

TENDER DOCUMENT

Name of work: Annual Maintenance of Landscape, Lawns and Gardens at NIPGR Campus, New Delhi, during the year 2016-2017.

CLIENT: DIRECTOR NIPGR,
NEW DELHI

COST OF TENDER DOCUMENT: ₹ 500.00

TENDER DOCUMENTS

Name of work: Annual Maintenance of Landscape, Lawns and Gardens at NIPGR Campus, New Delhi, during the year 2016-2017

Owner : Director, NIPGR, , 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, , New Delhi**

Last date for sale of tenders: 12.12.2016 up to 16:00 hrs.
Date/Time of submission : 15.12.2016 before 14.30 hrs.
Date/Time of opening : 15.12.2016 at 15.00hrs.

**Consultant Engineer
NIPGR, New Delhi**

TENDER FORM

To

**Consultant Engineer
NIPGR CAMPUS
New Delhi.**

Dear Sir,

I/We have read and examined the following Tender Documents relating to the “**Annual Maintenance of Landscape, Lawn & Garden at NIPGR Campus, New Delhi, during the year 2016 – 2017.**”

- Tender Notice
- General Conditions
- Instruction to bidders
- General Information
- Memorandum
- Schedule of Quantity
- Terms & Conditions
- Annexure-I for Undertaking
- Annexure II- for Certification of Site Inspection
- Annexure-III-for Checklist for Pre-qualification bid
- Financial Bid

I/We hereby offer to execute the 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)

राष्ट्रीय पादप जीनोम अनुसंधान संस्थान

अरुणा आसफ अली मार्ग, एन.आई.पी.जी.आर परिसर, नई दिल्ली – 110 067

फ़ोन: 26735161, 26735138, फ़ैक्स: 26741658

ईमेल: engineering@nipgr.ac.in वेबसाइट: www.nipgr.ac.in

F. No. NIPGR/Engg/7/5(3)/2016-17

Dated: 25.11.2016

TENDER NOTICE

Sealed item rate Tenders are invited in two bids on behalf of the Director, NIPGR, Aruna Asaf Ali Marg, New Delhi – 110 067 for specialized category of horticulture maintenance of Landscape, Lawn & Garden etc. from approved and eligible contractors of appropriate class enlisted in, Autonomous Bodies, State / Central Govt. Undertakings or professional horticulturist. The tender should reach this office up to 2.30 P.M. on or before 15.12.2016 for the following work:

Name of work: Annual Maintenance of Landscape, Lawn & Garden, etc. at NIPGR Campus, New Delhi, during the year 2016-17.

Sl. No.	Estimated Cost (In Lacs0)	EMD (In ₹)	Period of award	Last date & time for sale of Tender Documents	Last date & Time of receipt of Tender	Date & time of opening of tenders
1.	2.	3.	4.	5.	6.	7.
1.	₹ 32.151	₹ 64,310/-	12 months	12.12.2016 16.00 Hrs.	15.12.2016 14.30 Hrs.	15.12.2016 15.00 Hrs.

Tender documents can be obtained upto 16.00 Hrs. on all working days on payment of ₹ 500.00 (₹ Five hundred only) in cash (Non refundable) towards the cost of tender. The earnest money shall be in the form of Demand Draft of a Scheduled Bank issued in favour of the Director, NIPGR, New Delhi.

The tender documents can also be downloaded from our website www.nipgr.ac.in The tender documents downloaded from website must be accompanied with ₹ 500.00 (₹ Five hundred only) towards the cost of tender documents, otherwise the tender will not be considered.

Professional horticulturist having executed three similar works of horticulture maintenance each work costing not less than ₹ 12.86 Lac (₹ Twelve Lac & eighty Six thousand only) OR two similar works each work costing not less than ₹ 16.08 Lac (₹ Sixteen lakhs & eight thousand Only) OR one similar works each work costing not less than ₹ 25.72 (₹ Twenty five lakhs & Seventy two thousand Only) during the last three years ending October 2016 with Similar works means "Maintenance of Landscape, Lawn & Garden etc. in Government organizations, Govt. Autonomous organizations, and other reputed Scientific research Institutions.

The self-attested copy of Completion Certificate of having completed the work satisfactorily issued by an authority and valid registration No. of ESIC, EPF, PAN/ TIN, Service tax, etc. must be enclosed.

Intending tenderers must produce original documents such as Completion Certificate, valid Registration Certificate of ESIC, EPF, PAN / TIN, Service Tax, etc. in the name of agency on call for verification in the name of contractor.

**Consultant Engineer
NIPGR, New Delhi**

GENERAL CONDITIONS

1. Sealed tenders on item rate basis are hereby invited from pre-qualified contractors for the work of **“Annual Maintenance of Landscape, Lawns and Gardens etc. at NIPGR Campus, New Delhi during the year 2016-2017.”** The tender document consists of Tender form, Notice inviting tender, Instructions to bidders, General Information, Schedule of quantity, General Conditions of contract Agreement, List of tests and technical specification, Bill of quantities etc. which can be had at a cost of ₹ 500.00 (₹ Five Hundred only) from the office of Consultant Engineer, NIPGR, CAMPUS, ARUNA SAF ALI MARG New Delhi. Purchase of tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.
2. The tender documents shall be placed in sealed cover as mentioned in Procedure of Submission of tender and addressed to the Consultant Engineer, NIPGR, and New Delhi. The tender shall be received by the Consultant Engineer, NIPGR, New Delhi before 14.30 hrs. on 15.12.2016 and shall be opened on the same day at 15.00 hrs. in presence of the tenderers or their authorized representatives who may like to be present. Any envelope received after the said date and time shall not be entertained under any circumstances and no consideration what so-ever shall be given to anything that might be contained in any such envelope.
3. The period of award of work is one year to be reckoned from the date of written order to commence the work.
4. Every tender shall be accompanied by earnest money for ₹ 64,310.00 (₹ Sixty four 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.
5. The contractor will submit his tender after examining the tender documents, scope of work, specifications, General Conditions, Instruction to bidders, General Information, Memorandum, special terms & conditions, bill of quantities, annexures etc.
6. Those firms who had not performed works up to the mark earlier with the institute shall not be considered.
7. The offer shall remain valid for 90 days from the date of opening of Tender. The value and validity of tender can be increased or decreased and any item can be added, deleted, withdrawn or substituted as per the requirements of NIPGR without assigning any reason / notice.
8. In case the issue regarding submission of false document comes to the notice after execution of the work. Institute shall have right to forfeit any amount due to the contractor along with forfeiture of security deposit furnished by the contractor, such contractor / bidder shall be blacklisted for bidding future in this Institute.
9. If a tenderer whose tender is accepted fails to undertake the work as per terms of the contract within 10 days to be reckoned from the date of issue of allotment letter, the earnest Money deposited will be forfeited.
10. 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.
11. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
12. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR.
13. The successful tenderer shall have to sign the contract agreement within 10 days of the allotment of work.
14. All the correspondence on the tender shall be addressed to the Consultant Engineer, NIPGR, and New Delhi.
15. Initially the work may be awarded for one year which may be extended further on the basis of performance of the contractor with mutual consent.
16. The bidder should have office establishment in Delhi / NCR.

17. The following documents must require to be enclosed with tender form:-

- a) Registration of Labour licence certificate of the firm should be under GOVT of NCT New Delhi.
- b) Minimum turnover of the firm which should not less than ₹ 25 lakhs during the last three financial year ending 31st March 2016.
- c) Last three years continuous experience of the firm in the field of providing such services in Central Govt /state Govt/Autonomous Institutes of Govt. of India.
- d) Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.
- e) Employee EPF Registration Certificate in the name of Agency.
- f) Employee ESIC Registration Certificate in the name of agency.
- g) No. of Staff/supervisors registered under ESI& EPF separately. Documentary proof of such is required and may be attached.
- h) Service tax registration Certificate issued by the Government, in the name of agency. if applicable for horticulture maintenance works.
- i) Only those firms will be considered for financial bid who will qualify in the technical bid.
- j) Agency must have PAN in Name of agency only.

Seal & Signature of Contractor

**Consultant Engineer
NIPGR, New Delhi**

INSTRUCTIONS TO BIDDERS

1. PROCEDURE FOR SUBMISSION OF TENDERS:

The following procedure shall be adopted for submission and opening of tenders. The sealed envelope SUPERSCRIBED Tender for “ Annual Maintenance of Landscape, Lawn & Garden etc. at NIPGR Campus, New Delhi, during the year 2016-2017”.

ENVELOPE NO.- 1

This envelope shall contain only the earnest money deposit & technical bid with tender document will be opened first.

ENVELOPE NO.- 2

This sealed envelope shall contain the financial bid of the contractor as per bill of quantities. This envelope shall be opened only after the EMD contained in envelope No.1 & technical bid is found in order as per the requirements of NIPGR. The date of opening of price bid shall be intimated later on.

The sealed cover containing envelope 1 & 2 shall be opened on the prescribed date and time in the presence of tenderers or their authorized representatives who may wish to be present.

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:

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. TENDERERS TO QUOTE FOR ALL ITEMS:

The tenderer shall quote his rates in words and 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. In case there is a discrepancy in “words” and “figures”, the rate in words will be taken as correct for evaluation of tender. All quantities should be calculated as per percentage given by the contractor and total should be given for every sub head and grand total should also be given for all heads.

5. VALIDITY PERIOD OF OFFERS:

The rates quoted in the tender shall hold good for 90 days from the date of opening of the tender. The validity period shall be extendable with the mutual consent of both the parties. No tenderer can withdraw/or modify his tender or revoke the same within the said period of 90 days. 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 a period of aforesaid 90 days his earnest money deposit shall stand forfeited.

6. TENDERER TO 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.

7. 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.

8. TENDERER TO SATISFY HIMSELF OF SITE CONDITIONS:

Tenderers are advised to inspect and examine the site and its surroundings 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.

9. EARNEST MONEY:

The tender shall be accompanied by earnest money of ₹ 64,310.00 (₹ Sixty four Thousand & three Hundred ten only) in the form of Demand Draft only drawn in favour of the Director, NIPGR payable at New Delhi. Earnest money of the unsuccessful bidder(s) shall be refunded after expiry of the validity period of the tenders/allotment of works whichever is earlier. In any case EMD is not submitted, tender will be rejected.

10. TENDERER TO QUOTE BOTH IN FIGURES AND WORDS:

All tenderers shall quote the rate in figures as well as in words, 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.

11. 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 contract and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected and his earnest money will be forfeited.

Tenders shall also be liable for rejection on any of the following grounds :-

- i) Tenders submitted late.
- ii) Tenders containing remarks uncalled for.
- iii) Conditional tenders
- iv) Tenders not submitted on prescribed Performa.
- v) Telegraphic tenders.
- vi) Documents not provided as per annexure-III

12. 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 which event earnest money may be forfeited by the NIPGR.

13. 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.

14. AMENDMENT IN TENDER DOCUMENTS:

NIPGR reserves the right to revise or amend the Bid Documents upto 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.

15. REFERENCE IN TENDER DOCUMENTS:

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

16. ENGINEER

Where ever the word "Engineer" occurs it shall mean the authorized Engineer appointed by the NIPGR for the superintendence of the execution of works.

**Consultant Engineer
NIPGR, New Delhi**

Seal & Signature of Contractor

GENERAL INFORMATION

1. Accepting Authority Director,
NIPGR, New Delhi.
2. Earnest money ₹ 64,310.00 (₹ Sixty four Thousand & three Hundred ten only) to be furnished with the tender in the form of the demand draft (No interest is payable on security deposit)
3. Security deposit The security deposit will be collected by deductions from the running bills of the contractors at the rate mentioned below and the earnest money, if deposited at the time of tender, will be treated as part of security deposit. Performance security may be accepted as Bank Guarantee/Demand draft of Scheduled Banks and State Bank of India. A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will amount to Security Deposit of 5% of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5% 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.
4. Authority competent to grant extension of time Director NIPGR or authorized person by Director, NIPGR
5. Tools & plants To be arranged by contractor
6. Authority competent to reduce the compensation amount Director, NIPGR
7. Release Security Deposit The performance security shall be refunded to the contractor on completion of the maintenance work and recording of completion certificate and the security deposit of 5% of maintenance work shall be released after one month of completion of maintenance work. However if the agency fail to complete the work to the satisfaction of the Institute or violates any condition of the work order/tender. The security deposit/performance Security will be forfeited/bank Guarantee will be encashed.
8. Periodicity of submission of Bills Monthly
9. Authority Competent to Appoint Arbitrator Director, NIPGR

Seal & Signature of Contractor

Consultant Engineer
NIPGR, New Delhi

MEMORANDUM

- a) Name of work Annual Maintenance of Landscape, Lawn & Garden etc.at NIPGR Campus, New Delhi, during the year 2016-2017.
- b) Estimated cost ₹ 32,15,100.00 (₹ Thirty two Lakhs & Fifteen thousand & One Hundred Only)
- c) Earnest money ₹ 64,310.00 (₹ Sixty four Thousand & three Hundred ten only)in the form of Demand Draft in favour of DIRECTOR NIPGR payable at JNU CAMPUS, New Delhi. (No interest is payable on earnest money).
- d) Time allowed for the completion of work 12 months

Place

(Seal & Signature of Contractor)

Date:

SCHEDULE OF QUANTITIES

ITEM NO.	DESCRIPTION OF ITEM	QTY.	UNIT	RATE	AMOUNT
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Attached at page No.

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 there of a sum of for ₹ 64310.00 (₹ Sixty four Thousand & three Hundred ten only) deposited by me/us as earnest money in favour of NIPGR , New Delhi., shall stand absolutely forfeited to NIPGR.

I/We agree:

- (i) that should I/We fail to commence the work specified in the above mentioned Memorandum the NIPGR without prejudice to any other right or remedy shall be at liberty to forfeit the earnest money. Otherwise the said earnest money shall be retained and adjusted towards security deposit mentioned in the above Memorandum
- (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 _____ 2016

Signature of Tenderer

Schedule of Quantity

Name of Work: Maintenance of Landscape, lawns and gardens etc. at NIPGR Campus, New Delhi during the year 2016-2017

S.N.	Description Of Item	Unit	Qty	Rate (per month)	Amount
PART-A(Labour)					
1	Maintenance of landscape, lawns and gardens, pots-plants, Hedges, Trees & Plants as required all around the Campus, New Delhi, and spreading of manure, Good earth urea fertilizer & pesticide and Insecticides as required from time to time and operating lawn movers, water hose pipe and tools etc.complete as required by providing the following during year 2016-2017				
	a) Horticulture Supervisor -1No.	Per Months	12		
	b) Sr.Malis - 4Nos.	Per Months	12		
	c) Malis - 10Nos.	Per Months	12		
Total Amount					
EPF@13.35%			12		
ESIC@4.75%			12		
Contractors Over Head &Profit			12		
Service Tax @15%			12		
Net Total Amount(PartA)					
Consultant Engineer					
NIPGR Campus New Delhi					
					Seal & Signature of Contractor

NOT TO BE FILLED

S.N.	Description Of Item	Unit	Qty	Rate (per month)	Amount
PART(B)(Material)					
2	Supply of Following items	Unit	Qty	Rate	Amount
a)	Supply of Cow dung manure	Cum	25		
b)	Urea,	Kg	250		
c)	Good Earth Soil	Cum	120		
d)	Pesticides & insecticides	Ltrs.	30		
e)	Yamuna Sand	Cum	30		
f)	Supply of empty earthen pots 10" dia	Each	100		
g)	Supply of empty earthen pots 12" dia.	Each	100		
h)	Paintings of Earthen pots (all sizes)	Each	1000		
i)	Seasonal Plants-Rainy ,Winter & Summer Seasons(as per site requirments.)	One Job	1		
NetTotal Amount(Part B)					
Net Total Amount(PartA+Part B)					
(In words Rs-----)					
Consultant Engineer					
NIPGR,New Delhi					
			Seal & Signature of Contractor		

NOT TO BE FILLED

TERMS & CONDITIONS

Name of work: Annual Maintenance of Landscape, lawns and gardens at NIPGR Campus, New Delhi, during the year 2016-2017.

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 to those bidders who qualify in Technical Bid.
3. The sealed cover containing envelope 1 & 2 shall be opened on the prescribed date and time in the presence of tenderers or their authorized representative who may wish to be present.
4. The tender documents shall be placed in sealed cover and addressed to the Director, NIPGR, Campus, New Delhi SUPERSCRIBED Tender with name of Work and date of opening of Tender.
5. Earnest money of ₹ 64,310.00 (₹ Sixty four Thousand & three Hundred ten only) be deposited in form of demand draft in favour of the Director, NIPGR, New Delhi, to be enclosed with technical bid (Envelope I).
6. The tenderer must be a professional horticulturist and must have completed 3 works in maintaining landscape, lawns and plantation in govt. organizations, Govt. Autonomous Institutions having 15 acres or more land during the last 3 years ending Oct 2016.
7. The intending tenderers must submit a list of organizations, where they have worked / are working with the name and designation of the contact person and their telephone numbers etc. with the Technical Bid.
8. The tenderers must submit self-attested copy of valid registration of Labour licence, ESI, PF, PAN / TIN & Service Tax registration and a list of T & P like spades, shovels, cutters, spray guns, lawn movers etc., possessed by them.
9. 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.
10. 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.
11. 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 no extra cost. The institute will not allowed any garbage heaps at any place in the premises and also clean the grass / bushes, etc., of open area & surrounding the camp boundary.
12. Water and Electricity required for the job shall be supplied by the Institute free of cost.
13. The contractor shall arrange water supply hose pipes as required and nothing extra will be paid.
14. No. T&P will be supplied by the Institute. The contractor will have to arrange his own T&P including lawn movers, rubber hose pipes etc., In case any T&P is issued by the Department hire charges shall be levied.
15. 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.
16. The rates shall be included of all T & P including Diesel lawn movers maintenance and nothing extra will be paid.
17. 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.

18. 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.
19. The persons deployed by the agency should well behave. The agency is fully responsible for any mischief done by their staff/manpower.
20. The contractor will ensure that the works will be carried out with utmost professionalism and devotion, and any lapses 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.
21. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 50 years.
22. The contractor shall not sublet the work.

Inspection:

23. The Contractor or his authorized representative will be available whenever required by the Officer-in-Charge for inspection of the works.

24. Payment of bills:

- a) Bills (Monthly) will be submitted by the Contractor after each month's satisfactory service and submission of pre-receipted bill along with documents in support of payment of wages to labour / malis through RTGS / NEFT only. Proof of remittance of PF / ESI / Service tax to respective agencies are also required to be submitted with monthly bill.
 - b) Wages: Wages shall have the same meaning as defined in payment of Wages Act. The contractor shall pay his workers not below the rates under Minimum wages act and to comply with various Labour Acts such as PF, ESI, Bonus, and Maternity, Contract (R&A) SAVY 1970, contract Labour (R&A) Central Rules 1971 and any other acts applicable as amended from time to time at his own expenses.
 - c) Income tax applicable, if any as per IT Rules shall be deducted from the monthly bills.
25. 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.
 26. 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 the security deposit or pending bills or by raising a separate claim.
 27. No escalation what so ever in respect of material, POL etc., shall be entertained.
 28. Wages of Mali, Sr. Mali's and Horticulture supervisor shall be payable as per minimum wages fixed by Government of the National Capital Territory, Delhi. The statutory increase in wages from time to time in Govt of NCT shall be re-imbursed on production of having paid the said increase.
 29. Security deposit at the rate of 5% will be deducted and shall be released only after the expiry of the contract period.
 30. Earnest money deposited by the successful tenderer shall be converted into security deposit and is adjustable.
 31. Compensation:
 - a) 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 / security deposits.
32. In case of any dispute the decision of the Engineer-in-charge shall be final & binding on the contractor regarding above.
 33. 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.
 34. **Tender shall not be considered if the rates quoted below minimum wage as per Delhi/NCT by tenderer. Bids with NIL consideration will be rejected.**
 35. If the rates of two agencies have quoted same amount in this regard decision of the institute shall be Final.
 36. The Director, NIPGR, reserves the right to cancel any or all the tenders without assigning any reason.
 37. 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.
 38. 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.
 39. The contractor shall provide sufficient safeguard to avoid any accident.
 40. The institute may ask the agency to submit the analysis for the rates quoted in Financial Bid.
 41. Staff on duty shall be provided with Identity Card duly endorsed by NIPGR and wear the same on specified dress during working hours.
 42. The Contractor shall arrange uniform and shoes, etc. for all the workers at his own cost and nothing extra will be paid.
 43. The above terms & conditions are not exhaustive and Institute reserves the right to add other terms & conditions or relax above condition, as per requirements.

Consultant Engineer

NIPGR, New Delhi

Seal & Signature of Contractor

(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 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 during 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 ANNUAL MAINTENANCE OF LANDSCAPE, LAWNS AND GARDENS ETC. AT NIPGR CAMPUS, NEW DELHI DURING THE YEAR 2016-17

Sl. No.	Documents asked for	Page number at which document is placed
1.	Tender Cost	
2.	Earnest Money	
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 ₹ 100/- (as per format prescribed in Annexure-I) before award of maintenance work.	
5.	Self-attested copy of the PAN card issued by the Income Tax Department In the name of agency must be enclosed.	
6.	Agency must have valid registration No. of ESIC, EPF, PAN. Service tax. In the name of agency.	
7.	Proof of experiences of last three years ending Oct31, 2016 as specified in the NIT along with satisfactory Completion certificates from the concerned employers.	
8.	Annual turnover of last three financial years ending 31 st March, 2016 duly certified by the Statutory Auditors.	
9.	Any other documents, if required.	

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

S.N.	Description Of Item	Unit	Qty	Rate (per month)	Amount
PART(B)(Material)					
2	Supply of Following items	Unit	Qty	Rate	Amount
a)	Supply of Cow dung manure	Cum	25		
b)	Urea,	Kg	250		
c)	Good Earth Soil	Cum	120		
d)	Pesticides & insecticides	Ltrs.	30		
e)	Yamuna Sand	Cum	30		
f)	Supply of empty earthen pots 10" dia	Each	100		
g)	Supply of empty earthen pots 12" dia.	Each	100		
h)	Paintings of Earthen pots (all sizes)	Each	1000		
i)	Seasonal Plants-Rainy ,Winter & Summer Seasons(as per site requirments.)	One Job	1		
NetTotal Amount(Part B)					
Net Total Amount(PartA+Part B)					
(In words Rs-----)					
Consultant Engineer					
NIPGR,New Delhi					
				Seal & Signature of Contractor	