



भारत सरकार  
GOVERNMENT OF INDIA  
सत्यमेवजयते

आयकरविभाग/INCOME TAX DEPARTMENT

कार्यालय: आयकर आयुक्त (डी. आर. २) (आई. टी. ए. टी.), आयकर भवन,  
चौथी मंजिल, हिमालय मार्ग, सेक्टर-१७ ई, चंडीगढ़ १६००१७ (यू. टी.)  
Office of the Commissioner of Income Tax (DR-2) (ITAT),  
Aayakar Bhawan, Fourth Floor, Himalaya Marg, Sector-17 E,  
Chandigarh = 160017 (U.T.)  
Telefax: 0172-2544384

F.No. CIT(DR-2)/(ITAT)/CHD/Potted Plants/2019-20/1067 Dated: 14 Feb. 2020

To

The Pr. Chief Commissioner of Income Tax,  
N.W.R., Chandigarh.

{ Kind Attn.: Jt. Commissioner of Income Tax (OSD)(HQ)(Admn.) }

Madam,

**Sub.: Uploading of following E-tender on website i.e. [www.ccitnwr-cps.org](http://www.ccitnwr-cps.org) - Regarding-**

Kindly refer to the above.

2. In this regard I have been directed to request you that the following e-tender may kindly be uploaded on department website i.e. [www.ccitnwr-cps.org](http://www.ccitnwr-cps.org). The soft copy of the tender has already been submitted on [dcithqadm@gmail.com](mailto:dcithqadm@gmail.com).

i) Hiring of Potted Plants (Indoor & Outdoor).

Encl.: As above.

Yours faithfully,

(VijanderKumar)

Income Tax Officer (HQ)  
O/o The CIT (DR-1), ITAT,  
Chandigarh.



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**आयकर विभाग/INCOME TAX DEPARTMENT**

कार्यालय: आयकर आयुक्त (डी. आर.१) (आई.टी.ए.टी.), आयकर भवन,  
चौथी मंजिल, हिमालय मार्ग, सेक्टर-17 ई, चंडीगढ़ 160017 (यू.टी.)  
Office of the Commissioner of Income Tax (DR-1)(ITAT),  
Aayakar Bhawan, Fourth Floor, Himalaya Marg, Sector-17 E,  
Chandigarh - 160017(U.T.)  
Tel: 0172-2544384 Fax: 0172-2544305

F.No. CIT(DR-2)/(ITAT)/CHD/2019-20/1068 Dated: 14-Feb. 2020

**NOTICE FOR HIRING OF POTTED PLANTS (INDOOR & OUTDOOR)**

The office of the Commissioner of Income Tax-DR-1, ITAT Aayakar Bhawan, 4<sup>th</sup>Floor, Chandigarh invites sealed offers from financially sound and reputed parties engaged in the business of providing Potted Plants (Indoor & Outdoor including Seasonal Plants) for a period of minimum one year, **with contract likely to commence w.e.f. 01-04.2020.** The tender is for the following services:

**POTTED PLANTS (Indoor & Outdoor including seasonal plants)**

- i) To provide Indoor/Outdoor potted plants of different sizes and different qualities, the number of which may be varying between 500 to 700 per month.
- ii) To provide the services such as watering of the plants daily preferably morning and evening, remove the dead leaves & disposal of waste and dead leaves, twigs, garbage on day to day basis.
- iii) To provide the pots in good condition and to maintain them by coloring as and when required. The broken pots to be replaced with new ones by the Second Party. The potted plants to be rotated weekly

**II. ELIGIBILITY CRITERIA & REQUIREMENTS**

- The contractor should preferably be resident of Tri-city i.e. Chandigarh/Panchkula/Mohali as on date of tender.
- The applicant must not have been at any time declared as insolvent or convicted for any offence by any Authority.
- The applicant should neither be a sub-contractor to any other entity/person.

- The tenderers are advised to inspect the premises etc. where the services are required to be offered and assess for requirements themselves before submission of the tender.
- The Service Provider should have at least 3 years similar experience in any government office and the experience certificates should be attached with technical bid. Only Work Completion certificate showing good performance of work need to be attached, not the copies of previous agreement made with other departments/PSUs/Autonomous bodies.
- The Service provider should have turnover of at least INR 25 lacs per annum for last three financial years (FY 2016-17 to 2018-19). The Service Provider must have executed at least a single tender of at least Rs. 2.0 lacs or two tenders of each above Rs. 1.5 lacs in F.Y. 2016-17 to F.Y.2018-19. The receipt/turnover from contracts should be duly substantiated by the Income Tax Returns for the F.Y. 2016-17 to 2018-19.
- The contractor should be registered for compliance of Service Tax/GST and having PAN/TAN. The Proof needs to be submitted.

### III. TERMS & CONDITIONS OF TENDER

1. The plants shall be of different size and different qualities.
2. These should be Indoor as well as Outdoor, including seasonal flowers pots.
3. Keeping plants alive and healthy will be the sole responsibility of the tenderer.
4. Watering plants daily preferably in the morning & evening.
5. Removing the dead leaves & disposal of waste and dead leaves, twigs, garbage on day to day basis.
6. Broken pots should be replaced with the new ones by the Contractor.
7. Weekly rotation of plants.
8. The pot should be duly red colored and maintained in good condition.
9. The contractor shall not engage any person with a criminal record/ conviction and shall bar any such person from participating directly or indirectly in rendering the services under this agreement.
10. Penalty upto Rs. 500/- will be imposed for the following lapses:
  - a) Non watering / partial watering of plants on any day
  - b) Non replacement of dead plants;
  - c) Garbage disposal without conforming to the stipulations as above;
  - d) Not following the instructions given by the Contractee.
11. The rates quoted by the contractor shall include for all the works specified above unless otherwise stated separately.
12. No advance for any item for maintenance of the above work and providing of the above service shall be payable to the contractor.

13. The agreement shall be for a period 1 (one) year with effect from 01.04.2020 unless terminated earlier, which can be renewed, if the Department desires so, for a further period of 1 year on the same terms and conditions, subject to satisfactory performance during the contractual period.
14. All existing statutory regulations of Central Government shall be adhered to by the service provider and all records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
15. The bill shall be submitted by the Service Provider on or before 7<sup>th</sup> of the following month. Payments shall be made to the contracting agency and on monthly basis as per actual services. The contracting agency has to raise invoices in the first week of the next month for the services rendered in the month. The Department shall make the payment according to the availability of funds.
16. All damages caused to the property of the office by the agency while placing or lifting the potted plants shall be recovered from the Service Provider.
17. Department/office will not involve in any dispute between the service provider and workers of the service provider.
18. Any incidence of inappropriate behavior by any of the employee of the Contractor while placing or lifting potted plants will lead to breach of agreement and will be sufficient cause for termination of agreement if such person is not removed immediately.
19. Notwithstanding anything contained herein, this office reserves the right to terminate the services of the Contracting Agency/Service provider at any time without giving any notice or reasons whatsoever.

#### **IV MODE OF SUBMISSION OF TENDER**

1. The e-tenders shall be submitted on website i.e. [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX).
2. The bidders are required to submit two bids, i.e. Technical bid and financial bids, in the prescribed formats i.e. **Annexure-I and II**. In the technical bid, the bidder will provide details about his experience in the field, the other organizations for which he is providing such services, details regarding compliance of statutory laws etc. In the Financial bid, the bidder will submit the quotation for his charges. The service providers will be short listed on the basis of their technical competency after opening of technical bids. Financial bids of only those bidders, who are short listed on the basis of Technical bid will be opened and the bid with lowest quotations among the opened bids will normally be approved.

3. The department has right to relax Technical Qualification in case of sufficient number of quotations would have not received.
4. This office reserves the rights to postpone/and or extent the date of receipt/opening of dates/Quotations or to withdraw the same, without assigning any reason thereof.
5. The service provider are required to submit the complete rates/Quotations only after satisfying each and every conditions laid down in the terms and conditions.
6. All the rates must be written both in figures and words. Correction if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting /cutting, insertions shall be authenticated and attested.
7. Rates/quotations should be submitted and signed under the seal by the firm with its **current business address**.
8. The Contractor/ Service provider shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms conditions contained herein and submit the same along with Technical Bid.
9. The Contractor/Service provider must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the service provider in the rates/quotations and accepted by the department.
10. The last date for receipt of e-tender is **02.03.2020 upto 11:00 A.M.**
11. Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the rights to reject any tender, even the lowest one without assigning any reasons thereof.
12. The Technical bids and Financial bids will be opened on the same day at 03:00 P.M. and 04:00PM respectively on 02.03.2020 or at a notified date and time in the O/o Commissioner of Income Tax-DR-1, ITAT, 4<sup>th</sup> Floor, Aayakar Bhawan, Sector 17E, Chandigarh in the presence of bidders and tender committee.
13. The tender details are also available at Notice Board.
14. For any clarification in the matter and/or prior appointment may be made with ITO HQ, (Admn), O/o the Commissioner of Income Tax (DR-1) ITAT, Chandigarh.

**IMPORTANT NOTE**

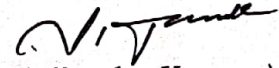
Bidder should ensure that the following documents are part of the **QUALIFYING-cum-TECHNICAL BID**:

1. Annexure -1 (Technical Bid) duly filled. Any column left blank or filled with irrelevant words like "attached" or "Enclosed" instead of exact data asked will make the bid liable for rejection and no claim thereafter will be entertained.
2. Certified Copy of **PAN CARD**.
3. Certified Copy of Service Tax/GST Registration Certificate.
4. Copy of Work Completion certificate/s as Proof of Experience

**FINANCIAL BID:**

- (a) Duly filled in Annexure II and its enclosure.

**RATES AND PRICES:** The bidder shall quote rates per potted plant per month **(in both words and figures)**.



(Vijander Kumar )

Income Tax Officer, (HQ)

O/o the Commissioner of Income Tax-DR1, ITAT, Chandigarh

**QUALIFYING-CUM-TECHNICAL BID DOCUMENT**

| <b>SI. No.</b> | <b>Particulars</b>   |  |
|----------------|--|--|
| 1              | Name of the Party  |  |
| 2              | Complete Address<br>(With Tel No., Fax No.)  |  |
| 3              | Name and Addresses of the Proprietor/ Partners/ Directors<br>(with mobile/Contact no.)   |  |
| 4              | Contact Persons (with mobile no.)  |  |
| 5              | Whether the applicant is resident of Chandigarh/Panchkula/ Mohali as on date of tender? State Yes or No?<br>(Proof Required to be attached if Yes)   |  |
| 6              | No. of years of experience in providing Data entry services<br>(enclose proof such as performance Reports/ Experience Certificate from clients showing good performance)   |  |
| 7              | Whether the applicant has prior experience of providing data entry services to government office? If yes , enclose proof.  |  |
| 8              | Details of Turnover for last three financial years (Enclose copy of balance sheet and profit and loss account showing receipts at least 25 Lacs and single contract receipts of not less than Rs.2.00 Lacs or Two contract receipts of value not less than Rs. 1.5 Lacs each): FY 2016-17 FY 2017-18 FY 2018-19. |  |
| 9              | Permanent Account Number (PAN)<br>(enclose copies of TDS/ITR)  |  |
| 10             | Details of ESI & EPF registration along with evidence  |  |
| 11             | Details of Service Tax/GST Registration along with evidence.   |  |

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my knowledge/our knowledge and I have read and understood the terms and conditions contained in the Tender Document. I understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized signatory with date and seal)

**ANNEXURE-I1**

**FINANCIAL BID DOCUMENT**

| <b>SI. No.</b> | <b>Particulars to be furnished</b>           |                 |               |
|----------------|--|-----------------|---------------|
| 1              | Name of the Party                            |                 |               |
| 2              | Address (with Tel No., Fax No.)              |                 |               |
| 3              | Name of the office/Location for Which quoted |                 |               |
| 4              | Rate per Potted Plant:                       | Rate in figure. | Rate in words |
|                | Small Size                                   |                 |               |
|                | Medium Size                                  |                 |               |
|                | Large Size                                   |                 |               |
|                | Seasonal Plant                               |                 |               |

**DECLARATION**

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(Signature of Authorized signatory with date and seal)