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/09/SR2026-27 **Dated: 28/10/2026**

Inter-University Accelerator Centre (IUAC) invites online bids through the Central Public Procurement Portal (CPPP), under a two-bid system comprising Technical Bid (Part-A) and Financial Bid (Part-B), from eligible and experienced agencies for providing "Horticulture and Landscaping Maintenance Services" at IUAC Campus, New Delhi – 110067.

Particulars	**Details**
Name of Work	Horticulture and Landscaping Maintenance Services at IUAC Campus
Estimated Contract Value	₹72,00,000/- (Rupees Seventy-Two Lakh only) for one year, excluding GST, if applicable
Earnest Money Deposit (EMD)	₹1,50,000/- (Rupees One Lakh Fifty Thousand only), subject to applicable exemptions
Contract Period	Initially one year; extendable by up to two further years, one year at a time, subject to satisfactory performance and approval
Bid Submission End Date & Time	18/11/2026 at 3:00 PM
Technical Bid Opening Date & Time	19/11/2026 at 3:30 PM
Financial Bid Opening	To be intimated to technically qualified bidders through CPPP
Contact	Administrative Officer (S&P), IUAC | Email: iuacstores@gmail.com | Tel.: 011-24126018 / 011-24126022

Tender documents may be downloaded from the CPPP website and IUAC website. Bids shall be submitted online only through CPPP. Bidders shall regularly check CPPP and IUAC websites for corrigenda/amendments.

IUAC reserves the right to accept or reject any or all bids, in whole or in part, without assigning reasons, subject to applicable procurement rules.

The bidder shall comply with the instructions available on CPPP. The Financial Bid/BOQ shall be uploaded strictly in the prescribed format and shall not be modified.

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GENERAL INFORMATION AND INSTRUCTIONS

1. Submission of Tender

Bids shall be submitted online on CPPP in two separate parts: (i) Technical Bid (Part-A) and (ii) Financial Bid (Part-B). No other mode of submission shall be accepted. The bidder shall submit the signed Tender Acceptance Letter and all documents required under the Technical Bid.

2. Clarifications/Corrigendum

All clarifications, amendments and corrigenda issued before the last date of submission shall form part of the tender. Bidders shall remain responsible for checking CPPP/IUAC websites and shall take such amendments into account.

3. Technical Bid – Eligibility Criteria

The bidder shall submit the documents listed below. Failure to meet any essential eligibility condition may render the bid liable for rejection.

3.1 EMD: ₹1,50,000/- in the prescribed form (as prescribed at Sl. No. 6 below). Valid MSEs registered for the relevant service, and other categories entitled to exemption under applicable Government orders/CPP policy, shall be exempt subject to submission of valid documentary proof.

3.2 Similar Experience: The bidder shall have successfully completed horticulture/landscaping maintenance works of similar nature during the last five financial years (i.e. from 2021-22 to 2025-26) :

Option	Experience requirement
A	Three similar completed works, each of value not less than ₹25 lakh OR
B	Two similar completed works, each of value not less than ₹30 lakh OR
C	One similar completed work of value not less than ₹50 lakh.

For each work relied upon, the bidder shall submit the corresponding work order/agreement and satisfactory completion/performance certificate clearly indicating the value and period of the work.

3.3 Turnover: Annual turnover of at least ₹70 lakh each during any of the three completed financial years during last five financial years (from F.Y. 2021-22 to 2025-26). Certificate from Chartered Accountant in this regard shall be submitted.

3.4 Statutory Registrations: GST registration, EPF registration, ESI registration and labour-law registrations/licences as applicable to the scope and manpower deployed. The bidder shall submit documentary evidence of compliance.

3.5 Solvency: Solvency certificate of at least ₹70 lakh from a scheduled commercial bank as prescribed in the Annexure-III.

3.6 Debarment/Blacklisting: Undertaking in Annexure-II. The bidder shall disclose any current or past debarment/termination for default by any Government department, autonomous body, PSU, university or public institution during the preceding five financial years (from F.Y. 2021-22 to 2025-26).

3.7 Site Inspection: IUAC may verify the experience and performance of the bidder at any of the sites cited by the bidder. The bidder shall facilitate such verification.

4. Evaluation of Technical Bid

Technical bids shall be evaluated against the eligibility criteria and documentary requirements stated in the tender. Only bidders found technically responsive shall be considered for opening of Financial Bids. IUAC may seek clarification on documents where permissible, but no bidder shall be permitted to cure a material deficiency or alter its bid.

5. Financial Bid

The bidder shall quote only in the prescribed BOQ/Financial Bid format. Minimum statutory wages shall be paid irrespective of the bidder's quoted rates. Statutory wage revisions during the contract shall be dealt with as provided in Clause 7. GST, if applicable, shall be charged strictly as per prevailing law and shall not be treated as an exempt service merely because IUAC is an autonomous research centre.

For procurement evaluation, the quoted rates shall be considered in accordance with the BOQ. Statutory contributions/reimbursements shall be regulated by the contract and actual statutory liability. No bidder shall quote below the statutory wage component.

The selection of the bidder will be on the lowest quote with respect to the following components (in monetary terms)

(i) Charges towards Consumables, Tools & Tackles, Safety Shoes & Uniform etc.
(ii) Agency service charges per month.

For details kindly refer to Annexure-V (PRICE BID-PART B)

6. Bid Security (EMD)

EMD shall be ₹1,50,000/-. Bidder has to select the payment option as “online” to pay the EMD as applicable by going to the link https://services.sabpaisa.in/pages/iuac.html . The Earnest Money Deposit shall be in the form of online payment and it should be deposited before the bid opening. Bid Security shall be refunded to the un-successful bidders on award of contract and to successful bidders on receipt of Performance Security. EMD is the mandatory requirement however the MSMEs/NSIC registered with Government Agencies are exempted from payment of Earnest Money Deposit (EMD) subject to conditions given below:

i) MSMEs participating in the tender must submit valid & authorized copy of certificate of registration. The MSME’s Bidder to note and ensure that nature of services and goods/items manufactured mentioned in MSME’s certificate matches with the nature of the services and goods/items to be supplied as per Tender.

ii) The registration certificate issued by agencies must be valid as on Bid closing date of the tender. Bidder shall ensure validity of registration certificate in case bid closing date is extended.

iii) The MSMEs who have applied for registration or renewal of registration with any of the authorised agencies/ bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption / preference.

(iv) MSME is required to submit Bid Securing Declaration Form

7. Minimum Wages and Price Variation

The contractor shall pay not less than the minimum wages notified by the Government of NCT of Delhi from time to time and applicable to the personnel deployed. The tender shall expressly provide for revision of the wage component whenever statutory minimum wages are revised during the contract period. Such statutory increase/decrease shall be adjusted on production of wage/payment records and the applicable notification. No other escalation shall be admissible unless specifically provided in the contract.

8. Scope of Work

The detailed scope, quantities, service standards and schedule of horticulture operations are given in Annexure-I and shall form an integral part of the contract.

9. Site Conditions

The bidder shall inspect the IUAC campus, understand the extent and nature of the horticulture/landscaping areas, water points, access arrangements and working conditions before quoting. No claim arising from an alleged lack of knowledge of site conditions shall ordinarily be entertained.

10. Payment Terms

Monthly bills shall be submitted in the prescribed format after completion of the month's services and certification by the IUAC officer designated for supervision. The contractor shall submit attendance records, wage sheets, bank-payment proof, EPF ECR/challan, ESI records, statutory documents and other supporting documents required by IUAC.

Payment shall be released after verification, subject to deductions for approved non-performance, statutory recoveries, penalties and other contractual deductions. Payment shall normally be made through RTGS/NEFT after deduction of applicable TDS and other statutory deductions.

The contractor shall pay wages within the statutory time prescribed under applicable labour laws and shall not make unauthorised deductions from employees' wages.

11. Performance Security

The successful bidder shall furnish Performance Security of 5% of the contract value, in an acceptable form (DD/BG/FDR etc.), within the period specified in the Letter of Award. The Performance Security shall remain valid for at least 60 days beyond completion of all contractual obligations, unless otherwise specified by IUAC. The EMD of the successful bidder shall not be retained as an additional performance security unless specifically approved and stated in the Letter of Award.

12. Manpower

Minimum manpower shall comprise 17 experienced Gardeners/Malis and 1 experienced Horticulture Supervisor. The Supervisor shall have at least five years' supervisory experience in horticulture and shall be subject to IUAC's approval before deployment. He/she shall be dedicated to the IUAC site. The Supervisor shall remain an employee of the contractor and shall not be deemed to be an employee of IUAC.

The contractor shall maintain the required manpower through suitable relievers/replacements. Absence shall not result in reduction of required service levels. IUAC may require replacement of any person for misconduct, negligence, poor performance or security reasons.

13. EPF, ESI, Bonus, Gratuity and Labour Compliance

The contractor shall comply with all applicable labour and social-security laws, including EPF, ESI, bonus, gratuity, wages, occupational safety, insurance and compensation requirements. Employer statutory contributions shall be calculated on the statutory basis and ceilings applicable from time to time. No employee contribution shall be treated as contractor's service charge or deducted unlawfully from wages.

Documentary proof of statutory remittances shall accompany the monthly bill. IUAC may withhold the corresponding amount until compliance is established and may recover statutory liabilities attributable to the contractor.

14. Uniform, Safety Shoes etc.

The contractor shall provide two sets of summer uniform and one set of winter uniform per deployed employee, with quality/colour approved by IUAC. One pair of suitable safety shoes and two pairs of socks shall also be provided annually.

15. Tools, Equipment and Materials

All tools, equipment, hoses, lawn mowers, spray equipment, trolleys, hand tools, PPE and routine consumables required for day-to-day execution shall be provided and maintained by the contractor at its cost, except items expressly identified for separate payment in the BOQ. Safe custody of contractor-owned material shall remain the contractor's responsibility.

16. Weekly Off/Holidays and Additional Manpower

Workers shall be provided weekly rest and statutory holidays in accordance with applicable law. The contractor shall make roster/reliever arrangements so that the minimum service requirement is maintained. Additional manpower on Sundays/holidays shall be deployed only when specifically requisitioned by IUAC and shall be paid at the applicable quoted/contract rate.

17. Gate Passes and Security

All deployed personnel shall possess valid gate passes issued by IUAC after submission of prescribed particulars. No contractor's material shall enter or leave the campus without appropriate gate entry/gate pass. The contractor shall comply with all campus security and safety instructions.

18. Safety and Accidents

The contractor shall be responsible for safe working practices, PPE, supervision and statutory accident/employee insurance obligations. Any accident or injury shall be reported immediately to IUAC and dealt with in accordance with applicable law. IUAC's assistance in an emergency shall not relieve the contractor of its statutory responsibilities.

19. Subletting

The contract shall not be assigned or sublet, in whole or in part, without prior written permission of IUAC.

20. Damage/Pilferage

Damage to IUAC property caused by negligence or wilful misconduct of contractor personnel shall be recoverable from the contractor after due verification. Pilferage of contractor-owned material shall remain the contractor's responsibility.

21. Contract Period and Extension

The contract shall initially be for one year. It may be extended for up to two additional one-year periods, subject to satisfactory performance, continued requirement, mutual agreement on applicable terms and approval of the Competent Authority. Extension shall not be automatic.

22. Termination

IUAC may terminate the contract for material breach, persistent poor performance, failure to deploy required manpower, non-payment/delayed payment of wages, statutory non-compliance, abandonment, unauthorised subletting, serious security/safety violation, fraud or misrepresentation. Except where immediate termination is warranted, IUAC may issue a notice requiring rectification within the specified period. Either party may terminate for convenience by giving two months' written notice, subject to the terms of the contract.

23. Dispute Resolution and Jurisdiction

Disputes shall first be attempted to be resolved through mutual consultation between authorised representatives. If unresolved, the dispute may be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996, as amended, through an arbitrator appointed in accordance with applicable law and Government procurement guidelines. The seat/venue shall be New Delhi. Courts at New Delhi shall have jurisdiction, subject to applicable law.

24. Integrity, Misrepresentation and Debarment

A bidder may be rejected or a contract terminated if the bidder has made a materially false statement, concealed relevant information, submitted forged documents, or has a record of serious non-performance. Any action for debarment shall be taken in accordance with applicable Government procurement rules/guidelines and principles of natural justice.

25. Acceptance

The bidder shall sign/stamp each page of the tender document or otherwise provide the prescribed electronic acceptance as permitted by CPPP. The Tender Acceptance Letter in Annexure-VI shall be uploaded with the Technical Bid.

Note: The above clauses are to be read with Annexure-I to Annexure-VI. In case of inconsistency, the specific requirement in the Financial Bid/BOQ shall govern pricing and the specific technical specification in Annexure-I shall govern service delivery.

ANNEXURE-I – SCOPE OF WORK

A. General Scope

The work includes timely irrigation, weeding, mowing of lawns, hoeing, trimming, pruning, cutting/edging of beds and lawns, sweeping, stacking/training of trees, shrubs, climbers and creepers, cleaning of stones/rocks/pebbles and all routine horticulture and landscaping operations necessary to keep the IUAC campus neat, healthy, safe and aesthetically maintained.

B. Present Landscape Details

Item	Approximate quantity/area
Campus area	25 acres
Lawns/grass area	Approx. 27,000 sq. m.
Ground cover, creepers and shrubs	Approx. 70,000 sq. m.
Trees	Approx. 4,500 Nos.
Seasonal flower beds	Approx. 2,000 sq. m.
Pots	Approx. 1,500 Nos.

The quantities are indicative and may vary due to development, seasonal changes and actual site conditions. No claim shall arise merely from reasonable variation within the overall scope.

C. Tools, Equipment and Tackle

Item	Minimum requirement
High-pressure hose pipe	50 m per gardener plus 100 m reserve; total approx. 900 m
Lawn mowers	One working mower for each gardener plus 3 spare; total 20 Nos. Minimum. In addition, one heavy-duty diesel lawn mower for large areas.
Transport	One cycle-rickshaw and two three-wheel trolleys
Spray guns	2 Nos.
Hand tools	Khurpi, secateurs/kenchi, spade, bucket, hazara, jute sacks, hedge cutter, rose cutter and other routine tools in sufficient quantity
Sprinklers	Suitable sprinklers for wide lawns

All equipment shall be maintained in working condition. Consumables for equipment, including fuel for the diesel mower, shall be included in the applicable BOQ component unless expressly payable separately.

D. Horticulture Maintenance Requirements

1. Lawns shall be mowed, watered, weeded, edged and maintained in healthy condition as per the schedule and as required by seasonal conditions.

2. All lawns shall be manured once a year and fertilisers applied as required. Quantity and quality shall be verified by IUAC before payment where separately payable.

3. Lawns, shrubs, ground cover and other landscaped areas shall be kept free from weeds.

4. Trees, shrubs, creepers and climbers shall be trimed and pruned to maintain healthy growth and desired form.

5. Seasonal flowers shall be planted in appropriate colour schemes and maintained through the season. Planning for the next season shall be undertaken sufficiently in advance.

6. Flower beds shall be prepared by digging, breaking clods, adding/mixing manure, planting seasonal flowers, watering and weeding.

7. Potted plants inside office buildings shall be maintained, including watering, hoeing, weeding, manuring/fertilisation and pot maintenance as required.

8. A nursery within the campus shall be maintained for propagation and seasonal/perennial planting in consultation with IUAC.

9. Plant protection against insects and diseases shall be undertaken promptly using appropriate measures and legally permitted products.

10. Vegetation, dry leaves, grass, branches and horticulture waste shall be removed/disposed of at approved locations. Burning of horticulture waste is prohibited.

11. Roadside weeds/grass and vegetation within the campus shall be removed.

12. Jogger's path on the western side, steps at the football ground and Amaltash dustbins/associated areas specifically identified by IUAC shall be covered under the contract.

13. Water is to be supplied by IUAC at designated points; the contractor shall manage watering, hoses, sprinklers and distribution as instructed.

14. Any plant/tree/shrub/grass damaged due to contractor negligence shall be restored/replaced at the contractor's cost. Where replacement is not undertaken, IUAC may recover the cost plus an additional 20% as contractual compensation, after due verification.

15. The contractor/authorised representative shall attend meetings as required and submit a weekly maintenance report in the prescribed format.

E. Service Standards and Penalties

Default/deficiency	Service standard / consequence
Weeds	Defects pointed out by IUAC shall be rectified promptly; persistent non-compliance may attract deduction/penalty after notice.
Unclean landscape/poor mowing	If a deficiency remains unrectified beyond the time specified in a written instruction, IUAC may impose a penalty up to ₹1,000 per day, depending on severity.
Yellow/bare lawn patches	Corrective action shall be initiated immediately and the condition should not persist beyond 7 days without recorded justification; penalty up to ₹100 per affected area/day may be imposed.
Absenteeism	Wage deduction may be made for actual absence, and the contractor shall provide replacement/reliever to maintain required service.
Uniform compliance	After warning, penalty of ₹100 per worker/day may be imposed for failure to wear required uniform.

Penalties/deductions shall be imposed only after the deficiency is recorded and the contractor is given reasonable opportunity to rectify/explain, except in urgent safety/security situations. The aggregate penalty may be subject to the ceiling specified in the contract/BOQ, unless a separate recovery is authorised for actual damage/loss.

F. Schedule of Operations

Operation	Frequency
Weeding/hoeing – lawns	Once a month; more frequently during rainy season as required
Mowing lawns	Once a fortnight; weekly during rainy season or as required to maintain appearance
Manuring lawns	Once a year, ordinarily around September, or as directed
Watering	Daily/as required according to season
Cleaning	As and when required
Preparation of flower beds	Three times a year, as per season
Mixing of manure	As required
Plantation of seasonal plants	Three seasonal cycles per year, as directed
Watering/hoeing flower beds	As required
Maintenance of shrubs/creepers	Weeding, watering and trimming as required
Potted plants	Hoeing, weeding, watering, manuring/fertilisation and pot maintenance as required
Nursery	Continuous propagation/replacement planning as required

The frequencies are minimum planning frequencies and shall not restrict additional operations required to maintain the campus in acceptable condition.

ANNEXURE-II – UNDERTAKING REGARDING DEBARMENT/BLACKLISTING

I/We, M/s _____, hereby certify that the firm/agency/company has not been blacklisted/debarred by any Ministry/Department of the Government of India, Government of NCT of Delhi, State Government, Central/State PSU, autonomous body, university or local body during the preceding five years, except as disclosed below. I/We further certify that no material fact relevant to our eligibility has been concealed.

Details, if any: _____

I/We also certify that the information and documents submitted with the bid are true and correct. IUAC may verify the same and take action in accordance with the tender and applicable rules in case of false information.

Place	**Date**	**Signature/Name/Designation**	**Firm Seal**

Note: To be submitted on the bidder's letterhead; notarisation/stamp paper shall be required only if specifically prescribed in the CPPP/tender conditions.

ANNEXURE-III – SOLVENCY CERTIFICATE

FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED COMMERCIAL BANK

This is to certify that M/s _____, having its registered address at _____, is a customer of our Bank and, to the best of our knowledge and information, is considered financially sound and can be treated as good for an engagement/credit facility up to ₹72,00,000/- (Rupees Eighty Lakh only).

This certificate is issued at the request of the customer for submission to Inter-University Accelerator Centre and does not constitute a guarantee or financial commitment by the Bank.

For the Bank	**Details**
Name of Bank	
Branch	
Authorised Signatory	
Date	
Seal	

ANNEXURE-IV – TECHNICAL BID (PART-A)

Particular	Bidder's response / document reference
1. Name of Company/Firm/Agency	
2. Registered Address	
3. Office Address in Delhi/NCR, if any	
4. Contact Person, designation, telephone/mobile, email	
5. Constitution of Firm	Proprietorship/Partnership/LLP/Pvt Ltd/Public Ltd/PSU/other
6. PAN	Copy to be enclosed
7. GST Registration No.	Copy to be enclosed
8. EPF Registration No.	Copy to be enclosed
9. ESI Registration No.	Copy to be enclosed
10. Labour licence/registration, as applicable	Copy to be enclosed
11. Turnover during any of the three completed financial years during last five financial years (from F.Y. 2020-21 to 2025-26).	CA certificate
12. Solvency	Certificate from scheduled commercial bank
13. Similar works	Work order/Completion/Performance certificate for each work
14. Manpower/infrastructure	Details of workforce, tools, machinery and equipment
15. EMD	Online as prescribed at Sl. No. 6 above under heading "GENERAL INFORMATION AND INSTRUCTIONS" (MSME certificate wherever applicable must be applied)
16. Debarment undertaking	Annexure-II
17. Tender Acceptance Letter	Annexure-VI

Checklist: The bidder shall ensure that all documents required under Clause 3 are uploaded. IUAC may reject a bid where an essential eligibility condition is not established from the submitted documents.

ANNEXURE-V – PRICE BID (PART-B)

S. No.	Particulars	Minimum wages	Wages quoted by the agency in Rupees per month	Total
1.	**Monthly Charges for Horticulture and Landscaping Services**			
a)	Supervisor 01 Nos (Skilled category)	22411x1	22411	22411
b)	Gardener for Bio-waste management 01 Nos (Semi-skilled)	20371x1	20371	20371
c)	Gardener 16 Nos (Un-skilled)	18456x16	18456	295296
Total monthly wages			338078	338078
2.	Bonus @8.33% of wages (b+c) as per eligibility		26295	26295
3.	Charges towards EPF Amount	(12%+1.00% Admn. charges) on item #1 (Rs.338078/-)	43950	43950
4.	Charges towards ESI Amount	(3.25% on item # 1	10259	10259
5.	**Total of Item (1+2+3+4)**		**418582**	**418582**
6.	Charges towards Consumables, Tools & Tackles, Safety Shoes & Uniform etc., as per clause no. C of Annexure-I and clause 14 & 15 of General Terms & conditions			
7.	Total (5+6)			
8.	**Agency service charges per month in percentage of sr. no. 7 above			
9.	Total amount (In figures)			
Total Amount in Words:				

NOTE:-The minimum service charges @ 3.85% for outsourcing of manpower is fixed. In case, any bidder is found to quote less than minimum service charges as mentioned in the Bid document, s/he would be disqualified.

ANNEXURE-VI – TENDER ACCEPTANCE LETTER

To

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

Subject: Acceptance of Terms and Conditions of the Tender Document

Tender Reference No.: _____

Name of Tender/Work: Horticulture and Landscaping Maintenance Services at IUAC

Dear Sir/Madam,

1. I/We have downloaded/obtained the tender document for the above work from the CPPP/IUAC website.

2. I/We certify that I/We have read and understood the complete tender document, including all annexures, schedules, specifications, terms and conditions, and agree to abide by them.

3. I/We have taken into consideration all corrigenda/amendments issued up to the date of submission of the bid.

4. I/We unconditionally accept the tender conditions in their entirety.

5. I/We declare that the information and documents submitted by us are true and correct. In case any information is found to be materially false, misleading or forged, IUAC may act in accordance with the tender conditions and applicable rules.

6. I/We undertake to comply with all applicable labour, EPF, ESI, minimum wage, bonus, gratuity, safety, GST and other statutory requirements.

Yours faithfully,

Date	**Signature of Authorised Signatory**	**Name & Designation**	**Firm/Company Seal**