TENDER NOTICE

Directorate of Archives,

Government of Maharashtra,

156, Sir Cowasjee Jahangir Readymoney Building(Elphinstone College), Fort, Mumbai – 400 032.

Phone- 22844268, 22843971.

Sealed tender are invited for the services in respect of **BOOKS AND RECORDS, preservation and eradication of pests like termites, cockroaches, rodents and Similar Pests etc.** for one year. Sealed tenders should reach on or before 23rd February. 2016 up to 3.00 P.m. and will be opened on the next day at 1.00 p.m. if possible.

1. The details of area to be treated are as under.

   A) Sir Cowasjee Jahangir Readymoney Building,
   Eight rooms having a total area of about 30,000 Sq. feet The records are arrange on 130 iron racks, each of about 17 feet height. The racks have in all 12760 compartments; each holds 25 to 40 Volumes.

   A-1) Library Cupboards,
   Nearly 75 Library Cupboards (Wooden and Steel) to be treated if necessary.

   B) Mantralaya Record Rooms, Mumbai,
   Four rooms having a total area of 7800 Sq. feet the height of 4 rooms is at about 6 Ft.

2. The following conditions may please be taken into account while offering your tender.
   a) The service will be given in a month i.e. on Saturday proceeding 1st and 3rd and 5th in Head Office and on Friday proceeding 2nd and 4th in Mantralaya Records Rooms and as and when required.
   b) Pesticides/insecticides not to be spread with water in stack area.
   c) All complaints regarding detection of white ants etc. should promptly be attended, without any delay on any circumstances.
   d) The period of contract will be for a calendar year.
   e) Payments for services rendered during the quarterly will be made in the following month or as early as possible.
   f) The Director reserve the rights to reject any or all the tender without assigning any reason therefore.
   g) The Director Reserves right to cancel the contract at any time without any previous notice and compensation.
   h) The offer shall remain valid for a period of 90 days, from the date of opening of tender.
   i) Income Tax applicable will be recovered on the gross amount of the bill.

3. You are free to inspect the premises before offering your tender.

4. While submitting the tender the documents mentioned below may be forwarded with tender.
   a) List of machinery proposed to be utilized for the work.
   b) Details of technical personnel on the rolls of the tenderer.
   c) Details of work of similar type and magnitude carried out by the tenderer.
   d) Details of integrated Pest management progremme including i) Prophylactic Treatments ii) ULV Fumigation iii) Dusting iv) Rodent Control Treatments v) Anti-Termite Treatment.
   e) Tender may also be sent by post. The Department however will not be responsible for any delay in such cases.

5. Tender forms are available in this office cost at Rs.300/- (Non-Refundable)

Yours faithfully,
Director of Archives,
Government of Maharashtra.