



**GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
O/o THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, TAMILNADU
& PUDUCHERRY**

121, Mahatma Gandhi Road, Nungambakkam, Chennai-600 034.

Phone No 044-28338318 Fax No 28338596

Website: www.tninetax.gov.in E mail : chennai.ito.hq.estates@inetax.gov.in

C.No.568(1)(iv)/Pest Control/2022-23

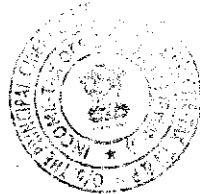
Dated: 31.03.2023

NOTICE INVITING TENDER
FOR SERVICES OF COMPREHENSIVE PEST CONTROL, RODENT CONTROL
AND FOGGING

The Income Tax Department invites sealed tenders under open tenders (Technical Bid & Financial Bid) from reputed, experienced, capable Firms / **Companies** / **Contractors** engaged in the business of providing pest control services, rodent control & fogging at the Income Tax Office Campus, Aayakar Bhawan, 121, M.G. Road, Nungambakkam, Chennai-34 and for Income tax Office at BSNL Building, Greams Road, Chennai 600 006 for the period of one year from 01.05.2023 to 30.04.2024. Tender document can be downloaded from the web site : www.incometaxindia.gov.in & **CPP Portal** and the last date for submission of filled in tender forms is **24.04.2023**.

(V. VIDHYADHAR)

Additional Commissioner of Income Tax(HQ)(Admn)
for Principal Chief Commissioner of Income Tax, TN&P,
Chennai - 600034





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NOTICE INVITING TENDER FOR PROVIDING PEST CONTROL SERVICES

The Income Tax Department invites sealed tenders from reputed, experienced, capable **Firms / Companies / Contractors** engaged in the business of providing pest control services, rodent control & fogging at the Income Tax Office Campus, Aayakar Bhawan, 121, M.G. Road, Nungambakkam, Chennai 600 034 and for the Income tax office at BSNL Building, Greams Road, Chennai 600 006. The places for the comprehensive pest control / rodent control / fogging service is as follows:

I.

Sl. No.	Building(s) at 121, M.G. Road, Nungambakkam, Chennai 600 034	Floors
1	Main Building	G + 4
2	Wanaparthi Block	G + 7 & Basement
3	Annexe Building	G+8
4	Auditoriums (Vaigai & Podhigai)	--
5	Open Space of ITO Campus at 121, M.G. Road including Mullai Park	--
6	Common Areas of residential buildings, SIGARAM & AGARAM	G+19 (SIGARAM) G+7 (AGARAM)

II.

Sl. No.	Building(s) at Greams Road, Chennai 600 006	Floors
1	Interior of Tower-I at BSNL Building	G + 5
2	Interior of Tower-2 at BSNL Building	2 nd floor



TENDERING PROCESS:

Tender is invited in two parts i.e. (1) **Technical Bid** and (2) **Financial Bid**. The tender form for Technical bid prescribed in Annexure-I and the tender form for the financial bid prescribed in Annexure-II complete in all respects should be submitted in **Two separate sealed covers addressed to the Additional Commissioner of Income tax (H.Q.)(Admn.), O/o Pr.CCIT, Tamilnadu & Puducherry, on or before 24.04.2023 by 5:30 p.m.**

The interested and eligible Firms / Companies / Concerns may submit their tender document complete in all respect along with EMD in sealed covers and may be super scribed with "**Technical Bid – Tender for Comprehensive Pest Control/Rodent Control/Fogging Service**" and "**Financial Bid - Tender for Comprehensive Pest Control/Rodent Control/Fogging Service**" respectively. It will be opened by the undersigned on **25.04.2023 at 11:00 a.m.** in the presence of bidders. Incomplete bid document will be rejected. The valid qualifying bids will be scrutinized 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 premises mentioned above for Pest control/Rodent Control/Fogging 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 Income tax Officer (HQ)(Estates), Office of the Principal Chief Commissioner of Income Tax, TN&P, 121, M.G. Road, Nungambakkam, Chennai-34 (Ph.:28338018, 28338318).

Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand only) 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 & Puducherry, should accompany the technical bid. Technical 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 authorized signatory.

The tender forms shall be rejected if it is not complete in any aspect and this office does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all tenders without assigning any reason, whatsoever.

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 **five year experience** continuously in similar field with at least two year in Government/PSU/Reputed institutions with hostel/academic/sports & administration block. (Please enclose copy of work order as a proof).
3. The bidder should have a valid license to stock and use of permissible insecticides for commercial pest control operation (Enclose copies of necessary certificates/Licenses duly attested and authenticated as proof).
4. Pesticides/Insecticides which are to be used should be as approved by WHO and Central Insecticide Board. (Enclose copies of necessary certificates/Licenses duly attested and authenticated as proof).



5. During the past 5 years no 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.

6. The contractor shall deploy adequate, educated and trained manpower sufficiently to carry out day to day work and maintain a register for each building and submit the same on monthly basis along with bills for verification by this office.

7. 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 in which the bidder has come into the purview of various statutory authorities.

8. 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 2020-21, 2021-22 and 2022-23 should be enclosed along with the Qualifying Bid.

9. The Bidder must have gross contractual receipts from providing Pest Control service of Rs.25 Lakhs and above during the financial years 2021-22 & 2022-23. A statement showing list of clients along with evidence for contractual receipts to be enclosed.

10. In the event of any of the above conditions not being satisfied, the Technical Bid will be rejected and the Finance Bid will not be opened.

11. In the event of the Contract being awarded, the Contractor should be prepared to deploy the persons w.e.f. **01.05.2023**.

12. 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.

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



14. The personnel shall report to the Officer-in-charge assigned by the department. The personnel should attend the office daily during office hours.
15. Tax shall be deducted at source as per the Income tax Rules from the monthly bills.
16. The Contractor shall ensure that the work undertaken by its personnel is carried out efficiently and to the satisfaction of the department.
17. 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.
18. The Contractor shall indemnify and shall keep the Department indemnified against acts or omission or negligence, dishonesty or misconduct of its personnel 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.
19. The Contractor shall indemnify that all costs, charges, expenses, actions, proceedings, demand and risks caused to or incurred by the contractor or its servants, agents or representatives by reason of or in connection with bonafide discharge of the functions and duties as specified in the contract. Repairs & maintenance for equipment should be borne by the Contractor.

SCOPE OF THE WORK :

Sl. No.	Item Description	Duration
1	Providing services of General Pest Control for mosquitoes, cockroach extermination, flies, removing of beehives, eradication of bats, (Application of insecticides in the form of fine droplets using sprayer)	On daily basis
2	Providing services of mosquito control, Anti Larva Treatment of all a) Drain line area of this campus b) Water-body in this campus	Weekly service
3	Providing Anti Termite Treatment(Spray) a) Basement of Wanaparthi Block (Using for storage of materials and records) b) Other wooden frames in the buildings c) All record rooms	Fortnightly Service



4	Providing service of Rodent Control	Weekly Service
5	Providing services of Fogging is to be carried out to control adult mosquitoes of entire campus including all the floors of residential buildings	Weekly Service

SPECIFIC TERMS AND CONDITIONS

1. 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

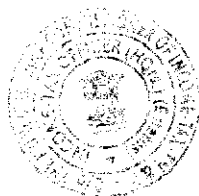
2. The Agency should bring the required pesticides or chemicals, spray them through a spray gun or place them if they are dry cubes or carry out such chemical treatment through insecticide sprays. Only Standard chemicals/insecticides as per Government of India and WHO Norms are to be used.

3. Anti Termites services to be done Twice in a month and Termite mud tubes should be removed and the infested area will be sprayed with water based chemical emulsion.

4. 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.

5. 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.

6. 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.

7. If any pest/mosquito/Larva/Rodent information is observed even after treatment done by contractor, the contractor shall redo the additional chemical application at the own cost, up to the satisfaction of this office.

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

9. The Contractor shall provide separate manpower for ITO campus at 121, M G Road, Nungambakkam, Chennai 34 and for the Income tax Department office at BSNL Building at Greams Road, Chennai 600 006 to take care of the activities and ensure proper supervision of the manpower deployed by them. The chemicals may be kept under the safe custody of its personnel engaged.

10. The daily services should be started early morning and the person should be available at office up to 04.30 p.m. and in respect of other services proper man power to be provided.

11. Payment under the contract will be made on monthly basis on submission of bills and log sheets.

12. (a) The tenderer should ensure that the following documents are part of the Technical bid:

(i) Annexure – I (duly filled in)


(ii) EMD for Rs.50,000/-

(iii) Tender document (all pages signed)

(iv) Other necessary enclosures as specified in tender document

(b) The Financial bid:

(i) Annexure – II (duly filled in)


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



TECHNICAL BID DOCUMENT

1. Name of the Company/ Firm/Proprietorship :
2. Postal Address (with Tel No., Fax & E-mail) :
3. Name & Address of the Directors /Partners/
Proprietor (with Mobile No.) :
4. Web site :
5. Contact Person(s) with Mobile Number :
6. No of years of experience in providing pest
Control service :
7. Details of Past Experience (along with proof):

S.No.	Period of contract	Name of the client with valid address	Contact Number
1			
2			
3			
4			
5			

8. Year of Establishment :
9. Permanent Account Number (PAN) :



10. GST Registration No. :
11. Details of Trade License (attach proof) :
12. Details of EMD :
13. Total Turnover for Financial Years : F.Y.2021-22:
(In similar services with audited accounts) : F.Y.2022-23:

DECLARATION

I/We hereby certify that the information furnished above is full and correct to the best of my / our knowledge.

I/We declare that no contract awarded to me has been cancelled during the period of past five years due to my/our fault/negligence.

I/We certify that all the terms and conditions of the tender documents are acceptable to me/us.

I/We 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)

Name (in Capitals):



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 :

Sl. No.	Item Description	Duration	Rate per month
1	Providing services of General Pest Control for mosquitoes, cockroach extermination, flies, removing of beehives, eradication of bats, (Application of insecticides in the form of fine droplets using sprayer)	On daily basis	
2	Providing services of mosquito control, Anti Larva Treatment of all a) Drain line area of this campus b) Water-body in this campus	Weekly service	
3	Providing Anti Termite Treatment(Spray) a) Basement of Wanaparthi Block (using for storage of materials and records) b) Other wooden frames in the buildings c) All record rooms	Fortnightly Service	
4	Providing service of Rodent Control in all buildings and open area	Weekly Service	
5	Providing services of Fogging to control adult mosquitoes of entire campus including all the floors of residential buildings	Weekly Service	
	Total Bid Amount (Rupees in words-		

Note: 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)

