



**REQUEST FOR PROPOSAL (RFP)**

**FOR NOTICE INVITING TENDER FOR PEST CONTROL SERVICES FOR ALL RHFL  
OFFICES**

**RHFL/Admin/RFP-27/2025-2026**

**DT. 09.01.2026**



**REPCO HOME FINANCE LTD  
ADMINISTRATION DEPARTMENT**

**NOTICE INVITING TENDER FOR PEST CONTROL SERVICES FOR ALL RHFL OFFICES**

**I. ABOUT REPCO HOME FINANCE LTD (RHFL):**

RHFL is a professionally managed housing finance company headquartered in Chennai, Tamil Nadu. The company was incorporated in April 2000 to tap the growth potential in the housing finance market. We had been registered with National Housing Bank. As of now, RHFL is operating through 203 branches, 10 Regional Offices and 31 satellite centers in Tamil Nadu, Andhra Pradesh, Telangana, Jharkhand, Kerala, Karnataka, Maharashtra, Madhya Pradesh, Gujarat, Odisha, West Bengal, Rajasthan, and Puducherry. All these branches and Satellite Centers are connected with Corporate Office through a Core Banking Platform.

**II. REQUIREMENT DETAILS:**

**Sealed tenders are invited by M/s Repco Home Finance Ltd., (here in after referred as RHFL) Chennai, from reputed and eligible firms for undertaking Pest control services at all our branch and office premises across India for one year period. The selection process will follow a Two-Bid System comprising:**

**1. Technical Bid**

**2. Commercial Bid**

The bidders must meet the eligibility criteria specified for undertaking the work as detailed in the tender document. The work is to be carried out in accordance with the RHFL's General Conditions of Contract, Special Terms & Conditions of Contract, Particular Terms & Conditions of Contract, Standard Specifications, Extent of Work, and Special Instructions to Bidders, as provided in the subsequent pages and annexures.

Description of Work	Pest control services at RHFL locations across India
Place of work	All identified branches/offices
Cost of work	To be quoted as per the Commercial bid format
Earnest Money Deposit	Payment of Rs.1,00,000/- to be made in the form of Banker's cheque / Demand draft payable in the name of "Repco home Finance Ltd"
Tender Publish Date	09.01.2026
Empanelment period	One year from the date of empanelment order
Last date for submission bids	27.01.2026

Date of Opening of Technical Bids	28.01.2026
Contact person name	Mr. M. Vimalkumar, Assistant General Manager
Contact number	8939844477/8778906697
Place of submission of Bids & opening of bids	Repco Home Finance Ltd Alexander Square Third Floor, Old No: 34/35 New No: 2 Sardar Patel Road, Guindy, Chennai - 600032
E-mail id for correspondence	<a href="mailto:admin@repcohome.com">admin@repcohome.com</a>

#### **Invitation for Tender / Bids (Pest control) – Terms & conditions**

1. Repco Home Finance Ltd., Chennai, invites sealed tenders/bids from eligible and experienced consultants/firms for providing comprehensive pest control services at all its branches and office locations.
2. The Bidders are required to submit their response in two separate sealed covers, clearly super-scribed as:

**“Technical Bid for the Pest Control Service of Branches”**

**“Commercial Bid for the Pest Control Service of Branches”**

Both the sealed envelopes should be submitted to the following address in a large size sealed envelope super scribbling with “Invitation for Tender / Bids for Pest Control Services across Pan India branches in RHFL” on or before 27-01-2026, 05:00 pm by Speed Post/Courier.

The Chief Operating Officer,  
Repco Home Finance Ltd.,  
III Floor, Alexander Square,  
#2, Sardar Patel Road, Guindy,  
Chennai – 600 032.

After the closing date, the envelope containing the **Technical Proposal** will be opened first by RHFL’s Technical / Purchase Committee. The envelope containing the **Commercial Proposal** will be opened only if the Technical Proposal submitted by the vendor complies with the specifications mentioned under **“Requirement Details”** and is supported by the necessary documentary evidence as specified in the **“Pre-Qualification Criteria.”**

If the submission does not contain the Technical Proposal and Commercial Proposal in **separate sealed envelopes**, such submission will not be considered by the Technical / Purchase Committee, and the cover will be returned to the vendor

3. Repco Home Finance Ltd. reserves the right to accept or reject, in part or in full, any or all offers without assigning any reason at any stage of the tendering process.
4. Bids submitted after the deadline for any reason will not be entertained.
5. The tender documents submitted shall remain valid for a period of 90 days from the date of opening. This will be binding on all bidders.

6. The tender document is non-transferable. The selected bidder must execute the work through their authorized employees only. Subcontracting is not permitted
7. All documents submitted with the bid must be signed by the authorized signatory of the firm/company.
8. The list of branches/offices to be audited is subject to change at the sole discretion of Repco Home Finance Ltd.

**Earnest Money Deposit (EMD):**

- An EMD of Rs.1,00,000/- must be submitted via Banker's Cheque / Demand Draft drawn in favor of: "REPCO HOME FINANCE LTD, payable at Chennai.
- The EMD instrument must be enclosed with the Technical Bid only.
- The EMD must be issued on or after the publication date of this tender document.
- Failure to submit the EMD will render the bid invalid.
- The EMD will be refunded to all non-selected bidders after finalization of the L-1 bidder. The EMD of the L-1 bidder will be returned only upon satisfactory completion of one assigned region or 25 branches, whichever is lower.

**Eligibility criteria of the bidder:**

The firm/company must fulfill the following criteria:

- a) The Firm should be a member of Indian Pest Control Association (IPCA).
- b) The bidder/firm should have a minimum of five (5) years of experience in executing similar works. Supporting documents shall be annexed with the technical bid.
- c) Bidders are required to submit their full biodata in the enclosed proforma, giving details of their organization, experience, technical personnel, competence, etc.
- d) Technical head must be Entomology or related background
- e) The bidder should submit a copy of the registration certificate of the firm.
- f) The bidder should have a valid GST/TIN number, whichever is applicable.
- g) The bidder must hold valid licenses such as Pest Control Operator (PCO) License under the Pesticide Management Rules, 1968 and insecticide rules 1971, and be registered with the local municipal authorities or the relevant State Pest Control Board.
- h) Employees deputed to branches should always carry valid ID proof along with a copy of the work order.

- i) The Bidder should have a minimum average annual turnover of Rs.1 crore during the last 3 financial years.
- j) Copy of work orders issued for works undertaken for 5 years and its client certificates/completion certificates along with copies of Income Tax returns.

#### **Frequency of Pest Control**

- Pest control services shall be carried out quarterly (four cycles per year).
- Additional services shall be carried out whenever required, based on infestation level or instructions from RHFL.
- RHFL shall intimate the list of branches prior to each cycle.
- No additional charges shall be payable for services carried out during the contract period beyond the agreed commercial terms.
- No claims shall be entertained towards travel, transport, or incidental expenses.

#### **Scope of Pest Control Services**

The pest control service provider shall provide comprehensive pest management services, including but not limited to the following:

##### **a) General Pest Control**

- Cockroaches
- Ants
- Spiders
- Silverfish
- Other crawling insects
- Snakes
- Fumigation

##### **b) Rodent Control**

- Rats and mice
- Glue pads / traps / bait stations
- Use of open poison is strictly prohibited

##### **c) Mosquito & Fly Control**

- Spray / fogging treatment (where required)
- Treatment in drains, washrooms, and surrounding areas

**d) Termite Control (Wherever Required)**

- Preventive treatment for wooden fixtures, cupboards, and record rooms
- Curative treatment at identified locations with RHFL approval

**e) Other Pests**

- Bed bugs or any site-specific pests, if observed

**Areas to be Covered**

- Branch Offices
- Regional Offices
- Corporate Office
- Record rooms and storage areas
- Server rooms, UPS rooms, electrical panels
- Pantry, washrooms, and common areas
- Company quarters (where applicable)

**Service Standards & Safety**

- Only Government-approved, non-hazardous chemicals shall be used.
- Chemicals shall be safe for documents, IT equipment, and occupants.
- Services shall preferably be carried out outside business hours.
- Proper safety precautions and caution signage shall be ensured.

**Documentation & Reporting**

- Services shall be recorded in RHFL-prescribed formats.
- After every visit, the vendor shall submit:
  - Service report duly acknowledged by the branch
  - Details of treatment and areas covered
- Records shall be maintained for audit and inspection.

**Commercial Terms**

- Rates shall be quoted per sq.ft

- Rates shall be all-inclusive, covering:
  - Labour
  - Chemicals
  - Equipment
  - Travel and transportation
  - Boarding and lodging
  - Any incidental expenses
- No additional payment shall be made beyond the quoted rates.

#### **Payment Terms:**

The payment for the Pest control service of each office shall be released upon submission of the following:

- a) A valid GST Invoice for the work carried out.
- b) Separate invoices should be submitted after completion of the said service.
- c) The Pest control work carried out must be acknowledged by the respective branch or regional office.
- d) One copy of the acknowledgment shall be handed over to the assigned branch/RO, and another copy shall be submitted to the Corporate Office (CO) along with the invoice.
- e) No payment will be released without the branch confirmation/acknowledgment copies.

c) Payment will be released within 10 working days post submission of invoice (subject to branch confirmation).

#### **General Conditions**

- RHFL reserves the right to add or remove branches during the contract period.
- Unsatisfactory service may result in withholding payment or termination of contract.

The decision of RHFL shall be final and binding in all matters relating to this tender

## **TECHNICAL BID**

### **Basic Information about the Firm / Organization:**

1. Name of the Agency: \_\_\_\_\_

2. Name of the authorized person (who signs on the tender document)

\_\_\_\_\_

3. Address of the Agency:

\_\_\_\_\_

\_\_\_\_\_

4. Phone No. \_\_\_\_\_ (Mob.) \_\_\_\_\_ Fax \_\_\_\_\_

5. E-Mail \_\_\_\_\_

### **Eligibility Criteria for Selection:**

<b>S. No.</b>	<b>Required Documents</b>	<b>Proof: Attached/Not attached</b>	<b>Sr.No.Of.Proof</b>
1	Copy of terms and conditions and every page of the tender document duly signed with seal of the firm, in token of acceptance of terms and conditions of tender.		
2	Copy of GST/CST/LST/TIN/firm registration	Registration No.	
3	Copy of the PAN no. of the firm	PAN No.	
4	Experience of at least five years in providing Pest Control Services		
5	Copies of Income Tax Returns (ITR) for the preceding three years shall be submitted		

Note: All the documents must be self-attested with seal of the Company/firm:

## COMMERCIAL BID

The rate should be quoted for work mentioned below:

S.no	Name of the area/block	Services	Pest Covered	Frequency	Cost per sq. ft in Rs.
1	Total premises area, No.of Premise, No.of residential buildings	Flies Management Service	Flies	As and when required	
2		Rodent Management Service.	Rodent, Mice		
3		Cockroaches Management Service	Cockroaches, red ants, Black ants, Spider, Silverfish		
4		Mosquito Management Service.	Mosquito, Beehives		
5		Fumigation	Micro organisms	Upon situational requirement	
6		Snake Repellent Service	Snake		
7		Termite Treatments	Termites		

**Note:**

- Bidders are required to quote rates per sq. ft. for the services listed in the table. The evaluation of rates will be based on the per sq. ft. rate. Services will be availed as per situational requirement, and payment will be made accordingly based on the actual work performed (in sq. ft.).
- Rates should be quoted separately for specific services such as Fumigation, Mosquito Control, Cockroach Control, Rodent Control, Flies Control, Snake Repellent, and Termite Treatment.
- Payment to the agency will be made based on the actual services rendered according to the requirements of the branch. Prior approval or work orders must be obtained by the agency before commencement. Payments will not be made for services provided in areas where no treatment has been requested by the premises. The scope of services may increase or decrease depending on the branch's requirements.

## **CERTIFICATE**

I hereby certify that I have studied all the terms and conditions of the tender document, understood the same and hereby accept the same and signing this document as an authorized signatory in the capacity of the Proprietor/Partner/Director.

Date: \_\_\_\_\_ Signature & seal of the firm: \_\_\_\_\_

## **GRIEVANCE MECHANISM:**

Any vendor or bidder participating in this tender process who is aggrieved by any decision or action taken by the Company may submit a formal representation outlining the nature of the grievance. The representation must be made in writing and submitted within 10 (ten) days from the date of completion of the tender process.

The written grievance should clearly state the following:

- Name and contact details of the vendor
- Tender reference number
- Specific details of the grievance, including any relevant documentation
- Relief or resolution sought

All grievances must be addressed to:

**The Chief Operating Officer**

Repco Home Finance Ltd  
Third Floor, Alexander Square  
New No. 2, Sardar Patel Road  
Guindy, Chennai – 600 032.

The Company shall review the grievance and take appropriate action, if deemed necessary, within a reasonable time frame. The decision of the Company in this regard shall be final and binding.