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**GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, TAMILNADU
121, MAHATMA GANDHI ROAD, CHENNAI - 600 034.**

C.No.568(10)(iv)/2014-2015

Dated 21/01/2015

NOTICE INVITING TENDER

The Income Tax Department, Chennai invites sealed offers from reputed **firms/ Companies / Proprietorship** concerns engaged in business of PEST CONTROL / RODENT CONTROL SERVICE to provide pest control/rodent control service to the Income tax Office and open area in the ITO campus, 121, M.G. Road, Nungambakkam, Chennai-34. Tender forms along with terms and conditions can be obtained from the Income tax Officer (Hq)(Estates), Office of the Pr.Chief Commissioner of Income Tax (Room No.03), Ground Floor, Aayakar Bhawan, Main Building, 121, Mahatma Gandhi Road, Chennai-34 on payment of Rs.500/- in Cash upto 5:00 PM on 11.02.2015. Tender document can also be downloaded from the Web Site www.tninetax.gov.in.

Sd/-

(M.MATHIVANAN)

ADDL. COMMISSIONER OF INCOME TAX (H.Q)(ADMN.)
FOR PR. CHIEF COMMISSIONER OF INCOME TAX
TAMILNADU.

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121, MAHATMA GANDHI ROAD, CHENNAI - 600 034.**

NOTICE INVITING TENDER
FOR PEST CONTROL/RODENT CONTROL SERVICE

The Income Tax Department invites sealed offers to provide pest control service to the Income tax Offices and open areas in Income tax Office Campus, 121, M.G. Road, Chennai-34 from reputed concerns for a period of one year from 14/02/2015 to 13/02/2016 which may be extendable based on the performance,

The pest and rodent control service is for the following areas in the Income tax Office Campus, Chennai -34.

- A] Main Building,
- B] Wanaparthy Block,
- C] Annex Building
- D] Kannammai Building
- E] Open area occupied by the Income tax Department and
- F] Any other area notified by the department in the said campus during the contract period.

TENDERING PROCESS:

Tender is invited in two parts i.e. **(1) qualifying bid and (2) financial bid**. The tender form for Qualifying bid prescribed in Annexure-I and the tender form for the financial bid in proforma prescribed in Annexure-II complete in all respects should be

submitted at the Estates Section in two separate sealed covers addressed to the Addl. Commissioner of Incometax(H.Q.)(Admn.), O/o Pr.CCIT, Tamilnadu, by **5:00 p.m.** on **11/02/2015**. The sealed covers may be superscribed with "**Qualifying Bid - Contract for pest control/rodent control service**" and "**Financial Bid - Contract for pest control/rodent control service**" respectively. It will be opened by the undersigned on **12/02/2015** at **11:00 a.m.** in the presence of bidders. Incomplete bid document will be rejected. The valid qualifying bids will be scrutinised by the Department to shortlist the eligible bidders. Thereafter, the financial bids of the shortlisted bidders will be opened by the undersigned on a subsequent date. Late submission of tenders will not be accepted.

Earnest Money Deposit of Rs.10000/- (Rupees ten thousand only) per application in the form of Demand Draft / Banker's Cheque of Scheduled Bank drawn in favour of the Administrative Officer, O/o the Pr.Chief Commissioner of Income Tax, Tamilnadu should accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be forfeited in case the eligible bidder withdraws during the tender selection process.

The successful bidder of the contract has to submit a **Performance Guarantee either by way of Fixed Deposit or Bank Guarantee receipt of Rs.1,00,000/-** (Rupees one lakh only) within three days from the day of obtaining the contract.

The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures and

words as well. Annexures will also have to be signed and stamped by the firm through its authorised signatory.

The tender forms shall be rejected if it is not complete in any aspect.

TERMS AND CONDITIONS:

The Contractor shall be considered for award of contract only if they agree to abide by the following terms & conditions:

1. The contractor shall ensure that its personnel shall have identified cards, provided by the contractor which shall be worn in such a way that it is prominently displayed and visible so that any person can identify the individual representing the Contractor.
2. The personnel should have minimum working knowledge of pest control services, extra.
3. The maintenance will include cost of equipments required for pest control, materials, insecticides, etc. No cost of this nature will be borne by the department.
4. The personnel shall report to the Officer-in-charge assigned by the department.
5. The contractor shall submit the bills for the current month by the first day of the next month so as to enable the department to process the same and pay the Contractor.
6. Tax shall be deducted at source as per the Income tax Rules from the monthly bills.
7. The Contractor shall ensure that the work undertaken by its personnel is carried out efficiently and to the satisfaction of the department.
8. The Contractor and the employees engaged by the Contractor shall be subject to the entry and exit procedures of the Department as may be determined by the Department from time to time.

9. The Contractor shall indemnify and shall keep the Department indemnified against acts or omission or negligence, dishonesty or misconduct of the men engaged for the work and the Department shall not be liable to pay for any damages or compensation to such person or to the third party.
10. The Contractor shall carryout the activities of pest and rodent control services including control of mosquitoes, cockroaches and flies on weekly basis and also as and when required.
11. The Contractor shall quote the rates inclusive of labour charges, statutory expenses and other maintenance costs.
12. The Contractor at any time after the completion of the initial treatment, the pest shall re-appear in the premises. The contractor shall without further payment repeat the treatment of the said premises to such extent and so often before the said date as may be necessary to free the said premises from the pests.
13. The Contractor shall provide adequate manpower to take care of the activities and ensure proper supervision of the manpower deployed by them.
14. The department will not pay any money directly to the person(s) employed by the contractor.
15. The contractor should submit a monthly report giving the details of the pest control activities taken up during the month.
16. Any specific complaint from the department should be attended immediately.
17. The materials to be used should be as per the standard laid down by the department.
18. No Negotiation shall be undertaken with any tenderer except the lowest qualified bidder.
19. Either party shall be at liberty to terminate the contract giving one month's prior written notice to the other.

The tenderer should ensure that the following documents are part of the Qualifying bid:

- A] Annexure – I (duly filled in)
- B] EMD for Rs.10,000/-
- C] Tender document (all pages signed)

The Financial bid:

- A] Duly filled in Annexure – II (duly filled in)

Encl.:

1. Qualifying bid document (Annexure – I)
2. Financial bid document (Annexure – II)

Sd/-

(M.MATHIVANAN)

ADDL. COMMISSIONER OF INCOME TAX (H.Q)(ADMN.)
FOR PR. CHIEF COMMISSIONER OF INCOME TAX
TAMILNADU.

QUALIFYING BID DOCUMENT

1. Name of the firm/Company/Proprietorship :
2. Office Address (with Tel No., Fax & E-mail) :
3. Name & Address of the Partners/Directors
Proprietor (with Mobile No.) :
4. Contact Person(s) with Mobile Number :
5. No of years of experience in providing pest
Control service :
6. List of equipment available with the bidder
for the purpose of pest control :
7. List of clientele * along with certificate of
appreciation from atleast two import clients :
8. PAN No. :
9. Service tax Registration No. :
10. Details of Registration with PF authorities and
ESI authorities (attach proof) :
11. Details of EMD :

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, the firm/company/proprietary concern will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

* Details in respect of government and non-government organizations may be provided in separate Annexures accompanying this qualifying bid.

FINANCIAL BID DOCUMENT

1. Name of the firm/Company/Proprietorship :

2. Office Address (with Tel No., Fax & E-mail) :

3. Name & Address of the Partners/Directors
Proprietor (with Mobile No.) :

4. Contact Person(s) with Mobile Number :

5. Total bid amount (Exclusive of service tax) :
Give breakup details of
 - A] No of personnel to be deployed Cost of Manpower

 - B] Cost of consumables (Materials)

 - C] Details of equipments to be deployed Charges

 - D] Service charges, if any

I hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, the firm/company/proprietary concern will be blacklisted and will not have any dealing with the Department in future.

(Signature of the Authorized Signatory with date)