



Horticulture Development & Maintenance  
Works at IGNTU, Amarkantak



# INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

(A Central University Established by an act of Parliament)  
Amarkantak- 484 886 (M.P.)

## TENDER DOCUMENTS

### HORTICULTURE DEVELOPMENT & MAINTENANCE



Horticulture Development & Maintenance  
Works at IGNTU, Amarkantak

EOI No.: IGNTU/HOTI/2017/559

Dated: 06.07.2017

S.No.	Description	Date / Remarks
1	Name of Work	Horticulture Development & Maintenance works at IGNTU, Amarkantak, M.P.
2	Duration for the project	Two Years
3	Tender Cost to be deposited online NEFT/RTGS to bank account details as mentioned in "Annexure A"	Rs. 10,000/- (Ten Thousand Rupees)
4	Earnest Money Deposit to be deposited online NEFT/RTGS to bank account details as mentioned in "Annexure A" Or To be submitted in form of Bank Guarantee in the favor of Registrar; Indira Gandhi National Tribal University, Amarkantak, M.P.	Rs. 2,00,000/- (Two lakh Rupees)
5	Last Date of Submission	01.08.2017 before 2:00 PM
6	Address for Speed Post/ Registered Post only for submission of Tenders	Indira Gandhi National Tribal University, Amarkantak, M.P. 484887
7	Opening of Technical Bids	01.08.2017 before 3:00 PM Conference Hall No. 02, At Administrative Building, Indira Gandhi National Tribal University, Amarkantak, M.P.
8	Opening of Financial Bids	The date and time will be intimated to the technically qualified agency through Email/ Speed Post or any other specified mode.



## DEFINITIONS

In the Agreement, the following expression shall, unless the context otherwise requires, have the meaning, hereby respectively assigned to him

- i) **"IGNTU"** means Indira Gandhi National tribal University, Amarkantak, M.P.
- ii) **"Employer"** means IGNTU, Amarkantak, M.P.
- iii) **"EMD"** means Earnest Money Deposit.
- iv) **"Approval"** means approval in writing by the designated officer of the Employer.
- v) **"Agency"** means the contractor or contractors or suppliers or agencies employed by the Executing Agency for the work or any connected work, including the Executing Agency itself in case any work is done directly by the Executing Agency.
- vi) **"Completion"** means when the Building(s) Structures(s) are complete in all respects along with associated services i.e., ready to occupy and are actually handed over to the Employer.
- vii) **"UGC"** means University Grants Commission of India (UGC India).
- viii) **"CPWD"** means Central Public Works Department.
- ix) **"DSR"** means Delhi Schedule of Rates.
- x) **"DAR"** means Analysis of Rates for Delhi.
- xi) **"BIS"** means Bureau of Indian Standards.
- xii) **"CTE"** means Chief Technical Examiner.
- xiii) **"CVC"** means Central Vigilance Commission, Government of India.
- xiv) **"GFR"** means General Financial Rules, Ministry of Finance.
- xv) **"CAG"** means Controller Auditor General, Government of India.



- xvi) "TDS" means Tax Deducted at Source.  
xvii) "MOU/Agreement" means memorandum of understanding / Agreement.  
xviii) "TDS" means Tax Deducted at Source.

## 1. SUBMISSION OF APPLICATIONS

1.1 Bids must be duly signed by an authorized signatory, who has been authorized by the concerned Executing Agency. For this a Power of Attorney must be submitted along with the technical bid.

1.2 Bidder may download the bid documents for expression of interest (EOI) from the website of IGNTU, Amarkantak ([www.igntu.ac.in](http://www.igntu.ac.in)). Tender cost (Non refundable) of Rs. 10,000/- is to be enclosed in **Envelope -I** (details to be attached) along with the Bid. The Bid received without the Bid Cost shall not be acceptable. Bid along with supporting documents to be submitted in the sealed envelope as mentioned below:

### 1.3 Mode of Submission of Sealed Bids:

The EOI document/ bid shall be submitted in two parts (Part - A & Part -B) as under enclosed & sealed in single envelope.

#### **Part - A:**

**Envelope - I: Tender Cost and Earnest Money Deposit details**

**Envelope- II: Technical Part:** Complete Signed Tender Documents, Relevant documents pertaining to Technical Part, with necessary Annexure's.

#### **Part - B:**

**Envelope - III: Financial Bid:** Containing the financial bid as per Annexure.

All the three envelopes (I, II & III) shall be sealed separately (and the outer Envelopes should mention the contents inside) and shall bear markings indication the part of the bid. These three envelopes in turn shall be enclosed and sealed in an outer envelope marked "**Horticulture Development & Maintenance at IGNTU, Amarkantak, M.P.**"



along with EOI Notice no: **IGNTU/HOTI/2017/559**, dated: 06.07.2017. Financial bid of only technically qualified bidders fulfilling the criteria laid down in this EOI shall be opened subsequently. Relevant information in this regard will be displayed on the University website ([www.igntu.ac.in](http://www.igntu.ac.in)).

## **2. DISQUALIFICATION:**

The University may disqualify bids on account of the following reasons:

- a. If bid is received after the last date and time.
- b. If the bid is submitted other than registered/ Speed post mode.
- c. If the bidder disregards any of the terms & conditions of the bid and/or leaves any ambiguity in calculation of the consultancy fee.
- d. If the bidder attempts to influence any member of the expert panel.
- e. If the bid is conditional.
- f. If the bidder provides any misleading information or conceals any information.
- g. If the Bid is received without the Tender Cost and EMD.
- h. If the bidders make any corrections, additions, alterations in the downloaded bid document.
- i. If the bidder is under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of India (GOI), State/Central Government, or any other of their agencies.
- j. If the Information provided is incomplete.
- k. Non fulfillment of any of the eligibility criteria as per the EOI

Bid submitted without the Power of Attorney

The decision of the University in the matter of disqualification shall be final and bidding and no further correspondence shall be entertained from any disqualified bidder thereafter.



### 3. ELIGIBILITY CRITERIA:

- a. Registered to the Govt./Semi Govt. Department/ Autonomous body.
- b. Shall Have experience in Horticulture/ sports field/ lawn maintenance and development works having value not less than Rs. 25.00 lakhs against single work order in PSU/Central/State Govt./Private Sector Organization of repute within last seven years – to be supported by copies of work order and completion certificates / ongoing works certificate from clients.
- c. Annual turnover and development works in any one year of the last three years should be at least 50.00 lakhs supported by audited balance sheet.
- d. Attested copy of income tax clearance, Provident Fund and ESI registration certificate.

Note: The agency shall submit the valid authenticated experience documents. The university has the right to cross verify the experience, if the agency is found to submit the false or fabricated information. The agency shall be black listed and shall be restricted from participating any tenders in the University.

Mere issue of tender paper to a contractor does not automatically mean the tenderer is considered qualified for the price part of the bid. The acceptance of tender will rest with the authority of IGNTU who does not bind itself to accept the lowest tender and reserve to itself the right to reject any or all the tenders received without assigning any reason thereof. The work may be allotted in part or whole at the discretion of competent authority of the Institute. For all clarifications regarding site conditions, items of works or any other related to tender, AE (Civil) may be contacted during office hours on all working days. In case, the day of submission of the tender happens to be a holiday on account of Govt. notification;



the tender shall be received and open on the next working day at time mentioned in Notice Inviting Tender. The tender document shall be submitted in two parts.

**A. Part-A:** Technical Bid: Containing earnest money deposit (EMD), Attested copy of upto date income tax clearance certificate, Provident Fund and ESI registration certificate, Composite Scheme Certificate, TIN, PAN card, Audited balance sheet and profit and loss statement, registration certificate/ licence, duly filled in copies of Memorandum and special Conditions of Contract (SCC) including Annexure and every page of Tender documents should be duly signed by the bidder.

**B. Part-B:** Price Bid: Containing the price bid for execution. Price bid of only those Bidders whose technical bid (Part-A) found acceptable shall be opened subsequently for which prior intimation will be given to bidders to enable them to attend the opening of the tender (Part-B).

#### **4. SCOPE OF THE WORK:**

4.1 The work includes the horticultural development and maintenance of IGNTU campus. The areas of development and maintenance work includes all the areas in and around all the existing buildings and between and surrounding of the roads, Garden area and around the ponds, lakes and dams.

4.2 The areas are to be cleaned and prepared by cutting the jungle and maintaining the existing lawn, flower beds, potted plants, etc. at regular interval. The frequency of such maintenance should not be less than twice in a month. The performance of the maintenance works will be monitored through a feedback system.

4.3 It is the responsibility of the contractor to collect feedback from the persons authorized by AE (Civil) from time to time. The format of such feedback form and the name of the authorized persons will be issued by the AE (Civil). The feedback received will be



evaluated by the office of AE (Civil). In the event of unsatisfactory feedback, a warning will issued to the contractor.

4.4 It is expected that the contractor will take necessary care to improve his/her performance. If contractor fails to improve his/her performance, penalty clause will be imposed.

#### **5. DEVELOPMENT WORK:**

5.1 Development work includes plantation, lawn making, landscape development, supply of potted plants, etc. Plantation involves plantation of tree saplings, permanent flowers and season flowers.

5.2 The development work like planting of permanent flower, season flower, and development of lawn to be done after prior written permission from the Executive Engineer and Assistant Engineer. This is to be strictly followed for proper planning and development of the campus as advised by the Competent Authority

#### **6. TREE SAPLINGS:**

6.1 Plantation of tree saplings may be done in the locations which are not under plantation of trees. Existing plants with unhealthy growth may be replaced with new plants. Bidder should provide necessary items such as saplings, proper soil, tree guards, fertilizer, etc, for establishing the plant sapling.

#### **7. PERMANENT FLOWERS:**

7.1 Plantation of permanent flower saplings may be done in and around all existing buildings and between and surrounding of the roads, Garden area and around the ponds, lakes and dams. Bidder should provide necessary items such as saplings, proper soil, fertilizers, pesticides, insecticides, etc, for establishing the permanent flowers.





## **8. SEASON FLOWERS:**

8.1 The bidder may grow season flowers in front of various existing buildings and between and surrounding of the roads, Garden area and around the ponds, lakes and dams. Including the already developed flower beds with proper spacing in summer, autumn and winter season.

8.2 Bidder should provide necessary items such as seeds, saplings, proper soil, fertilizers, pesticides, insecticides, etc, for establishing and maintaining the season flowers. No additional maintenance cost will be incurred by the institute for the same.

## **9. LAWN / GREEN AREAS:**

9.1 The open spaces, viz. surroundings existing buildings and between and surrounding of the roads, Garden area and around the ponds, lakes and dam area may be developed by uprooting of thatch and grasses, hoeing, filling with proper soil, leveling and subsequent plantation of local dhub grasses, shrubs or other species. Bidder may provide alternative plan for development of the same keeping in mind the aesthetic view of the campus and permanent solution to the above problem.

## **10. POTTED PLANTS:**

10.1 Tubs/potted plants may be supplied to different departments and sections

## **11. MAINTENANCE WORK:**

11.1 Maintenance work includes watering, manuring, application of fertilizers, plant protection against pests and diseases, sweeping, weeding, mowing and disposal of garden refuse/ garbage etc., cultivation and cutting of edges, pruning and clipping of hedges, etc., including stacking, minor repair-work and all other landscape operations necessary for the proper growth of garden features and maintaining them in proper standard.



## **12. MAINTENANCE OF LAWN AREA:**

12.1 The maintenance of lawns include weeding, trimming and pruning of grass by using grass-cutting machines, top dressing, checking of grass, using of manure, fertilizers, spraying of insecticides, pesticides, fungicides, weedicides, sweeping and watering etc. throughout the year.

12.2 The contractors have to cut grasses around the Boundary areas outside the hostel boundary and collect signature from the hostel authority. Avoid using 'Round-up' (the chemical used to restrict the growth of 'kher' / ulu from your end) upto the possible extend so that the lawn areas already developed should not be damaged.

## **13. MAINTENANCE OF POTTED PLANTS:**

13.1 The maintenance of potted plants includes watering, weeding, cleaning of pots, painting with red oxide/enamel paint, etc., The maintenance will also involve timely manuring of the potted plants including spraying of insecticides, pesticides, fungicides, etc.

## **14. MAINTENANCE OF TREES, SHRUBS AND CREEPERS:**

14.1 The maintenance of trees, shrubs and creepers includes watering, manuring, hoeing, pruning and trimming, etc., This will also include replacement of dead plants with new ones, replacement of old tree guards with new ones if necessary. Circular "kiaries" around the tree trunk are to be maintained for proper watering, manuring and aeration.

## **15. MAINTENANCE OF HEDGES:**

15.1 The maintenance of hedges includes pruning and trimming, watering, manuring and application of insecticides.



## **16. INSPECTION DAY:**

16.1 The maintenance performance of the contract will be inspected twice in a month. The 1st inspection will be done 1st week of the month and second inspection will be done on 3rd week of the month. The inspection will be done by a team comprising of persons from Faculty/ staff/ and students.

16.2 In the event of unsatisfactory performance found by the inspection team, a warning will be issued to the contractor initially for three times. It is expected that the contractor will take necessary care to improve his/ her performance. In the event repetitive unsatisfactory reports i.e. after 3rd time penalty of Rs. 10,000 / - may be deducted from the contractor's profit.

## **17. NORMAL FREQUENCY OF WORK FOR MAINTENANCE:**

17.1 Mowing Lawn mowing at a regular 3 to 4 times in summer season per month and 2 to 3 times in winter season per month. Pruning and trimming of hedges, shrubs, trees, etc., at a regular interval. Plant Protection Regular checks to be carried out for pests and diseases. In the event of infestation prompt spraying of appropriate pesticides, insecticides and fungicides should be carried out.

17.2 Fertilizer Manure and fertilizers shall be applied to the plants by the bidder as and when required. Irrigation all the plants, saplings and lawns should be irrigated regularly. Potted Plants The existing potted plants as well as those to be supplied by the bidder are to be maintained regularly. The indoor potted plants are to be taken out for sunlight, cleaning and painting of pots, etc as per requirement.



## **18. SPECIAL CONDITIONS OF CONTRACT (SCC):**

### **18.1 INTERPRETATION OF CONTRACT DOCUMENTS:**

Except if and to the extent otherwise provided by the Contract, the provisions of the SCC shall prevail over those of any other documents forming part of the contract. Several documents forming the contract are to be taken as mutually explanatory. If there be any discrepancy, inconsistency, error or omission in the contract or any of them the matter may be referred to the competent authority who shall give his decisions and issue to the Bidder instructions directing in what manner the work is to be carried out.

The decision of the competent authority shall be final and conclusive and the Bidder shall carry out work in accordance with this decision. Specification of the work (Section -I) gives a comprehensive idea about the development and maintenance work and may be taken as a reference for preparation of the tender document. However, bidder may include additional items keeping in mind the overall development, beautification and ecosystem balance of the campus, if necessary.

### **18.2 SITE VISIT:**

Before tendering, the bidder shall inspect the site to fully acquaint himself/herself with the condition with regard to accessibility of the site, nature and extent of ground, working conditions of site and locality including stacking of materials, installations of tools and movement of laborers etc. for satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Institute in any circumstances.



### **18.3 PRE -BID MEETING:**

A Pre Bid Meeting will be held on date and time as mentioned in Tender details / Notice Inviting Tender to clarify any queries/ points of tender document, volume of work/ quantity of materials, man power required, etc., pertaining to the tender.

### **18.4 SUBMISSION OF TENDER:**

18.4.1 Tender must be submitted in original and without making any additions, alterations and as per details given in other clauses in tender document. The requisite details shall be filled in by the bidder in the tender document. The rate shall be filled in the Schedule given in this tender document. Reservations, if any, regarding the tender conditions and schedule rates should be clearly brought out in a separate letter. Addenda/Corrigenda to this tender document, if issued, must be signed and submitted along with the tender document.

18.4.2 The tender should be placed in doubled sealed covers super-scribing the full name of the work, due date of opening. The full name, postal address of the bidder shall be written on the bottom left corner of the sealed cover. All the pages of tender document shall be initialed at the lower right hand corner and signed wherever required in the tender by the bidder or by a person holding power of attorney authorizing him to sign on behalf of the bidder before submission of tender. Except writing rates and amount, the bidder should not make any changes, additions, deletions, alterations and modifications in the printed form of tenders.



18.4.3 Bidders who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender. Rates should be in Figures and Words The bidder should quote in English both in figures and words, the rates and amounts tendered by him in the schedule of rates for each item and in such a way that insertion is not possible.

18.4.4 However, should there be any discrepancy between the rates in figures and in words the lower of the two shall be considered as correct. The amount for each item should be worked out and entered and requisite total given of all items both in figures and words. The tendered amount for the work shall be entered in the tender and duly signed by the bidder.

18.4.5 Corrections and Erasures All corrections and alterations in the entries of tender document will be signed in full by the bidder with date. No erasures or over-writings are permissible. Signature of Bidder. The tender shall contain the name, residence and place of business of person or persons making the tender and shall be signed by the bidder with his/her usual signature. Partnership firms shall furnish the full name of all partners in the tender. It should be signed in the partnerships name by all the partners or by duly authorized representative followed by the name and designation of the person signing. Tender by a corporation shall be signed by an authorized representative and a power of attorney in that behalf shall accompany the tender. A copy of the constitution of the firm with names of all partners shall be furnished.

18.4.6 When a bidder signs a tender in a language other than English, the total amount tendered amount should be written in the same language. The signature should be attested at least by one witness. Witness and sureties shall be persons of status and property and their names, occupation and address shall be stated below their signature.



18.4.7 Details of Experience The bidder should enclose documents to show that he has previous experience in having successfully completed in the recent past work of the same nature, together with the names of Owners, location of sites and values of contract. Past Performance record The completion / performance certificate furnished by the firms along with the tender may not be considered sufficient for fulfilling the eligibility criterion of a particular firm on that account.

18.4.8 Besides such documents, performance record of a firm may be accessed through direct contact with clients in respect to any project executed by them whether listed in Annexure - III or not. The owner reserves the right to disqualify any firm for poor performance record, received from any such inputs in spite of the successful performance / completion report(s) submitted along with the tender.

18.4.9 Validity Tender submitted by bidders shall remain valid for acceptance for a period of 90 (Ninety) days from the date of opening of the tender. The bidder shall not be entitled during the said period of 90 days, without the consent in writing of the Owner, to revoke; or cancel his/her tender or to vary the tender given or any term thereof. In case of bidder revoking or cancelling his/her tender or varying any term in regard thereof without the consent of owner in writing, the owner shall forfeit earnest money paid by him/her along with tender. Bidder has to produce original documents for verification at the time of opening of technical bid without which technical bid will be considered null and void.

18.4.10 Evaluation of Price Bid (Part B) Those bidders which are found qualified on evaluation of the Technical Bids, shall be invited to send one representative to be present during opening of the Financial Bids on a later date. In case the date of price bid opening is declared to be a holiday by the Central/State Govt. or Local administration, then it will be opened on the next working day. However, opening/closing time of the price bid will remain the same.



18.4.11 Bidder may be called for justification of rates quoted during the processing of the financial bid. If the rate is found to be unjustified, the tender may be rejected without any notification. Right of Owner to Accept or Reject Tender The right to accept the tender will rest on the competent authority. The competent authority, however, does not bind itself to accept the lowest tender, and reserves to itself authority to reject any or all the tenders received without assigning any reason whatsoever.

18.4.12 Tenders in which any of the particulars and prescribed information are missing or are incomplete in any respect and/or the prescribed conditions are not fulfilled are liable to be rejected.

18.4.13 Signing of the Contract the successful bidder shall be required to execute an agreement in the proforma attached with tender document within 25 days from the date of issue of the letter of intent. In the event of failure on the part of the successful bidder to sign the agreement within the above-stipulated period, the earnest money shall be forfeited and the acceptance of the tender shall be considered as cancelled.

18.4.14 Financial Documents i) Valid income tax clearance certificate issued by Income Tax Authorities issued during last 12 months. ii) Attested copies of Provident Fund and ESI Registration Certificates from the client. In the absence of the above, bidder may not be awarded the work tendered for in the light of Central Govt. directives / instructions.

18.4.15 Earnest Money Deposit (EMD) The EMD of Rs. 50,000.00/- (Rupees 0.50 lakh) to be submitted as per Annexure A details should be attached with the Technical Bid, failing which the Tender will be rejected.

18.4.16 No interest will be payable by IGNTU on the EMD. The EMD will be refunded to the unsuccessful bidders after awarding the service contract to the successful bidders. No intimation shall be sent to the unsuccessful bidders.





18.4.17 However, the EMD shall be refunded to the unsuccessful bidders within 30 days from the date of issue of 'detailed work order'. No interest is payable on the EMD held by the Institute during the said period. The EMD of the successful bidders may be adjusted against the initial security deposit.

18.4.18 Security Deposit Security deposit will be deducted @10% of the value of each running account bill. The security money will be refunded to the bidder after three months subject to the satisfactory completion of work. The security deposit kept with IGNTU shall not bear any interest. The security money deposited will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract and loss or damage, if any, sustained by the institute on account of failure or negligence on part of the bidder or his/her staff.

18.4.19 Termination of the contract: The contract may be terminated immediately without serving any notice on any one of the following contingencies a). That the bidder not performing his/her duties satisfactorily. b). For committing breach of contract of any of the terms & conditions of the agreement on assigning the contract or any part thereof or benefit or interest therein or hereunder by the bidder to any third party for subletting whole or part of the contract to any third party. c). On the expiry of the contract. d). On the bidder being declared as insolvent by the court of law. e). Both the parties can terminate the contract without citing any reason at any point of time, however a one month notice has to be given if contract is terminate by the contractor.

18.4.20 During the period for termination of contract in the situation contemplated above, the bidder shall keep discharging his/her duties as before till the expiry of notice period. It shall be the duty of the bidder to remove all the persons deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to IGNTU.



18.4.21 If the Bidder Dies Without prejudice to any of the rights or remedies under this contract, if the bidder dies, the competent authority shall have the option of terminating the contract without compensation to the contract. Jurisdiction The contract shall be governed by and construed according to the laws in force in INDIA. The bidder hereby submits to the jurisdiction of the courts situated at Jabalpur for the purposes of actions and proceedings arising out of the contract and the courts at Jabalpur only will have the jurisdiction to hear and decide such actions and proceedings.

18.4.22 Period of service the period of services/ work envisaged to be included in this tender is 12 (twelve) months. Accommodation the contractors shall provide and maintain an office at the site for the accommodation of his agents and staffs and such office shall be open at all reasonable hours to receive instructions, notice and other communication.

18.4.23 Water supply Water for the development and maintenance work has to be arranged by the bidder at his/her own cost from the nearest available source using their own vehicle. Penalty will be imposed in case of violation of the same.

#### **18.4.24 Damage to property**

- i) The bidder shall be fully responsible for making good or making necessary payment for any loss or damage caused to any structures, properties, etc. belonging to the Institute if such loss of damage is due to the faults and / or negligence or willful commissions of the bidders, his/her employees, agencies representatives or sub-bidders, as per investigation report of the Institute and whose assessment shall be final and binding on the bidder.
- ii) The bidder shall indemnify and make the Institute harmless of all claims or damage to property other than owner's property arising under or by reason of disagreement if such claims result from the fault and / or negligence or willful



acts or omissions of the bidder or his/her employees, agents or his/her representative(s).

18.4.25 Extension of Contract the Institute reserves the right to extend the duration of contract and renew the same for a further period of one or more years upto a maximum of three years with an increment for rise of labour wages and POL under same or mutually agreed terms & conditions of the contract, at the discretion of the Institute. Areas to be covered may be extended as the campus grows.

18.4.26 The rates for such extensions will be based on rates quoted for similar areas and the size of the new area. In some extraordinary circumstances such as to facilitated new tendering process etc the contract may be extended to few months instead of full one year. Supply items Rate quoted in the tender should be inclusive of all supply items such as fertilizer, good earth, pesticides, cost of sapling, seeds, soil, pot etc., IGNTU will not pay for supply of any item required in development and maintenance of the campus. However, if required, IGNTU will arrange for value added manures and other special items to the bidder free of cost.

18.4.27 Co-ordination with agencies/ departments the bidder will have to maintain close co-ordination and co-operation with different departments / sections of IGNTU as well as with other agencies at site. No extra claim on this account shall be payable by the Institute.

18.4.28 Special nature of work / service Any official function viz. convocation, senate meeting, important meeting / conference organized by the departments /centres, flowers/ tubs/ potted plants are to be arranged in the venue as per direction of the in-charge, horticulture. No extra charge / overtime or claim of any sort whatsoever on such ground shall be paid by the Institute.



18.4.29 Payment Bills: The agency shall submit monthly bills against the actual execution of work by the bidder. The bill shall be paid after satisfaction of the Horticulture-in-charge in respect to the services rendered by the bidder against respective items, after the agency providing the necessary documents regarding the EPF and other labour law and tax payments.

18.4.30 The contractor have to pay the wages of labour through only bank transfer to the account of individual labours. It is the responsibility of the contractor to open a saving bank account to all the labors engaged in the contract.

18.4.31 Further contractor need also to issue a pay slip to all the labours engaged in the contract. But in any case the numbers of days engaged, daily wages, PF and ESI deduction, bonus etc., have to be neglected in the pay slip. The pay slip has to be signed by the contractor or his/her authorized person.

18.4.32 The Institute may sometime verify the pay slip by interaction with the labour. Income Tax deduction Income Tax at the prevailing rate on the gross amount of the bill shall be deducted from the bidder's bill as per section 194C of the Income Tax Act. Value Added Tax deduction VAT will be deducted as per rule. Provident Fund and ESI PF and ESI Payment statement should be submitted along with the bill. Royalties and Taxes All royalties, service tax/excise duties, octroi, sales and other taxes, duties will be paid for by the bidder directly.

18.4.33 Regarding payment of taxes, the Institute will not be responsible in any circumstances. The Bidder shall take into account this fact while quoting his/her rates in the tender.



- (a) Compliance to Labour Act i) The Bidder shall abide by the rules of Contract Labour (Regulation & Abolition) Act, 1970. ii) The Bidder should pay labour wages recommended for bidder's labour by the Govt. of India from time to time.
- (b) Requirement of Labour The contractor has to provide the minimum numbers of labours as mentioned below for the outsourcing work for regular maintenance.

18.4.34 The required number of the manpower is to be ascertained by the selected agencies, however the AE periodically review the requirements and state the number of manpower to be deployed, the selected agency shall deploy the required number of manpower as and when required.

18.4.35 In case the contractor failed to engaged the specified nos of labour in any single day deductions from their bills will be made based of prevailing labour wages as per labour wages circulars issued by labour commissioner Govt. of India. It should be noted that payments towards labour will be made in actual.

18.4.36 As such, it is the responsibility of the contractor to take attendance of the labour engaged in the contract. Institute will also make necessary arrangement to take attendance as verification purpose.

18.4.37 If any discrepancy is observed between the attendance taken by the institute and the contractor, the attendance recorded in the biometric machine of the institute will be considered as final.

18.4.38 List of equipments necessary for the work, contractor should use more than the equipments listed below.

S. No.	Name of Equipment	Nos
01	Tractors	03
02	Water Tankers (5000 ltrs)	03
03	Lawn mower	04
04	Rubber/ Plastic water pipe	500 Mtrs



05	Diesel Water pump machines	03
06	Hoe (Kudal)	20
07	Sickle (kachi)	20
08	Shovel(Belsa)	20
09	Spray machine	05
10	Brooms (Jaru)	25
11	Jungle cutting machines.	05
12	Others	If any

It may be noted that the number of equipments / machine mentioned in the table is the minimum number estimated by the institute. If University/Contractor may increase the numbers as and were needed as per actual work. The University has the right to order the agency to change the equipments / machinery used by the selected agency.

The selected agency shall comply to the instructions, shall change or increase the machinery.

The selected agency shall make all the necessary arrangements to utilize the treated water supplied from various STP's for the Horticultural use. The agency shall restrict / minimize the use of the Bores to the as minimum as possible. The agency shall not take the plants, flowers, trees or fruits from the plants grown inside the university campus.

#### **18.5 General safety rules:**

(a) all work shall be carried out in accordance with statutory requirement of Safety Regulations and other relevant codes of CPWD, Indian Standard Institution, the Electricity Act, Mines act and such other acts as applicable.



(b) The bidder or his/her representative must take immediate corrective action wherever unsafe conditions / practices are detected.

(c) The bidder or his/her representative shall report any accident to appropriate authority and also to IGNTU. The causes of all minor and/ or major accidents that occur in their job shall be reported and immediate remedial actions shall be taken to prevent recurrence of such accidents.

(d) The bidder or his/her representative shall ensure the safe and operative conditions of all the tools and equipment through regular inspection.

The bidder shall keep the entire campus clean and beautiful.

**19.** All the garden/ lawn areas should be kept in proper level and to be rolled from time to time to avoid water logging in the areas. Adequate drainage has to be kept to drain out water from the working areas. In this case instructions of IGNTU authority shall be strictly followed. Trees already existing and planted in the campus should be properly taken care of by persons (employed by the bidder) having knowledge and experience in nourishing various types of plants.

**20.** The felling, pruning, trimming etc. of the trees of the campus and their proper disposal shall be done with prior permission of IGNTU authority. Machines, manures, pesticides, chemicals and other articles necessary for maintaining IGNTU campus shall have to be arranged by the bidder with their own cost. The IGNTU authority may provide space/ room for storing the machineries and articles in the IGNTU premises on request.

**21.** The IGNTU authority reserved the right to withhold the payment of seasonal flower up to 50% of the quantity executed for a period till the flowers blossom for examining



the quality of the flowering plants (hybrid/ non hybrid). If the same is not conforming to the specification, the withheld payment will be forfeited.

**22.** The bidder may have to nourish and maintain special tress/ saplings issued by the Institute from time to time. The cost of the plants will be borne by the IGNTU. The bidder must engage workers having adequate knowledge of developing and maintaining of lawn and gardens and shall follow the rules and regulations of the institute.

**23.** Any Misbehavior/ unfair means of the worker will be considered as a disqualification on the part of the bidder for which any type of action may be taken as deemed fit by the authority. The bidder or his/her authorized representative shall be present physically at the work site. The bidder/ authorized representative must inform the officer in charge before leaving the station so that the quality of work does not get hampered. Violation of such instructions may lead to holding up of due payment.

**24.** The lawn mower machine(s) and water sprinkler system including hosepipes should be provided by the bidder including repairing work of these tools. Fuel for operation of the machine(s) will be borne by the bidder.

**25.** In case of damage of pots, the bidder has to replace them with new ones at his/her own as per requirement. The bidder is responsible for operating / maintenance of the horticulture hydrants (a discharge pipe with a valve and spout at which water may be drawn from the mains of water work) for maintenance. The bidder must ensure that all garden machinery tools / hosepipe etc are removed from the site or kept in hidden places to avoid public view during the off hours.

**26.** The competent authority of the institute or any other officer authorized by the office shall be at liberty to carry out surprise checks on the work of the bidder in order to





ensure that the work is properly carried out. After cleaning of jungles, bushes, etc., the waste should be disposed in specified locations and properly incinerated or destroyed.

**27. Register Maintenance:** Contractor has to maintain attendance register and IGNTU will monitor time to time. IGNTU will also monitor the entry and exit of the workers through suitable mechanism which may change time to time. Performance Monitoring system: IGNTU reserves the right to revise the monitoring system of the contract which includes changing composition of the monitoring team, Performa for collecting feedback of the contract.

**28. Frequency for collection feedback etc. in the event of such modification, intimation will be given to the contractor in advance. Penalty:** The contractor or his representative shall have to collect satisfactory report from the resident of the residential area and for other areas authorized persons daily. The contractor shall ensure prompt and immediate action in attending and rectification of the complaints. In each case, contractor also has to ensure completion clearance signature from the complainer/officer-in-charge.

**29. For delay in attending complaint and rectification defect, a lump sum penalty of Rs. 500.00 per day per complaint will be imposed and deducted from monthly bill under respective item of work. For poor quality of maintenance and for not attending breakdowns within reasonable time, the contractor may be rescinded as per contract agreement.**

### **30. FORCE MAJEURE**

a. The Executing Agency shall not be considered in default if delay in completion of the work occurs due to cause beyond its control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riots and acts of unsurpassed power.

The Executing Agency shall notify 'Employer' in writing within ten days from the



date of such occurrence. In the event of delay due to such causes, the completion schedule will be extended for a length of time equal to the period of force majeure. Any expenditure incurred by the Executing Agency during the period of force majeure shall be reimbursed by the Employer. In case of closer of work due to the force majeure, any liabilities towards contractor and/or expenditure of the Executing Agency shall be payable by the Employer.

- b. Executing Agency shall not hold responsible any contractor/ agency for the delay/ stoppage of work due to force majeure conditions like natural calamities, civil disturbance, war, etc. and for losses suffered if any, by the Employer on this account. The Executing Agency shall also not be able in any way to bear such losses and no compensation of any kind whatsoever will be payable by the Executing Agency to the Employer. Suitable force majeure clause shall be incorporated in all the agreement entered into by the Executing Agency with the contractors/ agencies.

### **31. ARBITRATION**

In the event of any disputes or difference relating to the interpretation and application of the provisions of the contracts, (whether during the progress of the works or after their completion) the same shall be settled amicably through mutual discussions or shall be referred to a sole arbitrator to be appointed jointly by the Vice Chancellor, Indira Gandhi National Tribal University and The Chairman and Managing Director of selected agency, for adjudication through arbitration. The arbitration shall be conducted with the provisions of Arbitration and conciliation act of 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force, shall apply to the arbitration proceedings.

### **32. JURISDICTION**

For any legal issues jurisdiction of the Hon'ble High Court of Judicature of Jabalpur (MP) shall be applicable.



## ANNEXURE - A

**Tender Cost to be deposited online NEFT/RTGS to Central Bank of India Lalpur, IGNTU (M.P) account as per the following details.**

<b>Account Number</b>	<b>IFSC Code</b>	<b>Name of Bank</b>
<b>3262189064</b>	<b>CBIN0284695</b>	<b>CENTRAL BANK OF INDIA, LALPUR IGNTU</b>



**ANNEXURE - B**  
**(On the letter head of the Tenderer)**

To,  
The Registrar,  
IGNTU, Amarkantak,  
M.P.

Sir,

**ACCEPTANCE OF TENDER CONDITIONS**

The tender documents for the work "**Horticulture Development & Maintenance works at IGNTU, Amarkantak, M.P.**" I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.

1. The contents of the Tender documents have been noted wherein it is clarified that after unconditionally accepting the tender condition in its entirety, it is not permissible to put any remark(s) / conditions(s) (except unconditional rebate on price / amount, if any) in the tender enclosed, the same has been followed in the present case. In case this provision of the tender is found violated at any time after opening of the Price Bid, I / we agree that the tender shall be summarily rejected, without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.
2. The required earnest money for this work is enclosed herewith.
3. If I/we will not fulfill the minimum qualifying criteria of the tender I/we not lodge any claim for opening of Price Bid of the tender.

Yours faithfully,

(Signature of the tenderer)  
With rubber stamp



## **ANNEXURE - C** **GENERAL INFORMATION**

1	Name of Bidder	
2	Head Office Address	
	Tel. No.	
	Mobile No.	
	Fax No.	
	Email	
	Address	
3	Address on Which correspondence should be done	
	Tel. No.	
	Mobile No.	
	Fax No.	
	Email	
	Address	
4	Name of Directors with their addresses, Mobile & Telephone numbers, Fax No., E-mail address.	
5	Designation of individuals authorized to act for the organization with the address, Mobile & Telephone number, Fax, Email Address. (Enclose legal Power of attorney)	

6	Was the applicant ever required to suspend any work for a period of more than six months continuously after commencement of the construction? If so, give the name of the project & reasons of suspension of work.	
7	Has the applicant, or any constituent partner in case of partnership firm ever been debarred/ black listed for tendering in any organization at any time? If so, give details.	
8	Has the applicant or any constituent partner in case of partnership firm, even been convicted by a court of Law? If so, give details.	
9	Other details (copy to be enclosed)	
	<ul style="list-style-type: none"> <li>a) EPF No. valid up to:</li> <li>b) Clearance of sales Tax up to</li> <li>c) PAN No.</li> <li>d) Service tax registration No.</li> </ul>	



**ANNEXURE - D**  
**List of similar work executed during last 3 (Three) years**

S. No.	Full Postal Address of Client and Name of Officer incharge	Description of work	Value of contract	Date of commencement of work	Date of completion	Remarks

Note: Original or attested copies of work order and completion certificates from the client should be attached by the bidder without which information furnished shall be considered null and void.

Signature of the bidder with date & seal



## ANNEXURE - E

### DETAILS OF MANPOWER PROPOSED TO BE ENGAGED IN SERVICES

Sl.	Category	No.	Basic Qualification	Remarks
1	Supervisor.			
2	Skilled Labour.			
3	Semi Skilled Labour.			
4	Unskilled Labour.			

Note: Manpower engagement shall be proposed after carefully considering the scope of work as specified of SCC and also keeping an eye to the probable specific maintenance items which may be required to be executed.

Signature of the bidder with date & seal





## ANNEXURE - F

### FINACIAL INFORMATION

**Financial Analysis-** Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certification by the Chartered Accountant, as submitted by the bidder to the income Tax Department (copies to be attached). For last financial years i.e. 2015-16, provisional balance sheet may be submitted, in absence of audited balance sheet, in absence of provisional balance sheet of FY 2015-16, last 4 years balance sheets shall be considered for average Financial turnover and Profitability.

Particulars	Financial Year				
	2011-12	2012-13	2013-14	2014-15	2015-16
1. Gross Annual Turnover on construction work. (In Lakhs)					
2. Profit/ Loss					
3. Certified by					

#### II. The following certificates are enclosed:

- (a) Current Income Tax clearance Certificate / Profit & Loss account

Signature of Chartered Accountant with seal

Signature of the bidder with date & seal



**ANNEXURE - G**

**Performa for Financial Bid**

**DETAILS OF INPUTS AND WORK PLAN**

(Please use additional sheet if required)

**1. Details of input**

Type of Input	Name of inputs	Method & rate of planting / sowing	Time of planting
Seeds / planting materials (Species / varieties)			

Types of input	Name of inputs	Method of application	Rate of application	Nos. and time of application
Fertilizers / manures	Urea			
	Single super Phosphate (SSP)			
	Muriate of potash (MOP)			
	Any others			
Organic Manure	Rotten Cowdung			
	Vermicompost			
	Any others			
Micronutrients	Tracel, aggromean, borax etc.,			
Weedicides	Gramaxone (Total weed killer)			
	Glyphosate (Systemic weed killer)			
	Any others			



Types of input	Name of inputs	Method of application	Rate of Application	Nos. and time of application
Insecticides	Dimethoate 30 EC (Rogor, tara)			
	Malathion 50 EC			
	Monocrotophos (Nuvacron)			
	Dimicron			
	Carbofuran (Furadan)			
	Any others			
Fungicides	Copperoxychloride (Blitex 50)			
	Indofil M-45			
	Bevisten			
	Captaf			
	Any others			

Types of input	Material	Specification	Sketch	Remarks
Tree guard (Khacha)				To protect plants from animals
Stick				To support tender plant from high wind and heavy rain



2. Details of proposed plantation work (new):

Location	Types of plantation	Nos. of plants or Area of Plantation in 12 months	Selection of plant species / varieties	Month wise planting schedule	Details of agronomic practices
Academic Building	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Administrative Building	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Dr. Baba Saheb Ambedkar Park	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Permanent Girls Hostel	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Permanent Boys Hostel	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				



Around existing and future pound area	Trees				
	Permanent Flowers				
	Seasonal Flowers				
	Lawns				
VC Residence	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Statutory Quarters Residence	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Existing Staff Quarters (New & Old)	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Old PFS Staff Quarters	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				



Old VC office	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Narmada Residence	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Sone Hostel	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Faculty of Education Building	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Faculty of Commerce & Management	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Indoor & Outdoor Stadium	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Guest House	Trees				
	Permanent				



	flowers				
	Seasonal flowers				
	Lawns				
Transit Hostel Building	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
KV School Building	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Faculty of Yoga Building	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Model Tribal School Building	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Boys Hostel for Model Tribal School Building	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Girls Hostel for Model Tribal School Building	Trees				
	Permanent flowers				
	Seasonal Flowers				
	Lawns				



New Food Court Building	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Central Library Building	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Auditorium Building	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Newly Constructed Water pond	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
All STP's located around the campus	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				
Helipad's Area	Trees				
	Permanent flowers				
	Seasonal flowers				
	Lawns				

Note: Apart from specifying the new works, the agencies selected should take care of the existing Tress, Permanent flowers, Seasonal flowers and Lawn





**3. Development / Establishment of green lawn garden at IGNTU sign board.**

	<b>Types of development area</b> <b>detailed</b>	<b>Chronological step</b>	<b>Monthly schedule wise</b>
		<b>Development procedure</b>	
	Development of green area		
	Development of lawn area		
	Development of rock garden		
	Any other development		

**4. Details of maintenance work of existing and proposed plantation, rock garden, lawn, green areas, and water bodies etc., Please elaborate your plan of work. The contractor need to specify how they will engage their labours to complete the works as specified in the scope of the works. Please use extra sheet to elaborate your planning of work.**

<b>Location</b>	<b>Types of plantation and other development</b>	<b>Monthly management practices</b>
	Tree	
	Permanent flower	
	Green area	
	Grass cutting	
	Lawn area	
	Rock garden	
	Water bodies	

**5. Details of Training attended in respect of horticultural development**

<b>Nos. of training attended</b>	<b>Duration of training</b>	<b>Organizing agency</b>	<b>Any award received</b>



6. Availability of resources (farm equipments and machinery, planting material, nursery, etc.,)

Name of farm machineries and equipment available	Availability of planting materials- Trees, flowers, seeds, sapling, etc,	Availability of Irrigation facilities such as pipe, pump, sprinkler, drip system, etc.,	Any other information such as nursery, green house, etc., possessed by the bidder

7. Manpower to be engaged

No of skilled Labourer	No of unskilled labourer	No of trained persons such as diploma or certificate holder

8. Equipment table:

S. No.	Name of Equipments	Quantity



In the event of selection to award the contract the contractor has to submit the equipment mentioned in the list physically at IGNTU. The final work order will only be issued after satisfactory verification of the equipment.

### 9. Knowledge of lawn and landscaping

- Type of lawn developed with area
  - Type of landscape developed with area
  - Name of the organization(s) where the work was/were carried out
  - Years of experience in landscape and lawn development
  - Training or courses completed on lawn and landscape development, if any
10. Please indicate briefly the newness and creativity in your work plan with justification:

Tentative areas with existing number of plants/ saplings in the campus are shown in the table below.

S. No.	Location	Existing green and lawn area (approx) m <sup>2</sup>	Existing plant/ flower plant (approx) in no.
1.	Main gate to circle		760
2.	Administration	79319.25	772
3.	Central Library	1838.01	118
4.	Complete Academic Block	10184.92	385
5.	Girls hostel to new VC Residence		650
6.	Type 3 and type 4 quarter with sabri park	1410.00	160
7.	Guru Govind boys hostel		155
8.	Girls hostel		270
9.	Old staff quarters		59
10.	Guest House	80.00	480
11.	Old VC office		790
12.	Other space of IGNTU campus		790

\*Note: the above data is tentative and the agencies participating in the tender should visit the site and make themselves satisfied before quoting their price.



**PROPOSED FINANCIAL CHARGES:**

S. No.	Item Description	Monthly Charges in INR	
		In numbers	In Words
1.	Monsoon Season (July to September)		
2.	Post Monsoon Season (October to November)		
3.	Winter Season (December, January and February)		
4.	Summer Season (March, April and June )		
TOTAL			
The above quoted price shall include all the above specified works along with manpower prescribed and equipments detailed above			
The selected agency shall deploy tractors along with tankers to water the plants, University shall not provide any kind of assistance in hiring the tractors.			
The above price shall also include the Tractors to be used along with their Diesel, Oil and other necessary period maintenance Charges.			
The Petrol, Oil and Periodic Maintenance charges of the Grass Cutting Machines shall be the scope of the selected agencies.			

**Note:- The prices quoted should be inclusive all applicable taxes as per current govt. norms.**