

**TENDERER's PROFILE**  
**DEVELOPMENT & MAINTENANCE OF LAWN & GARDEN**  
*(To be filled in & returned with the documents)*

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of name of the firm and address (Registered Office and Operating Branch)	Office:-  Residence:-  Mobile :-  Fax No :-  e-mail ID :-
3.	Details of amount towards paper cost.	<b>Rs. 1,000/-</b> D.D. / B.C. No ..... Date: ..... Drawn on Bank.....
4.	Details of amount of Earnest Money Deposit	<b>Rs. 50,000/-</b> D.D. / B.C. No ..... Date: ..... Drawn on Bank.....
5.	Income Tax Account No. / PAN / GIR No. (Last IT Clearance certificate to be attached)	
6.	GST Registration No. (Photo copy must be attached)	
7.	EPF Registration No. (Photo copy must be attached)	
8.	ESI Registration No. (Photo copy must be attached)	
9.	Labour License No. (Photo copy must be attached)	
10.	Details of credentials of similar nature of work at least for three years in three Government offices. (Photo copy to be attached).	

**DECLARATION**

1. I ..... Son / Daughter / Wife of Shri ..... Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:

Date:

Signature of Authorized person

Full Name:

Seal:

## TERMS & CONDITIONS

### DEVELOPMENT & MAINTENANCE OF LAWN & GARDEN

- 1) The Agencies / Tenderers must be registered under CGST / SGST Act.
- 2) The Agencies / Tenderers are to deposit **Rs. 1,000/-** towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
- 3) The Agencies / Tenderers are to deposit **Rs. 50,000/-** as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
- 4) The authorization letters if any to be enclosed in the tender with due attestation.
- 5) The quoted amount must be excluding of GST, which will be made payment separately.
- 6) The contract / rates of the successful bidder for the year 2019-20 may be extendable, up-to two years subject to satisfactory performance review by the Director, SIRD & PR at the end of 1<sup>st</sup> year of contract.
- 7) The Agencies / Tenderers should preferably use the materials such as different type of manure, hose pipe, lawn mower, staking materials, Secateurs, Knife, Hedge sear, bamboo baskets etc. for satisfactory & timely execution of the work by procuring the same from SHG Groups / Socially Disabled Groups / Farmers Club.
- 8) The Agencies / Tenderers should ensure regarding payment of the minimum wages with all statutory dues to the workers engaged for the purpose observing the guide lines / executive instructions of the Government.
- 9) No conditional tender will be accepted by the authority from the Agencies / Tenderers.
- 10) No advance payment will be made to the party after acceptance of tender or execution of order.
- 11) Original documents are to be produced for verification by the members of the committee.
- 12) If any information / document furnished by the Agencies / Tenderers with the tender papers as asked for are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof.
- 13) The tenders received beyond the scheduled date & time will not be entertained / considered at any cost.
- 14) The Director, SIRD & PR, Bhubaneswar reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The Director, SIRD & PR is not bound to accept the lowest rates.
- 15) The successful Agency / Tenderer shall be issued two types of work order i.e.
  - A. Maintenance of existing lawn & garden which will be started immediately on receipt of work order.
  - B. Work line development of new Lawn & Garden will be started within 7 days of issue of work order.
- 16) The Agencies / Tenderers willing to participate in the development & maintenance of lawn & garden in the premises of SIRD & PR, Bhubaneswar should visit the site & make themselves acquainted before quoting the rate if necessary they may discuss with the concerned officer before submission of tender document.
- 17) The Agencies / Tenderers should undertake new assigned work within a month. After completion the lawns & other plantation should be maintained for 3 months from the date of completion till the grass & plants are established grown to proper size.
- 18) In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
- 19) All pages of the tender documents are to be signed & stamped by the Agencies / Tenderers.
- 20) Details of information are to be submitted following **Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid**. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.
- 21) The Agencies / Tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as "**DEVELOPMENT & MAINTENANCE OF LAWN & GARDEN**" on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No Tender will be received by hand. The authority shall not be responsible for any postal delay. The Tender received after due date & time shall not be taken into account for consideration.

- 22) The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the Director, SIRD & PR, Bhubaneswar in presence of the tenderers or their any authorized representative.
- 23) The tenderers qualified in the technical bids shall be eligible for the financial bid.
- 24) For any services / supply, the firm / organization should not be blacklisted by any Government organization, if found later on, the action deemed to fit will be initiated against the firm as per the law.
- 25) Penalty @ Rs. 300/- per day on account of delay in providing services will be levied for non-compliance of assigned work without any reason thereof & the same will be deducted from the monthly bill of the successful bidder.
- 26) The Agencies / Tenderers should work as per the ToR of SIRD & PR throughout the period of contract.
- 27) The Agencies / Tenderers will replace with new plants / grass patches in case of casualties at his own cost & risk.
- 28) Maintenance of lawn includes irrigation, weeding, mowing, top dressing will be done twice a year i.e. 1<sup>st</sup> week of September & March, with a mixture of soil, compost & sand at equal proportion. Fertilizer & pesticides should be applied whenever necessary. Cleaning with Weeding of Plant & Bushes will be done around the Administrative, Hostel, SPRC, Library Building & open field in the premises of SIRD & PR.
- 29) Seasonal & Perennial flower beds will be prepared and maintained by the agency.
- 30) Maintaining of the existing Lawn & Garden – regular watering, mowing at regular interval, weeding, top dressing, twice a year with soil & compost with Hoeing, weeding, manuring around base of each plant, pruning, trimming wherever & whenever required or as advised should be ensured by the successful bidder.
- 31) There must be plantation of seasonal flowers for three times in a year i.e. during winter, summer & rainy season as per the recommendation of SIRD & PR.
- 32) The Agencies / Tenderers will provide 5 Nos. of unskilled labourer and 1 No. of skilled labourer for satisfactory & timely execution of the work.
- 33) The Agencies / Tenderers is to quote the unit rates in the format prescribed for the purpose.
- 34) The items of work which has not been covered in the tender document will be made by the Agencies / Tenderers after due negotiation of rates.
- 35) Supply / lifting of any type of materials related to the development & maintenance of lawn & garden will have to be signed by the security & garden in charge.
- 36) The workers to be deployed shall have to report & sign in the attendance register, which to be maintained by the security personnel.
- 37) The Agencies / Tenderers should submit the documents in support of the expertise in the field of land scalping & garden maintenance. Preference will be given to the firms having own nurseries.
- 38) The annual transaction / turnover of the tenderers having not less than 50 Lakhs per annum can participate in the tender.
- 39) The Agencies / Tenderers shall at his own cost comply with the provision of labour laws, rules and orders and notification as of Central & State Govt. as applicable to this contract from time to time and will be liable for penal action in case of violating of these laws.
- 40) The performance of the Agencies / Tenderers in providing the services will be reviewed from time to time based on the reports if any received from the officer in-charge and further action will be taken on its own merit.
- 41) The Interested tenderers may contact Dr. Benudhar Rout of SIRD & PR, Bhubaneswar (Phone No. 7978340936) for detailing of work & any clarification thereof.
- 42) The Director, SIRD & PR reserves the rights to terminate the contract at any time without notice if the firm fails to provide services according to the terms and conditions.

**DIRECTOR**

## FINANCIAL BID

### 1. Creation & Development of New Lawns & Gardens

S. N.	Description	Unit	Rate
1.	Cleaning unwanted Shrubs, Stumps and weeds, disposing thereof & ploughing etc. to give the area a good look	Sft	
2.	Clearance of debris, broken building materials etc. from the garden area of the premises & disposing outside the premises.	Cft.	
3.	Supply of good garden soil & spreading the same uniformly in the garden area, forming mounds as per the drawing & advise of the consultant (Cost & Labour) for new work only	Cft.	
4.	Supply of well decomposed cow-dung manure & spreading the same over the prepared garden area (as mentioned sl.no-3) (Cost & Labour) for new work only / as per requirement and order of the office.	Cft.	
5.	Supply & planting of grass & maintaining for 3 months (Cost & Labour) - Stano staphrun / selection 1 / zoyasia japonica / broad leaf grass	Sft.	
6.	Supply & planting of 2 year old grafted fruit plant likes mango, sapeta, litchi, coconut etc. (Pit size 2.5x 2.5 x 2.5 ft filled with compost, oil cake & PP chemicals)	Each	
7.	Supply & planting of trees like Bottle palm, Bottle brush, Tecoma, Baula, Arjun etc, of size 3 to 4 feet (Pit size 2.5x 2.5 x 2.5 ft filled with compost, oil cake & PP chemicals).	Each	
8.	Supply & planting of ornamental shrubs to be selected by the consultant. (Pit size 2.0 x 2.0 x 2.0 ft filled with compost, oil cake & PP chemicals).	Each	
9.	Supply & planting of specimen plants like Forcaria, Zamia, Sampiaon plam, Nalina, Cycus, Plumeria, etc.(Pit size 2.5x 2.5 x 2.5 ft filled with compost, oil cake & PP chemicals).	Each	
10.	Supply & fixation of new bricks along with the border of seasonal / perennial beds without cement and mortar	Rft.	
11.	Supply & planting of seasonal flowers in the prepared beds with application of manure , oil cake, fertilizer & ppc etc.	Sft.	
12.	Supply & planting of perennial flowers / Ground covers in the prepared beds with application of manure , oil cake, fertilizer & ppc etc.	Sft.	
13.	Supply & Planting of Hedge & Edge in the prepared & specified place selected by the consultant	Rft.	
14.	Supply & application of Neem cake	Qtl	
15.	Supply & application of Vermin compost	Qtl	

*Signature of the bidder with office seal*

## 2. Maintenance of Lawn & Garden

### **FINANCIAL BID**

Sl. No.	Description	Amount to be quoted. (Per Month)
1.	Charges towards 5 Nos. of Unskilled and 1 No. of Skilled worker (Trained) to be engaged as per format (Attached)	
2.	Charges towards cost of consumable items such as fertile soil, cow dung, manure, fertilizer, pesticides, sapling etc. (Including GST).	
Grand Total		

**N.B.: Details must be furnished in the Annexure prescribed for the purpose (Attached).**

*Signature of the bidder with office seal*

# ANNEXURE

## FINANCIAL BID MAINTENANCE OF LAWN & GARDEN

Category of manpower to be engaged:	Amount of wages applicable for the category of manpower Per Month.	Charges towards statutory dues against the wages of person.		Total amount of wages per month. (2+3+4)	Service charges	Total amount (Col. 5+6)	Amount of materials cost Per Month including GST.	Grand Total (Col. 7+8)
		Amount of EPF as per Govt. norm Per Month against Col. No. 2	Amount of ESI as per Govt. norm Per Month against Col. No. 2					
1	2	3	4	5	6	7	8	9
Unskilled - 5 Nos.								
Skilled - 1 No.								

Grand Total

**Note:-**

- 1. Total amount as mentioned in column-5 should be inclusive of Wages, EPF & ESI.**
- 2. GST will be separately made payment as applicable from time to time against column-7.**

**Signature of the bidder with office seal**