

INTER-UNIVERSITY ACCELERATOR CENTRE
(An Autonomous Centre of UGC)
Aruna Asaf Ali Marg, New Delhi-110 067

NOTICE INVITING E-TENDER

TENDER NO: IUAC/NIT/56/KM/2019-20/

Dated: 12/02/2020

Inter-University Accelerator Centre (IUAC), invites online bids through E-Procurement Portal under two bid system, viz. Technical and Financial bids, from eligible and experienced parties for the job/work of “ **Horticulture and Landscaping Maintenance Services** ” at IUAC office, New Delhi-110 067.

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> and www.iuac.res.in

Aspiring Bidders who have not enrolled / registered in e-procurement portal should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>

Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Bidders/Contractors are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

IUAC reserves the right to accept / reject any/all tenders in part/full without assigning any reasons thereof.

Bidder has to select the payment option as “**offline**” to pay the tender fee and EMD as applicable. The Earnest Money Deposit and shall be in the form of demand draft issued in favour of “Inter-University Accelerator Centre, New Delhi” and it should be deposited in IUAC before the bid opening. Bidders registered with MSME/NSIC are exempted from payments of EMD & tender fee. Copy of valid registration certificate should be uploaded.

Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled and submit it online without modifying the format. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

Any Corrigendum/Amendments in respect of above tender shall be issued on IUAC website www.iuac.res.in and website <https://eprocure.gov.in> only. Bidders should take into account any corrigendum published on the tender document before submitting their bids.

E-TENDER DOCUMENT

Name of Work	Horticulture and Landscaping Maintenance Services at IUAC campus
Tender No.	IUAC/NIT/56/KM/2019-20
Tender Value/Estimate only	Rs. 38,00,000/- (Thirty eight lakhs only)
Earnest Money Deposit	Rs. 76,000/- (Seventy Six Thousand)
Tender Fee	Rs. 500/- (Rupees five hundred only)
Bid Submission End Date	05/03/2020 at 3.00 PM
Technical Bid (Part-A) Opening Date	06/03/2020 at 3.30 PM
Price Bid (Part-B) Opening Date	To be intimated later
Contact Persons	M. B. Joseph, Administrative Officer (S&P) e-mail: joseph@iuac.res.in K. Murali e-mail: kamud@iuac.res.in Phone: 011-24126018 & 24126022

GENERAL CONDITIONS OF TENDER

1. **Submission of Tender:** Tenders should be uploaded on CPP portal in Two Parts separately, i.e. "Technical bid" (Part-A) and "Price bid" (Part-B). No other mode of submission will be accepted.

Tender acceptance letter (as per annexure –VI) on bidders letter head duly signed and stamped by the bidder as acceptance of all terms and conditions of tender.

Any clarifications/amendments/corrigenda etc., to NIT before last date of submission of bid will only be available on website: www.http://eprocure.gov.in Therefore bidders are advised to keep visiting this website.

2. **Technical Bid (Part-A):** In this bid, the bidder should submit his company profile, organizational setup, credentials, list of plant, machinery & tools in his possession, copies of work orders successfully executed during last five years, copy of Income-tax clearance certificate and earnest money deposit. No deviations in respect of NIT conditions are acceptable.

The following specific conditions are essential for pre-qualification: -

(1) Earnest Money Deposit (NSIC/MSME registered bidders are exempted from EMD).

(2) Copies of work orders for "Horticulture and Landscaping Services" successfully executed during the last 5 years for reputed Public Ltd. Companies, Public Sector and other Govt. Institutions in the following manner:

Three similar works, each of value not less than Rs.15.20 lakhs per annum

OR

Two similar works, each of value not less than Rs.19.00 lakhs per annum

OR

One similar work of value not less than Rs.30.40 lakhs per annum

Satisfactory work completion certificate from at least three clients with contract details shall be enclosed. The work order and completion certificate should be for the same work.

- (3) The Agency should have an annual turnover of minimum Rs.40 Lacs (Rupees Forty Lacs only) at least for the last three financial years i.e. 2016-17 & 2017- 18, 2018-19. (Copies of Income Tax Returns/Audited Balance Sheets shall be enclosed).
- (4) Copies of Labour Licence, ESI, EPF and GST Registration and a copy of latest annual EPF statement of existing manpower shall be enclosed.
- (5) IUAC reserves the right to visit the working sites mentioned by bidders as proof experience to ascertain the quality of service rendered. The bidder will have to arrange for such a visit, if required.
- (6) An undertaking as per annexure -II (for not been blacklisted by any authority/organization).
- (7) Solvency Certificate for Rs.40 lacs to be submitted (as per annexure-III).

3. **Bid Opening & evaluation :** (i) Technical bid (Part-A) will be opened at the specified place and specified time.

(ii) Technical bids will be evaluated as per the eligibility criteria mentioned in clause 2

(iii) Financial bids (Part-B) of technically qualified bidders only will be opened for evaluation at the specified place and specified time.

4. **Price Bid (Part-B):** In this bid the bidder is required to quote his items rates/prices for the job mentioned in the scope of work in the Standard .XLS Format provided. The bidder is required to quote the amount at Sl.Nos. 4, 5 & 6 of Annexure –V. The rates for S. No.1 in PRICE BID (Man Power Monthly Wages) are taken into consideration of prevailing minimum wages applicable as on 22-10-2019. However, in case of any revision of minimum wages from the labour department of NCT Delhi Govt. during the contract period, the difference will be reimbursed by IUAC upon submission of documents of payment of enhanced wages to the workers. Bidders should quote unconditional rates.

To avoid any malpractice in the payment of wages/salary/statutory obligations such as EPF/ESI/BONUS/GRATUTY for the job quoted in must be in conformity with the Govt/Statutory laws/by laws/regulations keeping in view of the horticulture & landscaping services to be provided including charges for uniform, consumables, statutory dues etc. Keeping the above factors in mind, the agency charges should not be less than 3% of the monthly bill of item no.1.

5. **Earnest Money:** An earnest money deposit of Rs. 76,000/- has to be enclosed along with the Technical bid (Part-A). The EMD shall be only in the form of Bank Draft in favour of “Inter University Accelerator Centre” payable at New Delhi. No Cheques/Cash shall be accepted as EMD. EMD of technically disqualified bidders will be returned within 15 days from the date of evaluation of the technical bids. The refund of EMD to the lowest 4th bidders onwards shall be made within 15 days from the date of opening of price bid. The refund of EMD of the 2 nd & 3rd lowest bidders shall be made after award of work and site mobilization by the successful bidder. The EMD of the successful lowest bidder (LI) shall be held back with center as against security deposit and will be released only after completion of the works and site clearance.

6. **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates and NIT conditions for a periods of 90 days from the date of opening of price bid.

7. **Escalation:** Contractor will be given actual reimbursement of the increased wages paid to his workers on the basis of increase in statutory minimum wages as decided by the labour department, Govt. of Delhi from time to time. Other than the above, no escalation shall be paid during the execution of contract period.

8. **Scope of Work:** Detailed scope of work, terms and conditions, specifications etc. are enclosed with this NIT as per Annexure-I.

9. **Deviations:** No deviation from the stipulated terms and conditions will be allowed. Tenders should be unconditional.

10. **Site Conditions:** Contractor shall acquaint himself fully with the site conditions and the working environment of IUAC before quoting his rates. No compensations on account of any site difficulties will be entertained at a later date, after award of the works.

11. **Correspondence:** All the correspondence in respect of tender/contractual obligation shall be made to A.O.(S&P), Inter-University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi-110067.

12. **Terms of Payment:** The payment shall be made on submission of the bills (format to be approved by the Centre) by the contractor after due certification by the IUAC person responsible for supervision of the work in the following manner:

i) The contractor should submit the bill on 1st of every month for the manpower i.e. Supervisor & Gardeners (which should be inclusive of all the charges – ESI, EPF, Consumables, extra man-power and service charges etc.) subject to verification of invoice by Centre's authorised personnel who may at their discretion effect deductions for non-performance of delayed/improper work. The payments will be made by RTGS to the account after deduction of applicable Income Tax at source(TDS).

ii) Amount towards mandatory requirements such as EPF & ESI shall be paid only on submission of the relevant authenticated documents. It is mandatory for the contractor to submit the employees wage bill along with EPF & ESI receipts, ECR statement, paid wages sheet duly signed by employees and the attendance record.

iii) Submission of bill/receipt on account of payment made to statutory bodies/authorities i.e. EPF, ESI etc. need to be adhered with strict compliance. Non- compliance in regard to the above may lead to a penalty of Rs.5000/- plus unpaid amount. Director's decision will be full and final as far as release of payment to the contractor is concerned.

iv) There should not be any deductions e.g. advance etc. from the employee's wages in the Wages Sheet except absenteeism.

13. **Security Deposit/Performance bank guarantee:** On award of work, the contractor shall furnish a performance bank guarantee valid for fifteen months from the date of contract equivalent to one month

contract value. There is no exemption in submission of Security Deposit / Performance Guarantee to MSME registered bidders. In the case of extension of contract after the first year, fresh bank guarantee for the new contract has to be submitted for the contract value. Besides the above, the EMD of the successful lowest bidder (L1) shall also be held back with IUAC and will be released only after completion of the works and site clearance.

14. **Manpower:** The contractor will provide:

(1) Contractor should deploy 14 nos. experienced Gardner's, who will be responsible for their assigned regions. They should be paid minimum wages (Un-Skilled Category) as per the notification of wages by labour department, Government of NCT of Delhi along with EPF/ESI/BONUS facility.

(2) Supervisor: - The Supervisor should have at least 5 years experience in supervisory capacity in Horticulture. He should be got approved by IUAC before deployment at site. He will work full time at site and will be responsible to IUAC and not to the Contractor and hence report directly to IUAC representative. He will supervise and implement the job from IUAC site. Contractor shall make arrangement for replacement of Supervisor whenever he is on leave. Outside work i.e. repair of lawn movers, replacement of material shall be the sole responsibility of the Contractor. Persons provided to IUAC will not be allowed to leave the site for any such activity. He should be paid minimum wages (Skilled Category) as per the notification of labour department, Government of NCT of Delhi along with EPF/ESI facility.

Deductions / Penalty:

Wage will be deducted for each unattended duty/job. If any employee is absent for more than 2 days, contractor should immediately make an alternative arrangement.

15. **Minimum Wages:** The monthly wages to be paid to the personnel shall never be less than the minimum wages decided by the Delhi Administration from time to time in addition to benefits like EPF/ESI calculated on the total monthly wages (not any part of age). In case of revision in wage by Labour Department of Govt. of Delhi from time to time, the difference shall be paid on submission of paid wage sheet. If contractor wishes to pay more than the minimum wages to his manpower, he is at liberty to do so and consider the same in his overhead and profit component accordingly.

16. **Monthly Wages:** The contractor will deposit the monthly wages to his workers in their accounts on 1st of each month. However, IUAC reserves the right to make payment of wages to contractor's persons directly in the event of receipt of any complaint from his worker (s) regarding delayed payment or non-payment of wages and recover the amount so paid along with 10% overheads from the contractor's bill. Delay in making monthly wages to his staff working at IUAC will be considered as disqualification on contractor's part and this will lead to termination of the contract. In such a case, IUAC's decision will be final.

17. **EPF, ESI, BONUS and GRATUITY:** EPF and ESI numbers of manpower deployed at site by contractor should be furnished to IUAC along with the documentary evidence. EPF statement of all the manpower deployed by the contractor should be submitted to IUAC periodically or as and when asked for. Original ESI cards of employees should be shown to IUAC for verification and photocopies of the same to be submitted. On the expiry of contract, contractor has to submit the clearance certificate from

all the manpower deployed by him indicating no dues towards wages, EPF settlement etc., Contractor has to sign the EPF settlement papers for the people who leave the organization while working at IUAC and also after completion of the contract in our presence in case of a complaint or a dispute between contractor and his workmen. Bonus shall be paid to the workers as per the Payment of Bonus Act, 1965 once in a year and the same will be reimbursed by IUAC on submission of documentary proof. Gratuity shall be paid as per the Gratuity Act, 1952.

18. **Uniform & Shoes:** The contractor will provide two set of summer & one set of winter uniform to each of the employee deployed at site including stitching charges. The quality/colour of the uniform should be got approved by IUAC before procurement of the same. In the event of extension of contract after first year, fresh pair of uniform (two summer sets and one winter set) to be provided to each employee deployed at site. They are deemed to be included in contractor's scope and to be quoted separately at Sl.no.4 of Annexure – V. The contractor would be given one warning note/ mail for non-compliance of uniform by the gardener. Post-warning, if any worker found without uniform will attract a penalty to the contractor at the rate of Rs.100/- per day/per worker.

The contractor will also provide one pair of safety shoes of Liberty make Art. No. 7198- 01 (N) /Bata/ Action make or equivalent to each of the employee deployed at site including two pair of socks. The make/model no. of shoes should be got approved by us before procurement of the same. In the event of extension of contract after first year, fresh pair of safety shoes and socks to be provided to each employee deployed at site. They are deemed to be included in contractor's scope and to be quoted separately at Sl. no.4 of Annexure – V.

19. **Labour Laws:** 1) The contractor will abide by all the rules and regulations related to labour laws, accident, workmen compensation act, workmen insurance, ESI, EPF, BONUS, GRATUITY etc. This will be the sole responsibility of the contractor. Inter University Accelerator Centre will not be a party at any stage in any of the disputes relating to the above. In case, any liability arises due to non-conformance by the contractor, under no circumstances IUAC will be liable for the same.

2. The contractor shall also furnish details of any legal suit/legal action pending especially with regard to any violation in the PF Act, ESI Act, Bonus Act, Gratuity Act, Labour Laws, Income Tax Laws etc. A certificate to the effect that no liabilities are pending with PF commissioner of the region / area where the agency has valid contracts along with copy of annual EPF returns be submitted with the tender.

20. The contractor's employees working inside the IUAC campus will abide by the rules & regulations of the Centre. Any damage to the IUAC property due to mishandling, carelessness on the contractor's or his workman's part will be recoverable from the contractor's bills.

21. IUAC reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the Centre in this regard will be binding on all the bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. Director, IUAC reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.

22. Contractor should depute qualified & experienced supervisors (minimum 12 th passed) dedicated for this site, who will co-ordinate work execution activities and interact with the IUAC representative responsible for supervision of work.

23. All the persons deployed at IUAC site will have to carry valid gate-passes, which will be issued only after submission of their bio-data in desired format. Any negligence/offence on their part will attract immediate removal from the site.

24. The contractor will provide for all necessary materials, tools, equipment etc. needed for execution of the works. Safe custody of all such material will be contractor's sole responsibility. No extra charges will be paid for the same.

25. Watch and Ward of all material shall be the sole responsibility of the contractor and pilferage etc. shall be entirely to his account.

26. All the manpower deployed at site by the contractor should be given one weekly off in every 7 days or as many Sundays in any given month. If in case they are performing extra duty on Sundays / holidays, they should be paid extra for the same by the contractor. Charges for this extra labour should be quoted separately as in item#5 of Schedule of Rates for Labour.

In addition to the above, 3 National Holidays (26 th Jan, 15th Aug. & 2nd Oct.) and any special mandatory holidays as declared by Govt. of India from time to time should also be given.

27. All the employees will have to be covered under insurance against any personal accident and IUAC will not be liable for payment of any compensation on that account.

28. Manpower deployed by the contractor at our site for carrying out contracted works is strictly prohibited being associated with any other works on the campus.

29. If any contractor's person is found to be misbehaving or to be negligent in the duties assigned to him, IUAC reserves the right to seek his removal from IUAC, with suitable replacement within 24 hours.

30. In case of any injury to contractor's person at IUAC campus, due to any reason, the contractor shall be responsible for taking the person to the hospital/nursing home/dispensary for treatment at his own cost. If in the case of emergency IUAC vehicle is used, IUAC incurs any expenditure on the treatment of the person, the contractor will be suitably charged for the same .

31. No Material belonging to the contractor whether consumable or non-consumable should be brought inside the IUAC campus without proper entry at the Main gate nor any material should be taken out without proper gate pass issued by the center.

32. Tender once submitted will remain with the center and never been returned to the bidders.
33. Important: Bidders must sign with their Company/Firm's seal on each page of the tender token of acceptance of all the terms and conditions mentioned therein.
34. **Period of Contract:** Initially for one year. However, the contract can be extended on the existing terms & conditions from year to year for a maximum of two years purely on the basis of satisfactory performance.
35. **Termination of Contract:** The Director, IUAC reserve the right to terminate the contract on account of poor workmen ship, failure to mobilize site within 30 days, non- compliance of set norms/specifications for the works, delay in progress of work, violation of any contract provisions by the contractor. In such cases, the Bank Guarantee equivalent to one month's contract value held with Centre and the EMD will be forfeited by IUAC. The contract can also be terminated at the request of either party with two months notice period or else to pay two months contract value in-lieu of the notice period. Centre reserve the right to increase or decrease the manpower.
36. **Dispute Resolution:** Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director, IUAC, New Delhi.
- The decision of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. Arbitration proceedings will be held at Delhi/New Delhi only.
37. Even though the service provider(s) may satisfy the terms and conditions, they may be disqualified:
- (a) If they have made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
 - (b) If they have records of poor performance such as abandoning work, not properly completing the contract or financial failure/weaknesses.
 - (c) If confidential inquiry reveals facts contrary to the information provided by the agency.
 - (d) If confidential inquiry reveals unsatisfactory performance.
 - (e) If on inspection of works in progress or completed by the agency, it is found that work is not satisfactory.
38. Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.

Accepted
(Signature of the Bidder)

SCOPE OF WORK

(1) The scope of work include timely irrigation, weeding, mowing of lawns, hoeing, trimming, he pruning, cutting of edges of beds or lawns, sweeping, stacking of trees, shrubs, climbers, creepers etc. for the best maintenance and upkeep of all landscape features including cleaning of stones, rocks, pebbles etc.

(2) DETAILS OF LANDSCAPE AND HORTICULTURE WORK

The Campus area of IUAC is 25 acres wherein our Office and Residential Complex are built-up. The landscape and horticulture work is being gradually developed in the Campus. The following is the present status by lawns, Shrubs and Trees etc.

1. Landscape area where grass is developed – 27000sq. mtrs.
2. Ground cover creepers and shrubs are – 70000sq. mtrs.
3. Trees – 4500 Nos.
4. Flower beds for seasonal (approx. 2000sq. Mtrs.)
5. Pots – 1500 Nos.

(3) Tools and Tackles: The contractor will have to provide all necessary tools, high density high pressure hose pipes required to do all the horticulture operations with following minimum quantities:

(a) High density high pressure rubber hose pipe of watering 50 mtrs. Per Gardener plus 100 mtrs in reserve – Total 800 mts. length of high pressure rubber hose.

(b) Good quality lawn mowers (to be approved by IUAC official) one with each Mali and 3 nos. in spare – Total 17 Nos. It must be ensured that at no time there is Mali without a working lawn mower. In addition, there will also be a diesel lawn mower (heavy Duty type with make etc. to be approved by IUAC) provided on the site. Large size areas lawn mowing will be done by diesel operated heavy lawn mower regularly by separately identified persons other than above said Mali's. Consumables required for lawn mowers have to be taken into account in the item No.4 of Price bid. No separate payment will be made for consumables including diesel operated lawn mower.

(c) One Cycle-Rickshaw and tow three-wheel trolleys for shifting/transporting the material inside the campus.

(d) Spray Guns for insecticides – 2 nos.

(e) All the tools and materials which come daily use i.e. khurpi for removing weeds.

kenchi, spade, bucket, hazara and jute sack hedge cutter rose cutter are to be supplied in sufficient quantity.

The Tools and Tackles mentioned above are deemed to be included in contractor's scope and to be quoted separately at Sl. no.5 of Annexure – II.

4. All the lawns will be manures one inch over the surface once a year and required fertilizer to be applied as and when required as per instruction of the clients. The payment for this will be made after verification of the quantity.

5. The contractor will have to keep lawns, shrubs, ground cover and other area free of weeds, failing which a penalty will be imposed if defects pointed out continued for more than two weeks.

6. All the landscape will have to be kept absolutely clean, well swept with well-mowed lawns. Failing which a penalty of Rs. 1000/- per day will be imposed if the defect pointed out continues for more than a week.

7. The trees, shrubs, creepers, climbers will have to be trained and pruned to keep them in desired shape.

8. Seasonal flowers will have to be grown in proper colour schemes after making seasonal flowerbeds wherever desired. Such area will not increase more than 1/10 th of the total green area. No separate payment will be made for seasonal flowers, except for the seeds links if to be obtained from outside, for which prior sanction will be required.

Contractor needs to do advance planning for flower plant/seasonal for the coming season so that the flower blooms in time.

9. Repairing and replacement of tools, tackles, lawns movers, hose pipes and all the things mentioned in the scope of work.

10. Providing the materials such as good earth, manure etc. and ensuring that it is of good quality and delivered in specified area only. Quality/quantity will be checked at the entry point and same will be checked by IUAC personnel. If discrepancies found suitable deduction will be made.

11. Any additional development work required will be supervised by the contractor's supervisor.

12. Mali's should have valid I Card of Contractor.

13. Water points are provided normally at the separation of 40 mtrs. Distance in all horticulture areas. Sprinklers area to be provided by the contractor. Water is made available by the Centre but its management will have to be done by the contractors as per IUAC instructions.

14. Contractor/contractor's representative should report at least once a week at the site at specified time given by IUAC.

15. The contractor will attend meetings as and when required in connection with improvement of works.

16. Disposal of vegetation comes out during day-today maintenance; melba etc. will be the responsibility of the contractor. Disposal will be outside IUAC at a place allowed by MCD.

17. Pits made for putting dry leaves and cut grass etc. for making manure should be managed appropriately by providing cow dung/vermicompost (to be paid by IUAC).

18. Plant protection measures will be the responsibility of the Contractor to save the plants against insects and diseases. All arrangements will be made by the contractor and will apply proper insecticides on time-to time basis.

19. If yellow/patches appear in lawns it should not remain for more than 7 days. Contractor should take corrective measures, failing which a penalty of Rs. 100/- per day per area will be imposed.

20. Any damage to plants, shrubs, trees, creepers, climbers, ground covers, grass etc. will have to be replaced by the contractor free of charge. If contractor is unable to repair the damage deduction will be made from his bill and necessary replacement will be done at his cost and risk with 20% penalty on total expenditure incurred in replacement.

21. Contractor is responsible for maintenance of flower beds, including preparation of beds digging, breaking of clods, adding and mixing of manure, plantation of seasonal flower, watering removal of weeds changing of new seasonal plants etc.

22. Contractor will maintain nursery inside the campus, and will be responsible for sowing seasonal and other plants in consultation of client.

23. The contractor will not be allowed to sublet the contract.

24. No hutments will be allowed inside the campus, except in special cases on prior permission and for temporary periods.

25. The contractor or his designated representative shall be experienced in horticulture maintenance/development job, who will be responsible for proper maintenance of the Centre's horticulture and all the tools and tackles and ensuring that all the points mentioned in the scope of work are well taken care of. He will submit the weekly report in specified format.

26. Besides all the items specified in the schedule of work, the agency should ensure that landscape inside the campus is always kept in neat and tidy condition.

27. All grass/vegetation etc. by the roadside herbs will be removed by the contractor.

28. Labour Attendance Register shall be maintained at site to record the strength of gardener employed daily.
29. The number of mails' required may vary, depending upon the nature of work; their attendance shall be recorded daily. The attendance record will be submitted along with the monthly bill.
30. The decayed dried plants cut grass, trees, trunk rubbish etc. should be disposed off outside the campus or in specified pits and should not be burnt.
31. Supply and suing insecticides/pesticides if required.
32. Sprinklers should be provided and used for watering for all wide lawns.
33. Cleaning of Jogger's path at west side of the IUAC campus, steps at football ground Amaltash Dust-bin are under the preview of the Horticulture maintenance contract.
34. Maintaining pots with live plants inside office building is under the purview of the horticulture maintenance contract.
35. If the performance of the supervisor is not satisfactory, IUAC can request to change the supervisor.
36. Man power as mentioned in NIT may increase or decrease as per discretion and requirement of IUAC with the same terms and conditions mentioned in NIT.

SCHEDULE OF HORTICULTURE OPERATIONS

Maintenance of existing lawns – Time Schedule

- | | | |
|----|------------------|---|
| 1. | Weeding/hoeing | Once a month (15 days during rainy season) |
| 2. | Mowing the lawns | Once a fortnight (7 days during rainy season) |
| 3. | Manuring | One a year (September) |
| 4. | Watering | Daily |
| 5. | Cleaning | As and when required |

Maintenance of flower beds:

- | | | |
|----|---|----------------------------------|
| 1. | Preparation of beds by digging, breaking of clods and adding of manure | Three times a year as per season |
| 2. | Mixing of manure | As per requirement |
| 3. | Plantation of seasonal plants | As per season (3 times in year) |
| 4. | Watering/hoeing | As and when needed |
| 5. | Maintenance of plants, creepers and shrubs, weeding, watering, trimming | As and when required |

Maintenance of potted plants:

Hoeing, weeding, watering, manuring, application of fertilizers and painting the pots	As and when required
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Maintenance of nursery:

Propagation of seasonal and perennial plants, trees, shrubs, ground covers, pot plants etc.	Activity to be prepared for plating seasonal plants and replacement of perennial plants, shrubs, trees, ground cover etc.
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ANNEXURE-II

UNDERTAKING

It is certified that my firm/agency/company has never been black listed by any of the Department / Autonomous Institution/University'/Public Sector Undertaking of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies / Municipalities and no criminal case is pending against the said firm/agency as on_____.

Place:

Date :

Signature of the Tendered

Name of the Signatory

Name of the Firm/Agency

Seal of the Firm/Agency

Note: Undertaking to be submitted on Non-Judicial stamp paper of Rs.10/

ANNEXURE-III

Solvency Certificate from Bankers of the Company in the following form:

FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s.

having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs.

(Rupees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)
For the bank

Note:

- (1) Bankers certificate is issued without any guarantee or responsibility on the bank or any of the officers.
- (2) In the case of partnership firm, certificate should include names of all partners as recorded with the bank.

TECHNICAL BID (PART-A)

1. The Company:
 - a) Name :
 - b) Regd. Address:
 - c)Address of Office at Delhi/NCR:
 - d) Contact Person's:
 - i)Name & Designation:
 - ii)Tel No. Land line/Mobile:
 - iii) Email ID:
2. Type of Firm :
(Partnership/Private/Public Ltd./NGO/PSU etc)
3. PAN Number:
(Please enclose self attested photocopy)
4. TIN Number:
(Please enclose attested photocopy)
5. Goods & Service Tax Reg. Number:
(Please enclose self attested photocopy)
6. EPF Reg. Number:
(Please enclose self attested photocopy)
7. ESI Reg. Number:
(Please enclose self attested photocopy)
8. Annual Turnover for the last 5 financial years:
2018-19
2017-18
2016-17
2015-16
2014-15
(Please enclose copies of attested audited balance sheet and P&L account)

9. Experience of similar work in the field during the last five financial years

Name of organization	Value of contract	Period of contract

Please submit the copies of documentary evidence such as work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order.

10. Infrastructure details:

Workforce (Nos):

Tools/machines:

(Please enclose the list giving employee-wise name, EPF /ESI/UAN numbers)

11. Earnest Money Details : DD No.&Date:

Amount :Rs.76,000/--

Drawn on:

Signature of authorized signatory

Name:

Designation:

Seal:

ANNEXURE –V

**PRICE BID (PART – B)
SCHEDULE OF RATES INCLUDING LABOUR**

S. No.	Work Details		Total /per month (in Rs.)
1	Monthly Wages for Horticulture and Landscaping Services as per the Manpower given below: Gardeners (unskilled category)–14 Nos. (14842x14) Supervisor (skilled category) –01 No. (17991x01)	207788 17991	225779
2	Charges towards EPF Amount (12%+1% Admn. charges) on item#1 (on a maximum ceiling of Rs.15000/-)	222788	28962
3	Charges towards ESI Amount (3.25%) on item#1	225779	7338
4	Charges towards Consumables, Tools & Tackles, Safety Shoes & Uniform etc., as per clause no.3,8&9 of Annexure-I	To be quoted in .XLS Format only	
5	Charges Towards 26 days of Extra Labour (Gardner-unskilled category) including over head & profit (Actually to be paid). Rate Rs. ----- per Gardner/Day x26 days = Rs. -----	To be quoted in .XLS format only	
6	Agency Charges (lump sum) (should not be less than 3% of monthly bill on item # 1)	To be quoted in .XLS format only	

Notes:

1. Bidder is required to quote the rates at Sl.Nos. 4, 5 & 6 as above table in the .XLS BOQ format with this tender. Please note that for item no.5, bidders should quote for 26 days. However, payment will be made as per the actual usage on per day basis.
2. Service Tax for this type of contract is exempted for educational institution like our's. However, in case the norms change or contractor has to pay, the same will be paid extra to contractor as per Govt. norms after submission of documentary evidence of depositing the same.
3. Bonus to be paid as per the Payment of Bonus Act, 1965 once in a year and reimbursed on production of documentary proof.

**(Signature) :
(Name of the Signatory):
(Seal of the Firm) :**

**TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)**

To

The Administrative Officer (S&P)
Inter-University Accelerator Centre
Aruna Asaf Ali Marg
New Delhi- 110 067

Sub: Acceptance of Terms & Conditions of the Tender Document.

Tender Ref. No.: IUAC/NIT/56/KM/2019-20

Name of the Tender/Work: Horticulture & Landscaping Maintenance Services

Dear Sir,

I/We have downloaded/obtained the tender document(s) for the above mentioned "Tender/Work" from the website(s) namely: as per your advertisement, given in the above mentioned website(s).

1. We hereby certify that we have read the entire terms and conditions of the tender documents from Page No.01 to 22 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and we shall abide hereby the terms/conditions/clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/organizations too have also been taken into consideration, while submitting this acceptance letter.
3. We hereby unconditionally accept the tender conditions of the above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
4. We do hereby declare that our firm has not been black listed/debarred by any Govt. Department/Public Sector Undertaking/Autonomous body.
5. I/We certify that all information furnished by our firm is true & correct and in the event that the information found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudiced to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Date:

Yours faithfully,

(Signature of the Bidder
with official seal)