



**INDIA INTERNATIONAL CENTRE**  
**40, Max Mueller Marg, New Delhi-110003**  
Telephone: 24609322, 24609324  
E-mail: [purchase@iicdelhi.in](mailto:purchase@iicdelhi.in)

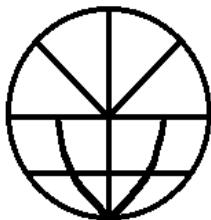
To,  
M/s \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANNUAL SERVICE CONTRACT FOR PEST CONTROL SERVICES**

Dear Sir,

1. Sealed Tender is invited for the services against the above-mentioned category of the contract for the period **01 April 2026 to 31 March 2027**.
2. You may quote for the services to be rendered as per Annexure-A, One Rate, without preconditions. All pages of the Tender form are to be stamped and signed.
3. Bidder can download the document and further amendments, from the IIC website (<https://iicdelhi.in>) and submit the same to IIC in a sealed envelope superscribing on it "**Tender for ANNUAL SERVICE CONTRACT FOR PEST CONTROL SERVICES**" so as to reach "**Purchase Officer, India International Centre, 40, Max Mueller Marg, New Delhi 110003**" on or before **23<sup>rd</sup> February 2026 at 17:00 Hrs.** Validity of quoted rates will be for 90 days.
4. Check list provided in the Tender form is mandatory to be filled by the vendor by attaching all the required documents as asked for.
5. Please note that the Centre reserves the right to accept or reject any of the Tender in part or whole or all the Tenders without assigning any reason, nor is it bound to accept the lowest quotation & to divide the same between a number of suppliers without any liability on its part.
6. Late, incomplete, conditional, false, fictitious tenders or Tenders without deposit will be summarily rejected.
7. Please read the detailed services as required to be rendered by the vendor, which form part of this tender document at Annexure-B and Terms and conditions at Annexure 'C' as the same are to be accepted by the Tenderer.



**INDIA INTERNATIONAL CENTRE**

40, Lodhi Estate, Max Mueller Marg, New Delhi - 110003  
Telephone: 24609426, 24609351  
E-mail: [purchase@iicdelhi.in](mailto:purchase@iicdelhi.in)

**ANNUAL SERVICE CONTRACT 2026-27**

**TENDER FORM FOR PEST CONTROL SERVICES**  
**FOR THE PERIOD OF 01-04-2026 TO 31-03-2027**

**EMD: 20,000.00**

**SECURITY DEPOSIT: 10% of Tender Value**

**INDIA INTERNATIONAL CENTRE**

**CHECK LIST FOR TENDER FORM**

|    |   |          |  |
|----|---|----------|--|
| 1  | Name of Contract  |          |  |
| 2  | Name of the Vendor  |          |  |
| 3  | Status of the Vendor i.e. Whether applying as a Principal/Authorised Distributor/Dealer. Documentary proof to be enclosed. <b>(Must)</b>  |          |  |
| 4  | Complete Address of the Vendor  |          |  |
| 5  | Telephone No. / Mobile No /Fax No. /Email ID  |          |  |
| 6  | Name of Contact Person & Mobile No.   |          |  |
| 7  | Copy of Registration of Shop in Delhi for doing Business is enclosed. <b>(Must)</b>   | Yes / No |  |
| 8  | Whether EMD of Rs. 20,000 enclosed. Original DD/Cash receipt to be enclosed. <b>(Must)</b>  | Yes/No   | DD/Cash Receipt No. .....<br>Date..... |
| 9  | Whether EMD exemption sought  | Yes / No | (No EMD for existing vendor)           |
| 10 | Whether Tenderer (Principal / Authorised Distributor / Dealer/ Merchant.) is having 3 years' experience in supply of _____ business. List of suppliers to be enclosed in support of experience. |          |  |
| 11 | Whether having PAN/GIR Regn No. A self attested copy to be enclosed. <b>(Must)</b>  | Yes/No   | Regn No....., Date....                 |
| 12 | Whether self-attested copy(s) of Income Tax (Latest Income Returns enclosed) <b>(Must)</b>  | Yes/No   |  |
| 13 | Whether having GST/MSME / TIN Number / C.S.T. Self attested copy to be enclosed. <b>(Must)</b>  | Yes/No   | Regn No.....,                          |
| 14 | Whether Certificate for unconditional acceptance of all the terms and conditions of the tender on the Bidder's letter head enclosed as per format. <b>(Must)</b>                                | Yes/No   |  |
| 15 | Has your company been Black Listed by any company in Delhi, If yes, give details.   | Yes/No   |  |
| 16 | Whether ESI & PF compliance is being done by the vendor for staff deployed.   | Yes/No   | (For Services Contract)                |

Vendor Signature with Stamp

Annexure 'A'

| PEST CONTROL SERVICES FOR THE PERIOD 01/04/2026 TO 31/03/2027 |                      |             |        |     |
|---|----------------------|-------------|--------|-----|
| SL NO   | ITEMS                | MAIN CENTRE | ANNEXE | GST |
| 1   | PEST CONTROL CHARGES |             |        |     |
|   | TOTAL AMOUNT         |             |        |     |

I agree to the terms & conditions mentioned in the Tender form

Vendor Signature with Stamp

**SERVICES TO BE RENDERED FOR PEST CONTROL SERVICES**

1 The vendor would provide the Pest Control Services in the entire premises of IIC Main Centre and Annexe as listed below:-

**MAIN CENTRE**

- 1) Four nos. Stores
- 2) 74 numbers Guest Rooms
- 3) Secretary's Flat
- 4) Three Dining Halls, Lounge, Bar
- 5) Two Conference Halls
- 6) Three Committee Rooms
- 7) Auditorium and Programme New Extension Block
- 8) Public basement and verandah area around 6000 sq.ft.
- 9) Kitchen 3000 sq.ft. And Library around 6000 sq.ft. and surrounding areas
- 10) CBO, Art Gallery, Conference rooms and other areas of Multi-purpose Hall.
- 11)

**ANNEXE**

- 1) Two number of stores
- 2) 17 number Guests Rooms
- 3) Asia Project office rooms
- 4) Three Executive Offices
- 5) Dinning Room, Bar, Lounge
- 6) Conference Rooms, Committee Rooms lecture Hall, Mezzanine, and Ground Floor (850 sq.ft.) Approx
- 7) Basement Area (9850 sq. ft.), Appx 80 Kitchen area and surrounding.

**SERVICES**

The vendor will ensure to render the following services to above premises:-

- (i) Term seal Services Post construction treatment for entire areas in the Main Centre and Annexe
- (ii) Gold Seal Household Pest Management Services.
- (iii) Pied Piper Services and Fogging for seven days during IIC Festival 2026.
- (iv) Pest Seal Service "Household Pest Management".
- (v) Daily Sprayings of all hostel guest rooms, fellow flats, Secretary's Flats, offices at ground Floor, First Floor and Second Floor areas. Lounges, Dining Halls, Cafeterias, all basement, terraces, toilets and public area of each floors Annexe Mezzanine, surrounding of the Main Centre and Annexe.
- (vi) Weekly spraying the Kitchen at Main Centre and Annexe thoroughly, pantries, cafeteria, storages and services areas, wash up and work areas in consultation with the Executive Chef and the offices of the Programme Wing and adjacent areas every Saturday night.
- (vii) The vendor will ensure regular checking with stringent procedures and effective method to exterminate flies, ants, cockroaches, bugs, bacters,

mosquitoes, silver fish, termites, rodents, and vermin of all species from the premises of the Main Centre and Annexe and surrounding areas.

- (viii) The vendor will detail their staff on all days of the week from 8 a.m. to 4 p.m. throughout the month except on Sundays. The staff so detailed should report daily to the Senior Officer or nominated person at Main Centre and Annexe for taking briefings of the spraying schedules/necessary instructions.
- (ix) A senior technical representative of the vendor will meet our Senior Officer and nominated for time to time once a week to review the services rendered by the vendor during the week and if any specific services required.
- (x) The vendor will submit a list of poisonous chemicals as approved by WHO/ Centre Board of Insecticides being used by them and their anti- dots to the Centre immediately. All such and other chemicals will be stored under lock and keys and shall not be issued to any person whosoever without the permission of the Administration Officer. All safety parameters will be ensured by the vendor to the guests and the staff of the Centre.
- (xi) The performance of the vendor will be checked by the respective Head of Department / Supervisors for satisfactory completion of services and will be counter signed by the respective Housekeepers on the daily spraying sheet. The payment / deductions will be considered on the basis of services rendered.
- (xii) The vendor will ensure daily check by technical staff and supervisors and regular visit at least once a month by their senior officers / experts to ensure prompt and efficient services and the use of WHO / Centre Board of Insecticide approved chemicals only which are safe for human.
- (xiii) The vendor should submit attested copies of the compliance of ITCC, STCC, ESI, EPF, and Services Tax, Form VIII Delhi Staff whichever is applicable.
- (xiv) In case of breach of the above-mentioned terms and conditions, the Centre will be at liberty to terminate this contract without notice which will be binding on vendor part.

**TERMS & CONDITIONS FOR THE CONTRACT**

1. The approved rates shall remain effective from **01 April 2026 to 31 March 2027**. No escalation, whatsoever, in rates quoted shall be allowed during the period of contract under any circumstances.
2. Each tender shall be accompanied by Earnest money deposit of Rs 20,000/- by way of demand draft drawn in the favour of India International Centre and payable at New Delhi. Incomplete tenders and tenders not accompanied by the Earnest money Deposit shall be summarily rejected.
3. On acceptance of the tender an additional amount of Security Deposit of 10% of Tender Value shall be deposited by way of DD/Pay Order at Delhi/New Delhi, the same shall not draw any interest. In case of non-acceptance of the tender, the amount of Earnest money deposit shall be refunded without any interest.
4. The Contractor shall also be liable to pay Centre the sum not exceeding Rs. 500/- (Rs. Five hundred only) at the option of the Purchase Officer as liquidated damages for each and every day of such default or for any breach of the contract, as often as the same shall happen, the Centre being at liberty to retain the said sums from the amount of any bills/security deposit that may or shall be due to the contractor for due performance of the contracts. In case of repeated defaults, the Centre reserves the right to terminate the contract.
5. In the event of failure on the part of the contractor to render the services in accordance with the conditions entered herein, the said deposit shall be forfeited to the Centre.
6. The contractor shall not directly or in indirectly offer any inducement, gratification, gift or reward to any officer and employee of the Centre to do or not to do so act, manifestly favorable to such contractor in the discharge of the Centre responsibilities, under the terms of the Agreement or for obtaining any benefits, appurtenant thereto, any such attempt would such sufficient ground for termination of the contract and forfeiture of the security deposit.
7. On acceptance of the tender, the Tenderer shall enter into agreement with IIC. The Centre reserves the right to extend the contract period beyond 31 March 2027 for a period of Two months on the same rates, terms and conditions.
8. Any disputes, differences or opinion arising out of the contract of as a result of the tender shall be liable to referred to the sole arbitrator to be appointed by the Director, IIC. The decision of the Arbitrator shall be final and binding on both the parties, the Tenderer will have no objection even if the Arbitrator happened to be an employee of the Centre.

**SPECIAL CONDITIONS OF CONTRACTS**

1. The estimated quantities and the specifications are as per Annexure-A.
2. The Centre reserves the right to increase or decrease the quantities or delete any of the item mentioned in the list (Annexure-A). Whenever an item of particulars variety or an item not given in the tender is supplied, the amount therefore is paid by the Centre at the rates approved by it, keeping in view the prevailing market prices for such item(s).
3. The supplier shall supply the items on a day-to-day basis as may be ordered by the Centre. The Centre shall have the right to reject the whole or part of the supply in case the items supplied are not found not according to the specifications and quality, and the supplier has to make good the short supply within a period of three hours.
4. That the supplier shall be solely responsible for supply of the goods of the quality as prescribed under the Prevention of Food Adulteration Act 1954 if applicable to the item/s supplied and rules made there under and in case of the goods found adulterated the supplier shall be responsible for consequences thereof.
5. The supplier shall reimburse the Centre the fine etc. that the Centre may be required to pay on account of commission of any offence under the PFA Act 1954/FSSAI 2006 and any other Acts or rules made there under which may be attracted.
6. The supplier to pay to the Centre, in addition of the above, liquidated damages as found appropriate by the Centre, in case of breach of any enactment and / or rules which may be attracted.
7. The supplier shall be solely responsible for the observance and implementation of all such statutory conditions and laws, Central and / or State, including Labour laws as may be applicable to his workers and the IIC will not be responsible for any acts, omission or commission by the workers of the contractor.
8. The supplier shall indemnify and keep IIC indemnified against all losses, damages, claims, action taken against IIC by any authority in this regard.
9. If the suppliers fail to supply the required quantities/fully or partly, the same shall be purchased by the Centre at suppliers' risk and costs and the supplier shall have to reimburse the Centre the cost included for procuring the items/quantity along with the other expenses and damages, including the conveyance expenses for purchase from the market, which shall be recovered on the actual basis, from the supplier.
10. The Centre will give the supplier by 5.00 p.m. the list of items out of the items listed in the Annexure-A referred to above as order of items, and the same will be supplied before 1.00 p.m. the succeeding day, no matter the succeeding day is working day/Holiday/National Holiday.
11. Any items rejected on account of non-conformance to the specifications or any excess quantity brought in will be cleared from the premises with 24 hours, or otherwise, the Center shall have right to dispose them of as it may think fit without any compensation and at the supplier's risk and cost.
12. In case the supplier is unable to meet his commitment or it is found that the supplier is not supplying the estimated quantity according to specifications laid down or in the event of any non-compliance or breach of any clauses of terms and conditions, the Centre shall have the right to forfeit the security deposit.
13. The Centre also reserves the right to terminate the contract for any reason whatsoever after giving 15 days notice in writing to the Vendor. Upon the termination of the contract, the account of the contractor shall be settled and the contractor shall have no right to make any further claim arising out of the termination of the contract.
14. **PAYMENT.** In consideration of the performance of the contract the Centre shall make payments to the supplier on monthly basis. The supplier shall make a list of the articles supplied during a calendar month along with its value and certified as correct and according to specifications by Executive Chef or any other officer as authorized by the Management of the Centre, and passed by the Accounts Officer of the Centre.
15. **SECURITY DEPOSIT.** 10% of value of contract amount will be deposited by the successful bidders within 30 days of issue of work order/ purchase order. The security deposit will be submitted in form of Demand Draft/ Bank Guarantee.
16. The Centre reserves the right to extend the contract period beyond 31 March 2027 for a period of two months or beyond, on the same terms and conditions.
17. No negotiations in approved rates will be entertained during the tender period, for any reason, whatsoever.

(On Vendor Official Letter Head)

To, Date:

The Purchase Officer

India International Centre

40, Lodhi Estate, Max Mueller Marg,

New Delhi - 110003

**CERTIFICATE FOR UNCONDITIONAL ACCEPTANCE OF**  
**TERMS & CONDITIONS, SPECIFICATIONS OF THE TENDER**

Sir,

It is certified that I/we have studied/understood and hereby agree for the terms and conditions, Scope of Supplies and specifications of the Tender for **Pest Control Services** at India International Centre.

Vendor Signature with stamp