



भारत सरकार  
GOVERNMENT OF INDIA  
सत्यमेवजयते

**आयकरविभाग/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)(TTAT),  
Aayakar Bhawan, Fourth Floor, Himalaya Marg, Sector-17 E,  
Chandigarh - 160017 (U.T.)  
Telefax: 0172-2544384

F.No. CIT(DR-1)/(ITAT)/CHD/Pest Cont./2019-20/969

Dated: 4<sup>th</sup> Dec. 2019

To

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

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

Madam,

**Sub.: Uploading of following E-tender on website i.e.  
www.ccitnwr-cps.org- Regarding-**

Kindly refer to the above.

2. In this regard I have been directed to request you that the following notification for 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) Pest (Bedbug, Rodent, Termite, Vector) Control Services.

Encl.: As above.

Yours faithfully,

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



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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/ 967

Dated: 4<sup>th</sup> Dec. 2019

**NOTICE FOR HIRING OF PEST (BEDBUG, RODENT, TERMITE, VECTOR) CONTROL SERVICES**

The office of the Commissioner of Income Tax-DR-1, ITAT, 4<sup>th</sup> Floor, Aayakar Bhawan, Sector 17E, Chandigarh invites sealed offers from financially sound and reputed parties engaged in the business of Pest (Bedbug, Rodent, Termite, Vector) Control Services. **The Contract likely to commence w.e.f 01-01-2020 for a minimum period of one year**, for the complete Aayakar Bhawan, Sector 17E, Chandigarh, the area of which is as under:

	Area
Plot Area in Sq. Yards	12498.00 Sq. yards
Area covered on Ground Floor (Including Guest House)	29727 Sq. ft.
Area covered on 1 <sup>st</sup> Floor	18592 Sq. ft.
Area covered on 2 <sup>nd</sup> Floor	19265 Sq. ft.
Area covered on 3 <sup>rd</sup> Floor	19265 Sq. ft.
Area covered on 4 <sup>th</sup> Floor	19265 Sq. ft.
Area covered on 5 <sup>th</sup> Floor	19265 Sq. ft.
Area covered on 6 <sup>th</sup> Floor	19265 Sq. ft.
Area of Basement	29727 Sq. ft.
Total Covered area	174371 Sq. ft.

The rates may be quoted for Per Sq. ft. or lump sum per month (exclusive of GST applicable).

**TECHNICAL CONDITIONS**

- i) The contractor should be duly registered with the appropriate registration authority with regard to providing pest control services.
- ii) The contractor should preferably be resident of Tri-city i.e. Chandigarh/Panchkula/Mohali as on date of tender.

- iii) The Service Provider should have at least 5 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 attached, not the copies of previous agreement made with other departments/PSUs/Autonomous bodies.
- iv) The Service provider should have turnover of at least INR 40 lakhs per annum (Receipts under section 194C of Income Tax Act) 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. 1.5 lakhs 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.
- v) The contractor should be registered for compliance of ESI, EPF and Service Tax/GST and Proof needs to be submitted.

#### **GENERAL TERMS & CONDITIONS**

- i) The services will be inclusive of labour, material & equipments required carrying out the work.
- ii) The services will be provided by the contractor twice in a month for Pest Control other than Rodent and for Rodent it will be weekly service.
- iii) The sprays will be done for pest controls on off days with the prior permission of the vendee.
- iv) The service provider will maintain a record of services rendered and get it counter signed from the office of the vendee.
- v) The service provided will not be entitled to any increase in the rates settled at the time of entering into agreement for contract.
- vi) The service provider is responsible for payment of wages to the personnel to be engaged by it in compliance of all the statutory obligations under all related and applicable laws to it from time to time including Contract Labour Act, Minimum wages Act, Employees Provident Fund, ESI Act, Etc..
- vii) 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.
- viii) The bill shall be submitted by the Service Provider on or before 7<sup>th</sup> of the following month. At the time of submission of bill for payment, the contractor/service provider should submit the proof for the previous payment made towards statutory liabilities. The Service provider shall make only statutory deduction from the wage paid to the personnel. Payments shall be made only 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.
- ix) The persons engaged by the Contracting Agency/Service Provider will be in the employment of the Contracting Agency/Service Provider only.

- There will not be any employer-employee relationship between the persons deployment by the contractor and the Income Tax Department.
- x) The Contractor/Service provider shall indemnify and keep this office indemnified against all acts or omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party.
  - xi) All damages caused by the personnel to the property of the office shall be recovered from the Service Provider.
  - xii) The successful bidder shall have to necessarily deposit an amount equivalent to Three Months Contract Value as a Refundable Security Deposit , by way of a crossed Demand Draft of a PSU Bank , favouring, ZAO CDBT Chandigarh, Payable at Chandigarh. In order to be finally eligible for being awarded the "Work Order". This will be non interest bearing and will be refunded on termination or completion of contract.
  - xiii) No other person except Service Provider's authorized representative shall be allowed to enter the offices.
  - xiv) Department/office will not involve in any dispute between the service provider and workers of the service provider.

## **II 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 23.12.2019 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 Bid will be opened on 23.12.2019 at 3:30 P.M. and Financial Bid on the same day at 04:30 P.M. in the O/o Commissioner of Income Tax-DR-1, ITAT, 4thFloor, 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 (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. Certified Copy of Registration Certificate with EPF and ESI.

5. Tender Document (all pages signed with seal).

6. Certified copy of Registration Certificate of Pest Control issued by the competent authority.

7. Certified Copy of Balance Sheet and Profit and loss account for F.Y. 2016-17 to F.Y. 2018-19 with a copy of ITR-V must be enclosed with the technical bid.

**FINANCIAL BID:**

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

**RATES AND PRICES:** The bidder shall quote their rates per sq. ft. per month (**in both words and figures**), giving a break up for labour, material and equipment. However, while deciding on the tender, sum total of cost or rate will be taken into account. The decision of the tender committee in this regard however shall be final.

(-SD/-)

Income Tax Officer, (HQ)

O/o the Commissioner of Income Tax (DR-2), ITAT, Chandigarh

**QUALIFYING-CUM-TECHNICAL BID DOCUMENT**

<b>SI. No.</b>	<b>Particulars</b>	
1	Name of the Party	
2	Complete Address (With Tel No., Fax No.)	
3	Name and Addresses of the Proprietor/ Partners/ Directors (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? (Proof Required to be attached if Yes)	
6	No. of years of experience in providing the services (enclose proof such as performance Reports/ Experience Certificate from clients showing good performance)	
7	Whether the applicant has prior experience of providing such 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.	
9	Permanent Account Number (PAN) (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-11**

**FINANCIAL BID DOCUMENT**

<b>Sl. 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 Sq. Ft. per month.	Labour	
		Material	
		Equipment	
		Sum Total	

**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)