 <sup>RD</sup> FLOOR) INCLUDING OPD ROOMS, DOCTOR'S REST ROOM, WARDS, PHARMACY	
5.	PAEDIATRIC BUILDING	
	- (GROUND FLOOR - 3 <sup>RD</sup> FLOOR) (ALL WARD AND OFFICE)	
6.	MORGUE	
7.	KITCHEN	
8.	STORE	
9.	LINEN STORE	
10.	BLOOD BANK	
11.	PATHOLOGY	
12.	RADIOLOGY	
13.	MEDICAL RECORDS	
14.	CAMPUS OF HOSPITAL PREMISES	
15.	ALL SURFACE DRAINS WITHIN THE HOSPITAL CAMPUS	



(FORWARDING LETTER)

To  
The Superintendent  
Siliguri District Hospital  
Dist. Darjeeling

Sub : Submission of BIDS in response to Quotation Notice No.....

Sir,

In response to your Quotation Notice No.....dated .....I do hereby submit the  
Quotation for the \_\_\_\_\_  
" as per terms and conditions of the aforesaid Quotation notice in the following mentioned two (2) Sealed  
Covers today.

Sealed Cover A - a) Technical documents as mentioned in the Quotation notice

Sealed Cover B - a) Only original Price Bid in scheduled Form

All the above-stated sealed covers and this forwarding letter are enclosed in a bigger outer Sealed Cover  
Superscripts.

Yours faithfully,

Date-

Full Signature and Designation  
of the Quotationer, Office Seal.





# **FORMAT FOR SUBMISSION OF FINANCIAL BIDS**

Sl.No.	Scope of Work	Financial Bids	
A	<p><b>General Pest Control:</b> It means eradication of Cockroaches, Lizards, bugs, etc., through the use of permitted insecticides as per the Government of India and WHO norms. The Pest control should cover all the places like space under the tables, chairs, almirahs, on and around the pile of files, wooden furniture, false ceilings, staircases, lift lobby, all toilets, Kitchen rooms, in all stores, and any hidden space under the furniture, etc., <b>twice a month</b>, and no space should be left unattended.</p>	Monthly Basis	
B	<p><b>Rodent Control:</b> Rat &amp; Rodent inside the building: The building is surrounded by trees and plants and has an open land area; therefore, rat and rodent control is the main purpose of the tender. Rats/Rodents should be controlled by: Catching Rats or reptiles / Placing a glue mat as may be required in multiple numbers on all floors or doing permitted spray or putting herbal/chemical tablets, etc. <b>twice a month</b> to keep rats and rodents away from the hospital building or forcing rats/rodents to move outside from hospital buildings. Combinations of any of the above. It should be ensured that such chemicals are not put so that rats/ rodents would not die inside the building or above the false ceiling.</p>	Monthly Basis	

Signature, Name, Designation, Company Seal

