

TENDER DOCUMENTS

**SUB.: Annual Maintenance of Landscape, Lawns and Gardens etc., at
NIPGR Campus, New Delhi.**

**CLIENT: DIRECTOR NIPGR,
NEW DELHI**

TENDER DOCUMENTS

SUB.: Annual Maintenance of Landscape, Lawns and Gardens etc at NIPGR Campus, New Delhi,

Owner : Director, NIPGR Campus, New Delhi

Tender issued to :

**Place for submission/
Place opening of tender document:**

**NIPGR Campus,
Aruna Asaf Ali Marg,
New Delhi-110067**

**Consultant Engineer
NIPGR Campus,
New Delhi**

Date & time of submission of tender documents: 04.09.2023 up to 1500 hrs.

Date & Time of Opening of Tenders: 05.09.2023 at 1500 hrs.

**Consultant Engineer
NIPGR Campus,
New Delhi.**

TENDER FORM

To

The Director
NIPGR CAMPUS,
New Delhi.

Dear Sir,

**I/We have read and examined the following Tender Documents relating to the
“SUB.: Annual Maintenance of Landscape, Lawns and Gardens etc at NIPGR Campus,
New Delhi.**

- Notice Inviting Tender
- Tender Notice
- General Conditions
- Instruction to bidders
- General Information
- Special terms and conditions of contract
- Instructions for Online Bid Submission
- Terms & Conditions
- Annexure-I, II, III, IV & V
- Terms & Conditions
- Schedule of work / quantity (not to be filled)
- Financial Bid

I/We hereby offer to execute the maintenance work complete in all respects specified in the under written Memorandum within the time specified therein or during the allowed extended time at the rates specified in the bill of Quantities and in accordance, with the specifications, designs, drawings and instructions in writing referred to in the conditions of tender.

(Seal & Signature of Contractor)

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH
(Department of Biotechnology, Ministry of Science and Technology, Govt. of India)
Aruna Asaf Ali Marg, New Delhi-110067
Phone: 011-26735161, 26735138 Fax: 011-26741658

NOTICE INVITING TENDER
(Tender No.: NIPGR/Engg./7/5(3)/2023-24)

Online Tenders (in two bid system) are invited on behalf of the Director, NIPGR, New Delhi from the eligible contractors who have experience in "Annual maintenance of Landscape Lawns and Gardens etc." with Govt. Departments or other reputed organizations.

Name of work: Annual Maintenance of Landscape, Lawns and Gardens etc at NIPGR Campus, New Delhi.

Sl. No.	Estimated Cost (In Lacs)	E.M.D.	Time for Completion	Last date & Time of receipt of Tender	Date & time of opening of tenders
1.	2.		3.	4.	5.
1.	Rs. 60,14,800.00	Rs. 1,20,300.00	12 Months	04.09.2023 15.00 Hrs.	05.09.2023 15:00 Hrs.

Tender documents to be downloaded on line free of cost from our website www.nipgr.ac.in and Govt. CPP Portal <https://eprocure.gov.in/cppp/>

The earnest money shall be in the form of Demand Draft of a Scheduled Bank issued in favor of the Director, NIPGR, New Delhi so as to reach the undersigned latest by 04.09.2023 at 1500 hrs.

Tenderers registered with M.S.M.E. & N.S.I.C. in the above-mentioned services / activities are exempt from deposit of EMD.

The bids will be accepted in respect of eligible agencies having successfully completed at least three similar maintenance works each costing not less than Rs. 24.05 lakhs or two similar maintenance works each costing not less than Rs. 36.09 lakhs or single similar maintenance work of costing not less than Rs. 48.11 lakhs with Govt. Departments or other reputed organizations during the last seven years ending July, 2023. Similar nature means "Annual Maintenance of Landscape, Lawns and Gardens etc." in Govt. departments or other reputed organizations. *Intending tenderers must enclose self-attested copies of Completion Certificates, work orders / Letter of Acceptance & Schedule of Quantity / BOQ of having completed the work satisfactorily issued by an authority not below the rank of Executive Engineer or equivalent. However, third party work done completion certificates will not be entertained. Owner / Employee of agency should have technical expert/expertise of three years after having completion of M.Sc. (Horticulture) Master degree as educational qualification from any Govt./ Govt. approved Institutions for safeguard and improvement in the life of existing precious species of flora etc. in the Institute's' Campus.*

Annual turnover of Rs. 61.00 lakhs in each year for the last three financial years each duly certified by the Statutory Auditors (i.e. 2019-20, 2020-21 & 2021-22).

Submission of complete tender documents duly signed and stamped with Technical Bid, by the tenderer is mandatory. Any short or incomplete documents required in the tender will lead to straightaway rejection of tender.

Any tenderer found involved in illegal practices, non-payment / less payment of minimum wages which has declared as per the Code on Wages to their workers not below the rate of minimum wages, as notified by the State Government or Central Government, whichever is higher will lead to cancellation of the contract forthwith and taking up further action as deemed appropriate of the Institute. The Director, NIPGR reserves the right to accept or reject all or any of the tender without assigning any reasons thereof.

The firms must be registered with ESI, EPF, GSTIN License Issuing authorities and must submit self-attested copies of registration.

The Institute may ask originals documents for verification. All originals documents will be returned after verification. Tenders received without their details/documents will not be considered

Consultant Engineer
NIPGR Campus,
New Delhi.

GENERAL CONDITIONS

1. **Online Tenders (in two bid system) are here by invited from pre-qualified contractors for the Annual maintenance work of " Annual Maintenance of Landscape, Lawns and Gardens etc at NIPGR Campus, New Delhi,**
2. The tender document consists of General Conditions, Instructions to bidders, General Information, Tender form, Terms and Conditions of Contract Agreement, Special Terms and conditions of Contract, Technical specification and Price Bid. The tender document to be downloaded from our website: www.nipgr.ac.in free of cost. The tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.
3. The time allowed for the completion of maintenance work is 12 months to be reckoned from the 10th day after the date of written order to commence the maintenance work.
4. Every tender shall be accompanied by earnest money of Rs. 1,20,300.00 (Rs. One lakh twenty thousand three hundred ten only) in the form of demand draft drawn in favour of the **Director, NIPGR payable at New Delhi**. Any tender not accompanied by such earnest money will be rejected straight away. The EMDs will be returned to un-successful bidders after finalization of tender.
5. The Tenderer will submit his tender online in prescribed format after examining the tender documents, scope of work, specific conditions of contract, Instructions to bidders, General Information, Terms and Conditions of contract agreement, technical specification, Price Bid, special terms and conditions of contract, specific conditions of contract. bill of quantities, scope of maintenance work, Inventory, Annexures etc.
6. The tender shall be submitted online in two parts, viz., technical bid and Financial bid. Submission of complete tender document duly stamped and signed by tenderer with technical bid is mandatory
7. The offer shall remain valid for 90 days from the date of opening of Tender.
8. If a tenderer whose tender is accepted fails to undertake the maintenance work as per terms of the contract within 10 days to be reckoned from the date of issue of work order, the earnest Money deposited will be forfeited.
9. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
10. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
11. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR
12. The successful tenderer shall have to sign the contract agreement within 10 days of the allotment of maintenance work.
13. Initially the work may be awarded for one year which may be extended further with mutual consent.
14. The reasonable rates for all the items of schedule of quantity shall be quoted inclusive of GST.
15. **Contractor's office establishment should be based in NCR/Delhi.**
16. The rates quoted shall be firm and hold good throughout the contract period. The contract may be extended depending upon satisfactory performance and mutual consent.
17. Further, after award of work, if tenderer fails to undertake the work as per terms of the contract or as mentioned in the award letter, the earnest money / performance security deposited will be forfeited / encashed.

18. Payment shall be made on monthly basis after submission of bill with all supporting documents.
19. In case the Tenderer desires to close the contract before the scheduled period, a notice of three months to the Institute is mandatory, failing which notice period shall be completed at the risk and cost of the contractor, besides damages as deemed suitable to the Institute shall be levied on the contractor. Notwithstanding contained anything above, Institute reserves the right to take any other action, including termination of contract at any time by giving one month's notice.
20. If the Agency is desirous of an extension of contract beyond the present term, under the present agreement, then the Agency should apply in writing to the Director, NIPGR at least 90 days before the expiry of the contract; for an extension for a further period, which may be considered at the discretion of the Institute on the existing terms and conditions.
21. The necessary details of the staff members shall be given in advance so as to know and allow the individual to attend complaint.
22. No labour below the age of 18 years shall be employed on work.
23. The engaged staff shall be qualified and fully conversant with the maintenance of Lawn Garden etc. The contractor shall submit the proof of qualification, experience etc., of the staff deployed within 10 days after taking over the site as per detail given below. The documents can be checked with original during submission of documents
 - a. Supervisor -Horticulture (Skilled) : Shall be passed the 12th class. with 5 year relevant experience.
 - b. Sr.Mali (Semi Skilled) : Experience with 5Years in Relevant field
 - c. Malis (Unskilled) : Worked for Horticulture Filed.
24. The Contractor shall deploy his personnel only after obtaining the Institute approval duly submitting curriculum vitae (CV)/Bio-Data of these personnel, the Institute shall be informed at least one week in advance and contractor shall be required to obtain the Institute's approval for all such changes along with their CV's.
25. The list of workers to be deployed shall be made available to the Institute and if any change is required on part of the Contractor or Institute, fresh list of staff along with relevant documents shall be made available by the contractor for each and every change, after seeking prior approval of the Competent Authority of the Institute.
26. Every worker appointed by the Contractor shall wear the prescribed uniform according to season i.e. summer uniform in summer and winter uniform in winter season and badge bearing agency's name, while on duty. The said uniform and badge shall be provided by the contractor at his own cost. The workers must maintain proper discipline in the Institute.
27. All the personnel and their bag and baggage connected with the contract shall be liable to physical check both at the time of entry in to the campus and during the exit at the Security Gate. The Contractor's personnel shall not stay beyond the specified working hours unless they are required to do so. They shall strictly comply with all security regulations of the Institute.
28. Any breakages/damages caused by the Contractor's personnel to any Institute property shall be borne by the contractor at replacement cost.
29. The employees of the contractor deployed on the above job shall have no right to claim for absorption in the services of NIPGR, and/or no claim for continuation/completion of the above contract tenure.
30. Payment shall be made on monthly basis on receipt of bill by 10th of each month by the contractor. No advance payment in any case would be made. The monthly payment will be subject to satisfactory services being rendered. In this regard, a certificate of satisfactory completion of above work has to be given and certified by the authorized official of NIPGR on the monthly payment bill.
31. The contractor will have to deposit the proof of depositing employer's/employee's contribution towards PF/ESI etc., of each employee deployed in the Institute, on monthly basis. On deployment of worker(s), within two months, the contractor will provide Universal Account Number (UAN) for Provident Fund remittances along with other relevant details to the workers concerned and to the Institute for verification. Non-compliance of the foregoing requirements may lead to withholding of monthly payment of contractor besides other punitive measures as deemed fit to the Institute.

32. The contractor shall disburse the wages/salary to its staff deployed in the Institute every month through Bank Transfer/cheque on or before 7th day of every month.
33. Any damage caused to any equipment/or items available in the office premises due to negligence of the contractor's work force shall be entirely on contractor account. The amount so involved on this account shall be deducted from the payment due to contractor.
34. If the performance of the contractor is not up to the mark, then NIPGR may take the following actions. A) To engage another contractor B) To terminate his contract.
35. The contractor shall not sublet or transfer any part of the contract thereof without the written permission of the Director, NIPGR, New Delhi.
36. No one connected with or in the employment of NIPGR shall be admitted by the contractor as a partner or shall have any interest in his contract.
37. The contractor must be registered with Labour Commissioner and have a service base in Govt. of NCT / New Delhi with enough manpower.
38. On acceptance of tender, the earnest money will be refunded after deposit of Performance Guarantee.
39. Tenders, not fulfilling any or all of the conditions or incomplete in any aspect, are liable for rejection.
40. If any information furnished by the contractor is found to be incorrect, the Director, National Institute of Plant Genome Research, New Delhi, reserves the right to terminate the contract without any notice and contractor will be liable for forfeiture of performance security.
41. Tender must be unconditional.
42. GST or any other taxes on materials in respect of this contract shall be payable by the contractor and NIPGR will not entertain any claim whatsoever in this respect.
43. This notice of tender shall form part of the Contract Document.
44. If the agency / firm quotes charges which are not considered to cater the administrative and other charges and Contractor's profit, appropriately, the bid shall be treated as unresponsive and will not be considered.
45. The validity of the tender(s) shall be up to 365 days (contract period) from the date of award of work.
46. The use of whitener/eraser in this tender is prohibited. If any correction becomes necessary, the same should be done by SCORING OFF originally written rates/figures etc. and then rewriting should be done under initials of person filling the tender.
47. As per law of land, statutory deductions like Income Tax / GSTDS and other mandatory/statutory deductions etc. shall be made from the contractor's bill as applicable.
48. Any difference or dispute arising out of the contract shall be decided by Director, National Institute of Plant Genome Research, New Delhi or any person authorized by him and the decision shall be final and binding on the contractor. All legal disputes are subject to the jurisdiction of Delhi Courts only.
49. **The institute reserves the right to detain or relieve the staff for duty in the next shift if the reliever fails to turn up. In no case any worker deployed should work more than 26 days in a month.**
50. If any worker is found to be not suitable for the position, the contractor has to remove the person from the site immediately and substitute posted. The decision of Institute in this regard shall be final and binding on the contractor.
51. **In case of leave of any staff, a substitute has to be arranged by the contractor who has got the required qualification and adequate experience. The staff will attend the duty on all working days(6days).**

52. The agency shall provide police verification document and character certificate of the entire employee along with other documents of qualification, experience etc.
53. All the pages of the tender should be signed by the owner of the firm or his authorized signatory. In case the tenders are signed by the authorized signatory, a copy of the power of attorney / authorization may be enclosed along with tender.
54. To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
55. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate. In case two or more agencies are found to have quoted the same rates, then NIPGR shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.
56. There should be no case pending with the police against the Proprietor / Firm / Partner or the Company (Agency).
57. The institute has the liberty to increase/decrease the staff (If required). The rates for payments/reduction shall be derived from the rates quoted by the agency in Financial Bid.
58. Attendance register of the staff shall be maintained by the agency and the same shall be submitted daily basis or as desired by the Institute. The manpower deployed by agency should invariably mark their attendance in the attendance system provided by the institute. The institute reserves the right of surprise verification of attendance of manpower deployed, by the committee authorized to do so on any day. The payment will be released on the basis of attendance marked in attendance system of the institute.
59. The contractor shall be responsible for good behavior and character of the staff engaged by him.
60. Institute shall in no way be involved in any dispute of whatever kind between the contractor and the staff engaged by him.
61. Any accident / electrocution caused due to negligence or during the course of normal work etc., shall be responsibility of the Contractor. The contractor shall be responsible for all compensation to the staff engaged by him.
62. The Institute will not be responsible, if any accident/casualty occurs or whatsoever due to negligence of worker employed & no compensation shall be paid by the Institute.
63. The contractor shall provide sufficient safeguard to avoid any accident.
64. No residential accommodation will be provided to the Contract workers of Agency.
65. Agency should have sufficient machineries in good & functional condition the lawn garden pots plants etc.
66. All workers deployed by the agency should have a life insurance policy during the contact period.
67. Any damage to the building equipment caused during the execution of work, shall be the responsibility of the contractor to restore the same in its original position and nothing extra shall be paid on this account.
68. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
69. .If any agency quotes rates below minimum wages, his tender shall be rejected.
70. The contractor shall pay the wages as per the Code on Wages to their workers not below the rate of minimum wages, as notified by the State Government or Central Government, whichever is higher, through the bank transfer. The Institute shall, without any commitments or being obliged to do, may its discretion, monitor that such payments are being made. The contractor shall be required to submit, every month, documentary evidence in the form of a Bank Statement of having transferred the gross minimum wages to each worker.

71. The agency shall submit the analysis for the rates quoted in Financial Bid.

72. In case of non-availability of staff, penalty as given below will be made.

- | | |
|------------------------------|----------------------|
| a) Supervisor | : Rs. 1200/- per day |
| b) Sr.Malis | : Rs. 1000/- per day |
| c) Malis | : Rs.800/- Per day |
| d) Any staff without uniform | : Rs. 200/- per day |

73. This penalty is over and above of deduction of wages on account of absence.

74. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.

75. The successful tenderer shall have to sign the contract agreement within 15 days of the allocation of work.

76. The agency shall provide valid ID cards to the staff which must be produced during the time of inspection / check by the E.I.C.

77. The Contractor shall ensure compliance of all statutory Laws and bye laws of the Central Govt. / State Govt. / Municipal authorities related to the employment of their staff and all such obligation under wage act., workmen compensation act., ESI act., provident fund and Miscellaneous provision Act., Bonus Act. and contract Labour Act. 1970 and amendments time to time etc. NIPGR will not be responsible for such lapses in any way.

78. Payment of bills:

- Bills will be submitted by the Contractor on 10th (if 10th is holiday then next working day) of every calendar month & after satisfactory service and submission of pre-receipted bill along with documents in support of payment of wages to workers through RTGS / NEFT only. Proof of remittance of Salary to Employees / PF / ESI / GST/ any other documents as prescribed by the Institute to respective agencies are also required to be submitted with monthly bill.
- The contractor shall quote the rates as per Order No. F.6/1/2023-PPD by Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division dated 06.01.2023.
- TDS on payments will be made as per rules in this regard.
- The payments to all workers deployed should be made in full by 7th of every calendar month.

79. Registration of Labour license certificate of the firm should be under GOVT of NCT New Delhi and document of the same must be submitted along with the tender.

80. The bidder should have the following Registrations and details of the same should be provided in the Technical Bid.

- Documents of previous experience in the field and list of organizations to which services are being provided at present.
- Permanent Account Number Card (PAN)
- PF Registration number
- ESI Registration number
- GST Registration number
- An undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized (Annexure I).
- Annual Financial Turnover.
- Registration of Labour License certificate under Govt. of NCT New Delhi.
- Agency should have technical expert/expertise having degree/higher educational qualification in the field of Horticulture from any Govt./ Govt. approved Institutions for safeguard and improvement in the life of existing precious species of flora etc in the Institute's' Campus.

81. The Contractor shall arrange uniform and shoes for all the workers.

82. The department reserves the right to terminate the contract by giving one month notice in writing during the period of the contract without any financial repercussions on either side.

83. The contractor shall quote the rates as per Order No. F.6/1/2023-PPD by Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division dated 06.01.2023.

INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS:

The works referred here-in shall cover the entire scope of the proposal which includes supplying and installation of material including the successful completion and the tests which the desires to get carried out. The "Owner" where appearing in these documents shall mean Director, NIPGR.

2. TENDERERS TO STUDY ENTIRE TENDER DOCUMENT CAREFULLY:

Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted himself of the nature, scope and specifications of the works to be followed.

3. TENDERER TO SUBMIT THE ENTIRE TENDER DOCUMENT ON-LINE.

The tenderer shall submit all documents issued to him for the purpose of this tender after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.

4. INSTRUCTION FOR FILLING THE TENDER.

Tenders shall be submitted ON-LINE, it shall be signed by one who has been authorized by the Board of Directors through a resolution. Copy of resolution and the authority letter in favour of the person signing must accompany the tender.

5. TENDERERS TO QUOTE FOR ALL ITEMS AND IN FIGURES:

The tenderer shall quote his rates in figures with reference to each item and must enter for all the items shown in the attached Bill of quantities. Incomplete offer shall be liable for rejection. The total amount shall be written both in figures and in words.

6. VALIDITY PERIOD OF OFFERS:

The rates quoted in the tender shall hold good for 90 days from the date of opening of the tender. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within the period mentioned in the tender notice, in such cases the Institute reserves the right to reject the bid and take any other action as deemed appropriate. In case the successful tenderer after award of acceptance of tender fails to perform as per contract or violates any condition of tender, the Agency shall be suspended from being eligible for bidding in any contract with the NIPGR, New Delhi for the period of 2 years starting from the last date of receipt of this bid/tender. The validity of accepted rates is further extendable from the date of issue of award letter with mutual consent of both the parties for 180 days.

7. TENDERER TO STAMP & SIGN ALL PAGES:

The tenderer shall stamp and sign at the bottom right-hand corner of every page of the tender documents in token of acceptance of tender conditions and for the purpose of identification.

8. ERASURES AND ALTERATIONS:

Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

9. TENDERER TO SATISFY HIMSELF OF SITE CONDITIONS:

Tenderers are advised to inspect and examine the site and its surroundings and also signed a certificate of site visit enclosed as per Annexure 'II' and satisfy themselves before submitting their tender regarding nature of the site conditions, the means of access of the site, the accommodation they may require and in general obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender in any manner. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no compensation or otherwise of any charges incurred or to be incurred consequent on any misunderstanding or otherwise shall be admissible.

10. EARNEST MONEY:

Earnest Money Deposit of Rs. 1,20,300.00 (Rs. One lakh twenty thousand three hundred ten only) to be furnished with the tender in the form of the demand draft or Bank Guarantee issued by Commercial Bank (No interest is payable on Earnest Money).

11.TENDERER TO QUOTE BOTH IN FIGURES AND WORDS:

The bidder shall quote their rates for all the items both in figures as well as words given as per the attached format of Price bid. The amount of each item shall be worked out and the requisite total given. Special care shall be taken to write percentage in figures and words, and the amount in figures only in such a way that interpolation is not possible. The total amount shall be written both in figures and in words.

12. TENDER LIABLE TO REJECTION:

Tenders which do not fulfill all or any of the conditions laid down in this notice, or contain conditions not covered and / or not contemplated by the Conditions of tender document and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected. Tenders shall also be liable for rejection on any of the following grounds: -

- i) Tenders containing remarks uncalled for.
- ii) Conditional tenders
- iii) Tenders not submitted on prescribed Performa.
- iv) Telegraphic/Fax/Postal tenders.
- v) Tenders submitted without E.M.D. or Bank Guarantee.
- vi) Incomplete tenders
- vii) Tenders submitted by the agency who has any unresolved dispute of any kind.
- viii) Tenders with NIL consideration.

13.CORRESPONDENCE:

Tenderers must mention their postal address and telephone number(s) of the Chief Executive/authorized agent or attorney in the tender. The tender submitted by the tenderer will be rejected if he or his agent cannot be contacted on the last known address or on the intimated telephone number(s) after reasonable search in this event the agencies / bidders shall be debarred from tendering with the Institute.

14.NIPGR NOT TO ASSIGN ANY REASON FOR REJECTION OF TENDER:

NIPGR hold absolute discretion to accept or reject the lowest or any other tender without assigning any reason. No claim on this account shall be entertained.

15.AMENDMENT IN TENDER DOCUMENTS:

NIPGR reserves the right to revise or amend the Bid Documents up to the date prior to the date notified for opening of the tenders and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever.

16.REFERENCE IN TENDER DOCUMENTS:

Director, NIPGR, shall be referred as "Owner" in all the documents of Tender documents/contract agreement.

**Consultant Engineer
NIPGR**

(Seal & Signature of Contractor)

GENERAL INFORMATION

- | | | |
|---|---|---|
| 1 | Accepting Authority | Director,
NIPGR, New Delhi. |
| 2 | Reference Book | i) CPWD specifications (Latest
as on date of tender)
ii) B.I.S. specifications (latest edition) |
| 3 | Earnest money | Rs. 1,20,300.00 (Rs. One lakh twenty thousand three
hundred ten only) to be furnished with the tender in the
form of the demand draft or Bank Guarantee issued by
Commercial Bank (No interest is payable on Earnest
Money) |
| 4 | Performance
deposit | Security The contractor shall be required to deposit an amount
equal to 10% of the tendered value of the contract as
Performance Security within the period prescribed for
commencement of work in the letter of award issued to
him. Performance security may be submitted in the form
of Demand Draft / Bank Guarantee issued by
Commercial Bank (No interest is payable on
Performance Security). |
| 5 | Authority competent to grant
extension of time | Director, NIPGR or authorized person by Director,
NIPGR |
| 6 | Tools & plants | To be arranged by contractor |
| 7 | Authority competent to
reduce the compensation
amount | Director, NIPGR |
| 8 | Release of Performance
Security | The performance security shall be refunded to the
contractor after completion of maintenance work and
recording of completion certificate by Institute and the
same shall be released after one month of completion of
maintenance work. |
| 9 | Periodicity of submission
of Bills | Monthly before 10 th of each month. |

Consultant Engineer
NIPGR, New Delhi

Seal & Signature of Agency

SPECIAL TERMS AND CONDITIONS OF CONTRACT

1. SPECIFICATIONS:

If specifications for an item of maintenance work are not covered by C.P.W.D. / B.I.S. Specifications prevailing as on date of tender, the same shall be decided by the NIPGR and shall be binding on the contractor.

The Director shall have the power to insist upon the contractor to purchase and use such materials of particular approved make which may in his opinion be necessary for proper and reasonable compliance with the specifications and execution of maintenance of work.

2. WORK AND WORKMANSHIP:

To determine the acceptable standard or workmanship, the NIPGR may order the contractor to execute certain portions of maintenance works and services and the like under the close supervision of Engineer, NIPGR/Consultant. On approval, these items shall be labeled as guiding samples and maintenance works executed to conform to these samples.

3. CONTRACTOR TO BE LIABLE FOR ALL TAXES ETC.

The rates specified in the tender shall be inclusive of G.S.T., Customs fees, octroi, royalty etc. or any other taxes. However if any fresh taxes are imposed by State/Central/Statutory bodies during the currency of contract, the same shall be borne by NIPGR.

4. FORCE MAJEURE:

The right of the contractor to proceed with the maintenance work shall not be terminated because of any delay in the execution of the maintenance work due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including not limited to acts of God, or of the public enemy, restraints of a sovereign state, fires, floods, unusually severe weather.

5. JURISDICTION:

Notwithstanding any other courts having jurisdiction to decide the questions forming subject matter of a suit and all actions and proceedings arising out of or relative to this contract (including any arbitration in terms thereof) shall lie only in the court of competent Civil jurisdiction in this behalf at New Delhi, where this contract is to be signed on behalf of Director NIPGR and only the said court shall have jurisdiction to try any such actions and/or proceedings to the exclusion of all other courts.

6. SCOPE OF MAINTENANCE WORK:

The scope of maintenance work is as per enclosed schedule of quantity and terms & conditions.

7. CONTRACTOR'S RESPONSIBILITY FOR THE MANNER OF EXECUTION OF MAINTENANCE WORKS

The contractor shall be solely responsible for the manner and the method of executing the maintenance work. The maintenance work shall be subject to the approval of NIPGR from time to time for purposes of determination of the question whether the maintenance work is executed by the contractor in accordance with the contract.

9. The maintenance works shall be inspected by Engineers /Consultants of NIPGR. The contractor shall extend full co-operation and render all necessary facilities for inspection of the maintenance work to the inspecting authority without any additional cost to NIPGR. It must be noted that any observations/ comments/ recommendations of the said Technical persons shall be binding on the contractor.

10. It shall always prevail, unless otherwise specifically stated, that the entire provisions of Tender document been opened upon and accepted for compliance by the contractor without any reservation.

13. Whenever representative of the contractor is called upon by NIPGR, he will make himself available or any of its employee for evidence before the enquiry officer appointed by the NIPGR or competent court in connection with the disciplinary proceedings against any of the employees, if the act of misconduct had happened in his/their presence.

14. The contractor will arrange all tools, equipment, etc., required for the execution of the work for Horticulture works in NIPGR at its own cost.

15. NIPGR does not recognize any association of the traders and in case any negotiation/bargain is necessary with regard to the clarification of the terms and conditions of the agreement or modification thereof the contractor alone should seek such negotiations and no collective representation/bargain will be entertained.

16. In the event of any dispute arising out or in any way touching the terms & conditions of the agreement, the same shall be referred to the sole arbitration of the Director, NIPGR or his nominee and his decision shall be final and binding on the parties.

17. It may be clearly understood that the workers deployed by the contractor for performing the job contract shall be in his employment and no master and servant relationship or privity of contract exists between his workers/employees and NIPGR. The workers deployed by the contractor shall at no point of time seek regularization in the services at NIPGR. The workers/employees deployed by the contractor for execution of job contract shall have no claim against NIPGR.

18. All other conditions shall be as per our tender documents.

Consultant Engineer
NIPGR, New Delhi

Seal & Signature of Agency

Instructions for Online Bid Submission

1. The tender documents are available on our website www.nipgr.ac.in & www.eprocure.gov.in and same can be downloaded.
2. Tender documents may be downloaded from ITPO's website www.nipgr.ac.in and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the esubmission of the bids online through the Central Public Procurement Portal for eProcurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
6. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated.

Submission of Tender

The tender shall be submitted online in two parts, viz., Technical bid and Financial bid.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature and content of the documents before uploading.

The offers submitted by hand/Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://cprocure.gov.in/cprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online Bidder Enrolment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra/ Nic etc.), with their profile.

- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 1) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificate etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official before bid opening date/time as mentioned in critical date sheet or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids 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 by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91-7878007972 and 91-7878007973.

(Undertaking on a Non-Judicial Stamp Paper worth ` 100/- duly notarized)

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted / on holiday list / debarred during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
- b) I/We do not have any dispute with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such 'Certificates/Documents' found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides 'forfeiture of Earnest Money Deposit' and 'Blacklisting' etc.
- e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR shall be authorized to forfeit the EMD submitted by me/us.

Seal and Signature of the Authorized
Person of the Agency

Name and designation of the
Authorized Person of the Agency

Place:

Date:

**'CERTIFICATE FOR SITE INSPECTION'
Pre-qualification criteria of NIT**

Certificate that we have visited the site on and assessed the nature and amount of maintenance work involved before submitting our offer. We will be able to complete the maintenance works within the stipulated time and also that we will be able to execute the maintenance work suit to the site conditions.

(Signature of Bidder with Seal)

Name:

Address:

Date:

Consultant Engineer

CHECK-LIST FOR PRE-QUALIFICATION BID FOR RUNNING, Annual Maintenance of Landscape, Lawns and Gardens etc at NIPGR Campus, New Delhi

Sl. No.	Documents asked for	Page number at which document is placed
1.	Earnest Money / Bank Guarantee	
2.	Tender Documents	
3.	Name of authorized person of the firm/agency, designation, address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/ Directors also.	
4.	Undertaking on a Non-judicial Stamp Paper of Rs.100/- (as per format prescribed in Annexure-I)	
5.	Certificate for Site Inspection with seal & signature of agency as per Annexure-II.	
6.	Self-attested copy of the PAN card, issued by the Income Tax Department.	
7.	Proof of experiences / Completion Certificates of last seven years ending July-2023 as specified in the NIT along with satisfactory performance certificates and work order copy from the concerned employers.	
8.	Annual turnover of last three financial years during the last three years duly certified by the Statutory Auditors.	
9.	Certificate for Tender's involving procurement on letter head of company/firm as per Annexure – IV	
10.	Certificate for Tenders for Works involving possibility of sub-contracting on letter head of the company/firm as per Annexure-V	
11.	Documents in support of company/firm/agency's office establishment is based in NCR / Delhi.	
12.	Copy of E.M.D. in form of D.D. or Bank Guarantee from any commercial bank or copy of registration with MSME & NSIC for the desired activities / services are exempted for submission of FMD.	
13.	Owner / Employee of agency should have documents regarding Degree & Mark sheet of MSc (Horticulture) with three Year experience in the Horticulture field and role of person in agency.	
14.	Any other documents, if required.	

Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.

Certificate for Tenders involving procurement

“I/We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we certify that we/our principles are not from such a country or, if from such a country, have been registered with the Competent Authority. I/we hereby certify that we fulfill all the requirements in this regard and are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

(Signature of Authorized Signatory with Company Seal)

Note: The Certificate should be printed on the Company's letter head.

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Certificate for Tenders for Works involving possibility of sub-contracting

“I/We have read the clause regarding restrictions of procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that we/our principles are not from such a country or, if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I/we Hereby certify that we fulfill all requirements in this regard and is/are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

(Signature of Authorized Signatory with Company Seal)

Note: The Certificate should be printed on the Company's letter head.



Terms & Condition

Name of work: Annual Maintenance of Landscape, lawns and gardens at NIPGR Campus, New Delhi

1. The site of Work is at NIPGR Campus, Aruna Asaf Ali Marg New Delhi and the contractor must visit the site and make him acquainted with the topography of the area before quoting the rates. The Department shall entertain no extra claim later on.
 2. The date of opening of financial bid shall be intimated after finalization of technical bid.
 3. The tenderer must be a professional horticulturist and must have completed 3 works in maintaining landscape, lawns and plantation in govt. organization especially in Govt Autonomous Institutions having 15 acres of land.
 4. The prospective tenderers must submit with the technical bid, a list of organizations, where they have worked / are working with the name and designation of the contact person and their telephone numbers etc.,
 5. Director, NIPGR holds absolute discretion to accept or reject the lowest or any other tender without assigning any reason. No claim on this account shall be entertained.
 6. The work shall be done as per schedule and as per the instruction of Engineer-in-Charge. The rates shall be inclusive of all taxes, duties and cartage.
 7. All cut down / uprooted trees / tree branches shall be returned to the Institute. Small branches & leaves etc. will be disposed out of the campus by the contractor at a prescribed place approved by local bodies at their own cost as and when required. The institute will not allow any garbage heaps at any place in the premises.
 8. Water and Electricity required for the job shall be supplied by the Institute free of cost.
 9. The contractor shall have to arrange water supply hose pipes, lawn movers of different sizes, phawada, khurpi hedge & rose cutter and all other tools & plant required and nothing extra will be paid.
 10. No. T&P will be supplied by the Institute. The contractor will have to arrange his own T&P.
 11. The Fuel for the lawn movers and maintenance shall be provided by the agency and nothing extra will be paid.
 12. All complaints shall be attended to immediately by the agency and any other related job can be entrusted to the contractor and no extra payment will be made for the same.
 13. The rates shall be included of all T&P and Diesel lawn movers etc and nothing extra will be paid.
 14. The rate shall be inclusive of handling & spreading the supply items of material like manure, good earth, Pesticides & insecticides urea, Yamuna sand etc complete and nothing extra will be paid
 15. The contractor will submit a fortnight report of the machinery, material and men deployed for the work to the work site. **The agency should follow strict attendance and alternate arrangements are to be made by the agency whenever any staff does not report on duty.**
 16. The persons deployed by the agency should well behave. The agency is fully responsible for any mischief done by their staff/manpower.
 17. The contractor will ensure that the works will be carried out with utmost professionalism and devotion, and any lacunae will be seriously viewed and may form sufficient ground for termination of the contract. The Contractor will also ensure discipline and welfare of personnel employed on the works.
 18. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 60 years.
 19. The contractor shall not sublet the work.
- Inspection:
20. The Contractor or his authorized representative will be available whenever required by the Officer-in-Charge for inspection of the works.
21. Payment of bills:
- a) Bills (Monthly) will be submitted by the Contractor by 10th of each month and will be paid after each month's satisfactory service and submission of all details (Wages, ESI, EPF, & Bonus) and payment to workers through NEFT/RTGS.
 - b) GST / Income tax applicable, if any as per IT Rules shall be deducted from the monthly bills.
22. The tenure of the contract will be initially for one year. This can either be further extended or reduced as per the discretion of the Institute.
 23. The Institute reserve the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the work contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from deposit or pending bills or by raising a separate claim.

24. No escalation what so ever in respect of material, POL etc., shall be entertained.
25. The contractor shall pay the wages as per the Code on Wages to their workers not below the rate of minimum wages, as notified by the State Government or Central Government, whichever is higher, through the bank transfer. The Institute shall, without any commitments or being obliged to do, may its discretion, monitor that such payments are being made. The contractor shall be required to submit, every month, documentary evidence in the form of a Bank Statement of having transferred the gross minimum wages to each worker.
26. Earnest money deposited by the successful tenderer shall be converted into security deposit and is adjustable.
 - a. The agency must submit valid registration with ESI, EPF agencies and GST registration if applicable. Also PAN issued by respective Department shall be submitted in the name of agency.
27. Compensation:
 - a) If any item of work is not carried out or if the Officer-in-Charge after Inspection is satisfied that any item of work has not been carried out satisfactorily a recovery at appropriate rates will be effected from the monthly bill of the Contractor. Also the incomplete / unsatisfactory Portion of work may be got done through other agency at the risk and cost of the contractor.
 - b) Any damage to the fittings, assets in the buildings by the contractor's workmen will be made good by the contract at his expense or cost will recovered from monthly bills.
28. In case of any dispute the decision of the Institute shall be final & binding on the contractor regarding above.
29. The Contractor shall ensure compliance of all statutory Laws and bye laws of the Central Govt. / State Govt. / Municipal authorities related to the employment of their staff and all such obligation under wage act., workmen compensation act., ESI act., provident fund and Miscellaneous provision Act., Bonus Act. And contract Labour Act. 1970 etc. NIPGR will not be responsible for such purposes in any way.
30. Tender shall not be considered if the rates quoted are below minimum wage as per the Code on Wages to their workers not below the rate of minimum wages, as notified by the State Government or Central Government, whichever is higher, by the tenderer in the tender.
31. If the rates of two agencies have quoted same amount in this regard decision of the institute shall be Final.
32. The Director, NIPGR, reserves the right to cancel any or all the tenders without assigning any reason.
33. Any accident caused due to negligence or during the course of normal work etc. shall be responsibility of the Contractor. The contractor shall be responsible for all compensation to the staff engaged by him.
34. The Institute will not be responsible, if any accident occurs or whatsoever due to negligence of worker employed & no compensation shall be paid by the Institute.
35. The contractor shall provide sufficient safeguard to avoid any accident.
36. The institute may ask the agency to submit the analysis for the rates quoted in Financial Bid.
37. Staff on duty shall be provided with Identity Card duly endorsed by NIPGR and wear the same on specified dress during working hours.
38. The Contractor shall arrange uniform and shock proof shoes for all the workers at his own cost and nothing extra will be paid
39. The duty schedule / timing of workers deployed can be changed on any holiday, as per requirement of Institute.
40. In case, the agency fails to comply with terms & conditions the E.M.D. / Performance Security of the agency shall be forfeited / encashed.

**Consultant Engineer
NIPGR, New Delhi**

Seal & Signature of Agency

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SCHEDULE OF QUANTITIES

ITEM NO. AMOUNT	DESCRIPTION OF ITEM	QTY.	UNIT	RATE
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Attached at pages _____ to _____

Should this tender be accepted, in whole or in part I/We hereby agree to abide by and fulfill all the terms & provisions of the conditions of tender as applicable or in default.

I/We agree:

- (i) that should I/We fail to commence the work specified in the above-mentioned Memorandum the without prejudice to any other right or remedy shall be at liberty to debar from tendering with the Institute.

- (ii) to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

The names and postal addresses and contract phone nos. of our representative(s) authorized to deal with this tender are:

1)

2)

3)

Dated the _____ day of _____ 2023

(Seal & Signature of Contractor)

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SCHEDULE OF QUANTITY (Labour Part - A)

Name of Work: Annual Maintenance of Landscape, Lawns and Gardens, etc., at NIPGO Campus, New Delhi.

Si. No.	Description	Unit	QTY	Rate	Amount
A.	Material as per details below (all-inclusive rate per month)				
i	Log Books Attendance Registers, History Books & Other Stationery	One Job	1		
ii	Uniform, Shoes, I-Cards etc.	One Job	1		
iii	Tool & Plant Charges	One Job	1		
Total A	Total Monthly charges towards above material				
B.	Manpower as per details below (please refer Special Terms & Conditions of the Tender document)				
	Wages for complete month				
	a. Skilled- SuperVisor	Per Month	1		
	b. Semi Skilled	Per Month	4		
	c. Unskilled	Per Month	11		
	Total Wages (a +b + c)				
ii	PF @ 13% (including administrative charges as per rules) (maximum on `15,000/- per person, per month)	Per Month	0.13		
iii	ESI @ 3.25%	Per Month	0.0325		
iv	Bonus @ 8.33% of basic (Admissible for those workers only who completes atleast 30 days service in present contract)	Per Month	0.0833		
Total B	Total Monthly charges towards above manpower				
C	Other charges (if any)				
D	Agency charges				
E	Total (B + C + D)				
F	GST @ 18% (on E above)				
G	Total Inclusive of GST (E + F)				
H	Total Monthly charges (A + G)				
	Total Annual charges (H x 12 months) PART-A				
		Net Total Amount			
Payment shall be released on the basis of actual attendance and actual payment of wages released to staff deployed at the Institute, subject to wages paid as per Minimum Wages Act of NCT of Delhi.					
	Consultant Engineer			Seal & Signature of Contractor	

NOT TO BE FILLED

BoQ_V	Item Wise BoQ								
er3.1	Item Wise								

Tender Inviting Authority: Consultant Engineer, NIPGR, New Delhi

Name of Work: Annual Maintenance of Landscape, Lawns and Gardens, etc., at NIPGR Campus, New Delhi.

Contract No: NIPGR/Engg./T/5(3)/2023-24

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE (Material Part - B)

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sl. No.	Item Description	Quantity #	Units	UNIT RATE In Figures To be entered by the Bidder In Rs. P	GST in Rs. P (Col. 5 x % of GST)	Total Unit Rate with GST (Col. 5+6)	TOTAL AMOUNT Without Taxes in Rs. P (Col. 3 x 5)	TOTAL AMOUNT With Taxes in Rs. P (Col. 3 x 7)
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #
1	2	3	4	5	6	7	8	9
1	Supply of following Items for Subject Work							
1	Supply of Cow dung manure	20	Cum					
2	Urea	200	Kg					
3	Good Earth	50	Cum					
4	Pesticides& Insecticides	25	Ltrs.					
5	Yamuna Sand	20	Cum					
6	Supply of empty earthen pots 10" dia	100	Each					
7	Supply of empty earthen pots 12" dia.	100	Each					
8	Paintings of Earthen pots (all sizes)	1000	Each					
9	Seasonal Plants-Rainy , Winter & Summer Seasons (as per site requirements.)	3	One Job					
Total in figures								
Quoted Rate in Words							0.00	0.00

NOT TO BE FILLED

Net Total Amount (Part-A + Part-B)

Consultant Engineer

Seal & Signature of Contractor