




**GOVERNMENT OF INDIA**  
**/INCOME TAX DEPARTMENT**  
**O/o THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, TN & P**  
**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.530(9)(iii)/ Maint of Garden/2024-25

Dated: 16.07.2024

**NOTICE INVITING TENDER**  
**FOR MAINTENANCE OF GARDEN**

The Income Tax Department invites sealed tenders from reputed Business Concerns engaged in the business of Maintenance of Garden for maintaining the garden in Income Tax Office Campus, Aayakar Bhawan, 121, M.G. Road, Nungambakkam, Chennai-34 and in Nandavanam, Central Revenue Quarters, 15<sup>th</sup> Main Road, Annanagar, Chennai-40, for the period of one year from **01.09.2024** to **31.08.2025**. 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 **06.08.2024**.

  
**( P M Senthil Kumar )**  
Joint Commissioner of Income Tax(HQ)(Admn)  
O/o Principal Chief Commissioner of Income Tax  
Chennai – 600034.





**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**

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C.No.530(9)(iii)/Maint of Garden/2024-25

Dated: 16.07.2024

**NOTICE INVITING TENDER**

**FOR MAINTENANCE OF GARDEN**

The Income Tax Department invites sealed offers for Maintaining of Garden in the Income Tax Office Campus, 121, M.G. Road, Chennai-34 and in Nandavanam, Central Revenue Quarters, 15<sup>th</sup> Main Road, Annanagar, Chennai 40 from reputed Business Concerns. The comprehensive service would be for the following areas:

<b>S.No.</b>	<b>ITO CAMPUS, Nungambakkam</b>	<b>NANDAVANAM, C.R.Quarters, Anna Nagar</b>
1	Garden in front of Main Building	Garden at the entry of quarters.
2	Garden in front of Wanaparthi Block	Garden at the left side of the entry road
3	Herbal Garden in Wanaparthi Block	Micro forest(Paimpozhi)
4	Mullai Park	Garden in front of Vagai Block
5	Poonthalir	Garden in front of Sigaram



		Block
5	Micro forest	Garden in front of Kaanchi and Kaanthal Block
6	Vertical Gardens	Garden in front of Kondrai Block

### **TENDERING PROCESS:**

Tender is invited in two parts i.e. **(1) Qualifying bid (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 Joint Commissioner of Income Tax (H.Q.)(Admn.), O/o Pr.CCIT, Tamilnadu & Puducherry, on or before **06.08.2024 by 5:30 p.m.**

The sealed covers may be super scribed with "**Qualifying Bid - Tender for Garden Maintenance**" and "**Financial Bid - Tender for Garden Maintenance**" respectively. It will be opened by the undersigned on **07.08.2024 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 bid 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 garden maintenance 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 Income Tax Officer (HQ)(Estates), Office of the Principal Chief Commissioner of Income Tax, Tamil Nadu & Puducherry, 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 & Puducherry, 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 License 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 Demand Draft or 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 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 5 years of experience in providing garden maintenance to various Government organizations.
3. 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.
4. The Bidder must have ESI Registration, EPF Registration, GST Registration if applicable.
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 Financial Years 2021-22, 2022-23 and 2023-24 should be enclosed along with the Qualifying Bid.



6. 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.
7. In the event of the Contract being awarded, the Contractor should be prepared to deploy the persons w.e.f. **01.09.2024**.
8. 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.
9. The personnel should have working knowledge of garden maintenance.
10. The cost will include Labour charges, equipments required for garden maintenance.
11. The personnel shall report to the Officer-in-charge assigned by the department. The personnel should attend the office daily during office hours.
12. Tax shall be deducted at source as per the Income tax Rules from the monthly bills.
13. The Contractor shall ensure that the work undertaken by its personnel is carried out efficiently and to the satisfaction of the department.
14. 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.



15. 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.

16. 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.

17. The total monthly expenditures for Garden Maintenance must not surpass Rs 1.10 lakh.

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

19. The pesticides to be used should be as per the standard laid by the government.

**SCOPE OF THE WORK :**

1. Maintenance of the existing garden in ITO Campus at 121, M G Road, Nungambakkam, Chennai 34.

S.No.	Description	Area/Nos.
1	Shade Grass	19,676 sq.ft (approximately)
2	Korean Grass	1,703 sq.ft (approximately)
3	Palm Varieties	40 Nos
4	Edge Plants	850 sq.ft (approximately)



5	Flowering Shrubs	800 sq.ft (approximately)
6	Flowering Trees	10 Nos
7	Shrubs	5400 Nos(approximately)
8	Ground covers/ clipped edges	800 Nos(approximately)
9	Lawn Area	16,516 sq.ft (approximately)
10	Accent Trees (Pulmeria Alba & Fox tail Palm)	64 Nos
11	Accent Plants (Raphis excels, Bamboovar, Golden Bamboo)	85 Nos
12	Trees	12 Nos
13	Vertical Garden	440 sq.ft(approximately)

2. Maintenance of the existing garden in NANDAVANAM at Central Revenue Quarters, 15<sup>th</sup> Main Road, Annanagar, Chennai 40.

S.No.	Description	Area/Nos.
1	Korean Grass	2500 sq.ft (approximately)
2	Palm Varieties	10 Nos
3	Tree Saplings in Microforest	80 Nos.(approximately)

3. The Contractor should provide an efficient gardener to ensure that the items indicated in the scope of work are attended to and executed to the satisfaction of this Department. **Separate manpower to be provided for gardens at Nungambakkam and Anna Nagar.**

4. Cleaning and maintenance of garden and the plants and shrubs in the gardens on daily basis.



5. Attendance record of the gardener has to be maintained properly so that the same can be inspected by the Department.
6. The rates are inclusive of cost of all materials and tools required for gardening, etc., No cost of this nature will be borne by the department.
7. The contractor should be able to provide special plants/floral decorations, Plant Pots, pesticides, insecticides, red sand, manure etc., whenever necessary, for which charges will be separately borne by the department.
8. The personnel shall perform all the duties assigned to the contractor and as specified by the department from time to time.
9. The Personnel shall report to the Officer-in-charge assigned by the department.
10. The Contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.
11. 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.
12. Tax shall be deducted at source as per the Income Tax Rules from the monthly bills.



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)



**( P M Senthil Kumar )**

Joint Commissioner of Income Tax(HQ)(Admn)  
O/o Principal Chief Commissioner of Income Tax  
Chennai - 600034

Encl.:

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



**ANNEXURE - I**

**QUALIFYING BID DOCUMENT**

1. Name of the Business Concern :
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 Garden  
Maintenance :
6. List of clientele along with certificate of  
Appreciation from atleast two important clients :
7. PAN No. :
8. GST Registration No.(if applicable) :
9. 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)



**ANNEXURE - II**

**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; :  
Tools & 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)