



GOVERNMENT OF INDIA  
/INCOME TAX DEPARTMENT

O/o THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, TAMILNADU  
121, Mahatma Gandhi Road, Nungambakkam, Chennai-600 034.  
Phone No 044-28338318 Fax No 28338596

Website: [www.tnincometax.gov.in](http://www.tnincometax.gov.in) E mail : [chennai.ito.hq.estates@incometax.gov.in](mailto:chennai.ito.hq.estates@incometax.gov.in)

C.No.568(1)(iv)/Pest Control/2021-22

Dated: 24.02.2022

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**NOTICE INVITING TENDER**  
**FOR PROVIDING PEST CONTROL SERVICES**

The Income Tax Department invites sealed offers from reputed authorised **Companies/Firms/Proprietary Concern** engaged in the business of providing pest control services to Income Tax Office Campus, Aayakar Bhawan, 121, M.G. Road, Nungambakkam, Chennai-34 and BSNL Building, Greams Road, Chennai-06 for the period of one year from 01.04.2022 to 31.03.2023. Tender document can be downloaded from the web site : **[www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)** & CPP Portal and the last date for submission of filled in tender forms is **18.03.2022**

( V. VIDHYADHAR )

Additional Commissioner of Income Tax(HQ)(Admn)  
For Principal Chief Commissioner of Income Tax  
Chennai - 600034





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C.No.568(1)(iv)/Pest Control/2021-22

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**NOTICE INVITING TENDER**  
**FOR PROVIDING PEST CONTROL SERVICES**

The Income Tax Department invites sealed offers to provide Comprehensive pest control service to the Income tax Office Campus, 121, M.G. Road, Chennai-34 and BSNL Building, Greams Road, Chennai-06 from reputed authorised **Companies/Firms/Proprietary Concern**. The comprehensive pest control service is for the following areas in the Income tax Office Campus, Chennai -34.

- A] Main Building Ground +4 floors (1,14,580 sq.ft approx.)
- B] Wanaparthy Block Ground + 7 (2,36,352 sq.ft approx)
- C] Annex Building Ground floor + 8 floors (73,125 sq.ft approx)
- D] Auditorium old and new (6,000 sq.ft approx)
- E] Open Space ITO Campus
- F] BSNL Building : – Tower-1 – Ground Floor + 5 Floor (1,19,776 sq.ft + 4696 sq.ft approx) & Tower-2 – 2<sup>nd</sup> Floor only

**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 in Two separate sealed covers addressed to the Additional Commissioner of Incometax (H.Q.)(Admn.), O/o Pr.CCIT, Tamilnadu, on or before **18.03.2022 by 5:00 p.m.**

The sealed covers may be superscribed with "**Qualifying Bid – Tender for Pest Control Service**" and "**Financial Bid - Tender for Pest Control Service**" respectively. It will be opened by the undersigned on **23.03.2022 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 the same day. Late submission of tenders will not be accepted.

If the tenders are sent by post/courier, it should be ensured that the cover is intact without any damage or loss at the time of reaching the destination. Department is not responsible for the delay on account of Postal/Courier Services.

**The tenderer is requested to inspect the areas under consideration for Pest control Management at the premises between 10:00 AM and 5:00 PM (Monday to Friday) and submit their quotes thereafter. Any clarification in this regard may be sought from the Incometax Officer (HQ)(Estates), Office of the Principal Chief Commissioner of Income Tax, 121, M.G. Road, Nungambakkam, Chennai-34 (Ph.:28338018, 28338318).**

**Earnest Money Deposit of Rs.50,000/-** (Rupees Fifty 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 Principal 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. EMD is exempted under MSME Licence Entrepreneur. No interest shall be paid on the EMD.

The successful bidder of the contract has to submit a **Performance Guarantee either by way of Fixed Deposit or Bank Guarantee receipt of Rs.50,000/-** (Rupees Fifty Thousand only) within Seven 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 Company/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 Bidder should be a Chennai based concern. Its Registered Office, Head Office and Corporate Office should be situated in Chennai
2. The Bidder should have a minimum of 5 years of experience in providing pest control services to various Government organizations



3. During the past 5 years no government organization should have disqualified or black listed the bidder. There should be no disputes involving clients on the basis of the terms of contract with bidder. A self declaration certificate should be enclosed in the technical bid.
4. The Bidder must have ESI Registration, EPF Registration if applicable and GST Registration, Trade Licence from the date of incorporation of the Company or from the year on which the bidder has come into the purview of various statutory authorities.
5. The evidence for filing of Return of Income along with supporting documents based on which the return of income was filed like Profit & Loss Account, Income & Expenditure Account, Balance Sheet, for past three Assessment Years 2018-19, 2019-20 & 2020-21 should be enclosed along with the Qualifying Bid.
6. The Bidder must have gross contractual receipts from providing Pest Control service of **Rs.25 Lakhs** and above during the financial year 2020-21. A statement showing list of clients along with evidence for contractual receipts to be enclosed.
7. In the event of any of the above conditions not being satisfied the Qualifying Bid will be rejected and the Finance Bid will not be opened.
8. In the event of the Contract being awarded, the Contractor should be prepared to deploy the persons w.e.f. **01.04.2022**
9. The contractor shall ensure that its personnel shall have identity 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.



10. The personnel should have minimum working knowledge of pest control services.

11. The Cost will include Labour charges, equipments required for pest control, materials, insecticides, etc.

12. The personnel shall report to the Officer-in-charge assigned by the department. The personnel should attend the office daily during office hours.

13. Tax shall be deducted at source as per the Income tax Rules from the monthly bills.

14. The Contractor shall ensure that the work undertaken by its personnel is carried out efficiently and to the satisfaction of the department.

15. 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.

16. 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.

17. The Contractor shall quote the rates inclusive of labour charges, statutory expenses and other costs. Repairs & maintenance for equipment should be borne by the Contractor

18. The Contractor at any time after the completion of the initial treatment, if the pest re-appear in the premises, the contractor shall repeat the treatment of the said premises.



19. The Contractor shall provide adequate manpower to take care of the activities and ensure proper supervision of the manpower deployed by them.

### **SCOPE OF THE WORK :**

1. The scope of the contract carrying out general insect, pest control services at our campus for insects including termites, mosquitoes, rodent, cockroach extermination, flies, removing of beehives, eradication of bats, fumigation fly control services etc. The pest control should cover all the reachable places like space under the tables, chairs, almirahs, on and around the pile of files, wooden furniture, false ceiling, all staircases, lift lobby, on all toilets drain ducts, on all pantry rooms, in all stores and any hidden space under the furniture etc. and should leave no space unattended
2. The Agency should bring the required pesticides or chemicals, spray them through a spray gun or place them if they are dry cubes or carry out such chemical treatment through insecticide sprays. Only Standard chemicals/insecticides as per Government of India and WHO Norms are to be used.
3. Mosquitoes control, Insect control, Flies control, Disinfection services are to be carried out every day. Rodent management services covering all area within the Campus including BSN Building on daily basis.
4. Termites services to be done Twice in a month by adequately trained and efficient man power and the employees of the contractor should possess sound health and be free from any disease especially contagious and frequently recurring disease. Termite mud tubes should be removed and the infested area will be sprayed with water based chemical emulsion.



5. The Contractor shall use gel bait for Cockroaches i.e. gel to be applied in spots near and around the areas of cockroach activity. The gel treatment shall be supplemented by an odourless spray treatment against other crawling pests.

6. The combination of chemical and liquid pesticides used in the service should be odourless. The placement of bait stations and traps shall be placed schematically and log sheets shall be maintained.

7. The rodent bait will be used in the interior & exteriors of the building in tamper proof bait stations/units, Gum/Glue Boards or Multi catch wire traps are to be used for indoor control of rodents. The placement of Glue Boards or Wire traps will be along the wall in all areas, close to doors and other openings into an area from rats and mice are likely to enter the building and placement of spacing of the devices is to be determined on practical feasibility and will be reviewed as and when necessary. On the external perimeter of the premises, spacing will be at every 40 to 50 feet away from any door opening. The rodent bait stations will be grouted or nailed into the concrete strip on the exterior of the buildings or fixed by internal and external rodent control devices shall be serially numbered. An inspection log sheet should be maintained and submitted to the department officer concerned.

8. The contractor should provide special care of pest control services during the rainy/mosquito breeding season or any event of unexpected Emergency.

9. Anti- Mosquito fogging in the campus. Fogging by machine for mosquito control in the whole campus to be done once in a week.





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

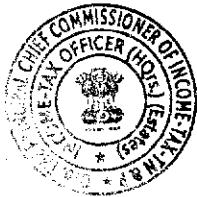
- A] Annexure – I (duly filled in)
- B] EMD for Rs.50,000/-
- C] Tender document (all pages signed)

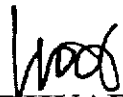
The Financial bid:

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

Encl.:

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



  
( V. VIDHYADHAR )  
ADDITIONAL COMMISSIONER OF INCOME TAX (H.Q)(ADMN.)  
FOR PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, TN & P  
CHENNAI.

QUALIFYING BID DOCUMENT

1. Name of the Company/ Firm/Proprietorship :
2. Office Address (with Tel No., Fax & E-mail) :
3. Name & Address of the Directors /Partners/  
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 clientele \* along with certificate of  
appreciation from atleast two important clients :
7. PAN No. :
8. GST Registration No. :
9. Details of Trade Licence (attach proof) :
10. 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 Company/Firm/ Proprietary concern will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)



**FINANCIAL BID DOCUMENT**

1. Name of the Company/ Firm/Proprietorship :
2. Office Address (with Tel No., Fax & E-mail):
3. Name & Address of the Directors /Partners  
Proprietor (with Mobile No.) :
4. Contact Person(s) with Mobile Number :
5. Total Cost(Man power; materials; :  
equipment & statutory expenses) per month  
(Exclusive of GST) :

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 Company/Firm/ Proprietary concern will be blacklisted and will not have any dealing with the Department in future.



(Signature of the Authorized Signatory with date)