

TENDER DOCUMENT

**Provision of Maintenance of Gardening (including Lawns, Plants, Trees, etc.)
and Landscaping work on contractual basis at NSRTC, Varanasi**

F. No. 4-1/2015-NSRTC-Gardening

Dated: 01-06-2015

NOT TRANSFERABLE

A. Cost of Tender Form is Rs. 500/- (Five hundred only) in the form of Demand Draft drawn in favour of **Pay and Accounts Officer (Sectt.), Ministry of Agriculture, New Delhi**. The tender document can also be downloaded from the website: www.nsrtc.nic.in for which the tender form charges (Rs. 500/-) has to be enclosed while submitting the tender document.

B. Date of Publication of the Tender is: 01-06-2015

C. Last date of receipt of Tenders in Office is: 18-06-2015

D. Tenders to be opened on: 19-06-2015

NOTE:

1. Director, National Seed Research & Training Centre, Varanasi may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tenders are to be opened for acceptance is declared to be a holiday, the Tenders shall be deemed to remain open for acceptance till the next working day.

**DIRECTOR
NATIONAL SEED RESEARCH & TRAINING CENTRE
GOVT. OF INDIA, MINISTRY OF AGRICULTURE, (DAC),
G.T. ROAD, COLLECTRY FARM,
P.O. INDUSTRIAL ESTATE, VARANASI- 221 106 (U.P.)**

GOVERNMENT OF INDIA
NATIONAL SEED RESEARCH AND TRAINING CENTRE,
COLLECTRY FARM, P.O. INDUSTRIAL ESTATE,
VARANASI – 221 106, U.P.

TENDER NOTICE

F. No. 4-1/2015-NSRTC-Gardening

Dated: 01-06-2015

1. The Director, National Seed Research & Training Center (NSRTC), Govt. of India, Ministry of Agriculture, Deptt. of Agriculture and Cooperation, Varanasi invites sealed tenders through advertised open tender enquiry **for provision of Maintenance of Gardening (including Lawns, Plants, Trees, etc.) and Landscaping work on contractual basis at NSRTC, Varanasi** as per the details given in the Annexure-V of the Tender Document.
2. The offers may be submitted in TWO-BID SYSTEM (Separate Technical Bid and Financial/Price Bid), from the reputed and experienced firms/agencies/nurseries having qualified certificates and experience in this field for a minimum period of 5 years along with the institutional/ organizational performance report.
3. The tender document can also be downloaded from the website: **www.nsrtc.nic.in** for which the tender documents charges has to be enclosed while submitting the tender document.
4. The tenderers will have to deposit the earnest money of **Rs. 15,000/-** (Rupees fifteen thousand only) through Demand Draft/Pay Order drawn in favour of **Pay and Accounts Officer (Sectt.), Ministry of Agriculture, New Delhi.**
5. The Director, NSRTC reserves the rights to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Director, NSRTC in this regard shall be final and binding on all.

Note: Last date for

Date of Publication of the Tender is: 01-06-2015

Last date of receipt of Tenders in Office is: 18-06-2015

Tender to be opened on: 19-06-2015

DIRECTOR
NSRTC, Varanasi
Phone No.: 0542-2370222

TENDER FORM - III**Provision of Maintenance of Gardening and Landscaping Work on contractual Basis at NSRTC, Varanasi**

F. No. 4-1/2015-NSRTC-Gardening

Dated: 01-06-2015

SCOPE OF WOKS AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Director, NSRTC, Varanasi requires services of reputed Firm/ Agencies having nurseries and experience for provision of maintenance of gardening (including Lawns, Plants, Trees, etc.) and landscaping work on contractual basis at NSRTC, Varanasi.
2. The Contract for maintenance of Gardening and Landscaping work will be initially for a period of one year from date of commencement, which may be further extended beyond one year period depending upon the need of this Centre and further performance of the agency services. The contract may be terminated/curtailed before one year period owing to deficiency in service, or sub standard quality of services of the firm, breach of terms and conditions of contact, non-compliance of orders of the competent authority, etc.
3. The Tendering nurseries/firms/agencies are required to enclosed attested photocopies of following document, failing to which their bids shall be summarily/our-rightly rejected and will not be considered any further:
 - (a) Registration certificate, as per existing norms;
 - (b) Copy of PAN/GIR Card;
 - (c) Copy of Income Tax Return filed for last three financial years
 - (d) Copy of Employees Provident Fund (EPF) and Employees State Insurance (ESI) Certificates,
 - (e) Copy of Service Tax Registration Certificate.
 - (f) Performance Certificate from the Organization where the services are provided.
4. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is not sufficient, as separate sheet dully signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the technical bid application must be initialed by the persons authorized to sign the tender bids.
5. The tender have been invited under **two bid system i.e. Technical Bid and Financial Bid**. the interested agencies/firms who are having reputed nurseries and experience in this field for minimum 5 years are advised to submit two separate sealed envelops super scribing **“Technical Bids for providing of maintenance of gardening and landscaping at NSRTC, Varanasi; and ‘Financial Bids for providing of maintenance of gardening and landscaping at NSRTC, Varanasi;.** Both sealed envelops should be kept in a third envelop superscribing **“Tender for providing of maintenance of gardening and landscaping at NSRTC, Varanasi”**. The Technical Bids are to be opened at the first instance and evaluated by Tender Committee. At the second stage, **Financial Bid of only technically qualified Tenderers will be opened** for further evaluation and ranking before awarding the contract.
6. The Earnest Money Deposit (EMD) of **Rs. 15,000/-** (Rupees fifteen thousand only) should be necessarily accompanied with the Technical Bid of the Agency in form of Demand Draft drawn in favour of **‘Pay & Accounts Officer (Sectt.), Ministry of Agriculture, New Delhi** and should be kept in a **sealed separate cover superscribing E.M.D.** without mentioning amount. **Tender received without EMD or EMD for less amount will be summarily rejected.** The submission of EMD is compulsory for all the tenderers and no exemption will be granted for submission of EMD in any case.
7. The EMD in respect of the agencies/firms, who do not qualify the Technical Bid (First Stage)/Financial Bid (second Competitive Stage) shall be returned to them without any

interest after finalization of tender. However, EMD in respect of successful tenderer will be released after receipt of the Performance Security Deposit. Further, if agency fails to provide the services against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.

8. The successful Tenderer will have to deposit a Performance Security Deposit of **Rs. 20,000** (Rupees twenty thousand only) in form of Bank Guarantees/Demand Draft of any reputed Bank in favour of '**Pay & Accounts Officer (Sectt.), Ministry of Agriculture, New Delhi.** The Security Deposit will be required to submit covering entire period of contract and should remain valid for a period 60 days beyond the date of completion of all contractual obligations by the agency. If contract is further extended beyond the initial period the Bank Guarantees/Demand Draft of Security Deposit will have to be renewed by the successful tenderer.
9. The Performance Security Deposit can be withheld or forfeited in full or in part in case of non satisfactory services of the firm/agency, breach of any terms & conditions of the contract, non-compliance of the orders of competent authority, causing any damage to the property of NSRTC, etc. leading to termination of the Contract.
10. The successful tender will have to make agreement with NSRTC on the terms and conditions of the contract on a Rs. 100/- Stamp Paper. The cost of the Stamp Paper will be borne by the Contracting Agency.
11. The tenderer will be bound by the details furnished by him / her to NSRTC, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
12. Tenders should be addressed to the *Director, National Seed Research & Training Center (NSRTC), Govt. of India, Ministry of Agriculture, DAC, G.T. Road, Collectry Farm, P.O.-Industrial Estate, Varanasi-221 106, U.P.* and must reach on or before the closing date mentioned in the tender notice. The Tender bid should be sent by Registered Post/Courier or by hand. The bid may be dropped in the TENDER BOX of the NSRTC , Collectry Farm, Varanasi.
13. Tenders received without required documents as indicated in Annexure I and late after due date and time will be out rightly rejected.
14. Tender rates should be valid for at least six months after the date of opening the tender. Tender valid for a shorter period shall be treated as non-responsive and rejected.
15. The tender shall be opened **on 19-06-2015 (A/N)** in the office of the Director, NSRTC, G.T. Road, Collectry Farm, P.O. Industrial Estate, Varanasi, in the presence of the authorized representatives of the tenderers, who wish to be present at that time.
16. The Tender should be signed by the authorized person and his full name and status should be indicated below his signature along-with the Stamp of the firm.

DIRECTOR
NSRTC, Varanasi

TENDER FORM - III**Provision of Maintenance of Gardening and Landscaping Work on contractual Basis at NSRTC, Varanasi**

F. No. 4-1/2015-NSRTC-Gardening

Dated: 01-06-2015

Terms and Conditions of the Tender**General**

1. The EMD of the tenderer will be forfeited by NSRTC, if tenderer withdraws his tender after opening of the tender.
2. The Tender should be signed by the authorized person and his full name and status should be indicated below his signature along-with the Stamp of the firm.
3. The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.
4. The rates should be quoted in Indian Rupees only in words as well as figures.
5. The Director, NSRTC reserves the rights to accept/reject the tender without assigning any reason whatsoever and is not bound to accept the lowest tender.
6. The contract shall automatically expire on completion of one year period unless extended further by the mutual consent of the contracting agency and NSRTC.
7. The contract may be extended, on the same terms and conditions or with some addition/ deletion/ modification, for a further specific period mutually agreed by the successful service providing company/ firm/ agency and the NSRTC.
8. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without prior written consent of NSRTC.
9. The Director, NSRTC reserves the right to terminate the contact at any time with out assigning any reason by giving a week notice.
10. If the tendering firms/agencies are from outside of Varanasi, they should have their branch/local office in Varanasi for undertaking the contract works at NSRTC.
11. The tendering firm/agency should have their own Nursery and minimum experience of 5 years in the field of Landscaping, Gardening, Ornamental Plants Supply etc., for which the suitable experience certificates obtained from the organization in which the agency under taken works, without which the tender will not be qualified and technically rejected.
12. **The tenderer may visit to NSRTC for assessing the quantum and nature work mentioned in the Tender Form, before quoting the rates.**
12. The labourers/Mali should have sufficient experience of gardening and landscaping works.
13. The Agency/Contractor should furnish the bio-data of the labourers/Mali duly authorised by the Agency before engagement. Any changes in the day-to-day existing labourers as well as new labourers engagement after the award of contract should be done after approval of the competent authority of NSRTC

14. The labourer should attend the allocated specific work and any labourer/Mali found negligence, they will be marked absent and accordingly the cumulative amount will be deducted from the monthly payment
15. The Contracting agency should get suitable instructions from the Director/ officer Incharge of NSRTC and provide the services as per requirement then and there.
16. The Agency/Contractor should abide by the rules/regulations of NSRTC & Govt. of India.
17. The Agency should abide by the Rules and Regulations of Ministry of Labour, Govt. of India regarding engagement of Contract labour services.
18. The agency/firm should make their own arrangements for providing of equipments and machineries (viz. Grass Cutter/Mower, Sickle, Khupi, Kudal, Phawada, Knife, Kaincha, Talwar, Kulhadi, Gandasa, Auri, Sprayers, Dusters, Irrigation Pipes, etc.) required for day-to-day garden maintenance and other related gardening works. NSRTC will not provide any gardening tools. The agency has to also bear the expenses on maintenance/repair/sharpening/replacement of the gardening and landscaping equipment.
19. The agency/firm has to provide the necessary inputs like manures, fertilizers, weedicides, pesticides, growth promoters, etc. required for maintenance of lawns, Plants, trees, etc. at their own expenses. The NSRTC will not make any payment for supply of these inputs. Only irrigation water will be provided by NSRTC at specified tap points.
20. The Agency/firm will have to provide relevant registers, pen, notebook, etc. at their own expenses required for gardening and landscaping works.
21. The Agency should be an Registered and Licensed holder for engaging contract labour from the Labour Commissioner (Central) under Contract labour (Regulation and Abolition) Act, 1970.
22. While the contractor and the user shall make every effort to resolve amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its jurisdiction at Delhi / New Delhi. The resultant contract will be interpreted under Indian Laws.

LIABILITIES, CONTROL ETC. OF THE LABOURERS DEPLOYED

23. The contracting Company / Firm / Agency shall furnish the following documents in respect of the individual who will be deployed for gardening work by it in the NSRTC, Varanasi before the commencement of work:
 - a. List of labourers deployed
 - b. Bio-data of the labourers;
 - c. Copy of educational certificate containing date of birth, if any;
 - d. Character certificates from Village Pradhan/ Municipal Corporatotor/ Gazetted Officer
 - e. Certificate of verification of antecedents of persons by local police authority.
24. In case, the person employed by the successful Company / Firm / Agency commits any act of omission / Commission that amounts to misconduct / indiscipline / incompetence, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the NSRTC.
25. The tendering Company / Firm / Agency shall replace immediately any of its personnel who is found unacceptable to the NSRTC because of security risks, incompetence, conflict of interest, improper conduct etc, upon receiving necessary orders from the competent officer of NSRTC.

26. The agency shall depute a coordinator/supervisor who would be responsible for immediate interaction with the NSRTC so that optimal gardening and Landscaping services by the agency could be availed without any disruption.
27. It will be the responsibilities of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the labourers deployed by it (Agency) in the NSRTC and this Office will have no liabilities in this regard.
28. For all intents and purposes, the service providing agency shall be the “Employer” within the meaning of different Labour Legislations in respect of so employed and deployed in the NSRTC. The persons deployed by the agency in the NSRTC shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against NSRTC, Varanasi.
29. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to labourers deployed. NSRTC shall, in no way, be responsible for settlement of such issues whatsoever.
30. The NSRTC shall not be responsible for any damages, losses, theft, claims, financial or other injury to any labourers deployed by service providing agency in the course of their performing the functions/ duties, or for payment towards any compensation.
31. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, adhoc, regular / confirmed employees of the NSRTC during the contract period or after expiry of the contract.
32. In case of termination of this contract on its expiry or otherwise, the labourers deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in the NSRTC.

LEGAL

33. The tendering agency will be responsible for compliance of all statutory provisions relation to Minimum Wages, Provident Fund, and Employees State Insurance, etc. in respect of the labourers deployed by it in the NSRTC.
34. Tendering agency shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered by it to the NSRTC to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
35. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of NSRTC or any other authority under Law.
36. The Income Tax (T.D.S.) shall be deducted (as applicable) from the monthly bills , as amended form time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be provided to the agency by the NSRTC.
37. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the NSRTC is put to any loss / obligation, monetary or otherwise, the NSRTC will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
38. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill, A requisite portion of the bill / whole of the bill amount may be held up till such proof is furnished, at the discretion of the NSRTC.
39. The amount of pre-estimated agreed liquidated damages calculated @ Rs. 200 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency shall be deducted from the monthly bills of the service providing Company/ Firm / Agency in the following month.

40. The Director, NSRTC, Varanasi reserves right to withdraw / relax any of the terms & conditions mentioned above so as to overcome the problem encountered by the contracting parties.

PAYMENT

41. Payment against Bill shall be made only after satisfactory services and performance of the provision of contractual services during the month. No interest will be payable on the non-payment due to delayed submission of bill and non-satisfactory services. Payment will be made direct to the agency through Demand Draft/ E- Payment.
42. The agency shall submit the bill in duplicate for the services provided, to this office in the first week of the succeeding month.
43. No advance payment will be made to the agency in any case.

**DIRECTOR
NSRTC, Varanasi**

TENDER FORM - VI**Provision of Maintenance of Gardening and Landscaping Work on contractual Basis at NSRTC, Varanasi**

F. No. 4-1/2015-NSRTC-Gardening

Dated: 01-06-2015

Tenderer's Profile

1. Name of the Tendering Company/Firm/Agency/Nursery:
(Attach certificate of registration)
2. Full Address of the Tendering Company//Firm/Agency/Nursery:
3. Contact Details of the Tendering Company//Firm/Agency/Nursery:
 - (a) Tel. No. with STD Code (O).....(Fax).....(R).....
 - (b) Mobile No.....(c)E-mail.....(d) Website.....
4. Name, Address and Contract Nos. of Branch/Local Office
of the Firm in Varanasi (if firm is located outside of Varanasi)
5. Name of Proprietor/Partners/Directors of the Company//Firm/Agency:
6. Tenderer's bank, its address and his current account number:
7. E.P.F. Registration Number.:
(Pl. attach copies of the relevant documents/certificates)
8. E.S.I. Registration Number:
(Pl. attach copies of the relevant documents/certificates)
9. Permanent Income Tax Number (PAN)/Income Tax Circle/
(Pl. attach copies of relevant document/certificate
and of last years Income Tax return)
10. Service Tax Registration Number:
(Pl. attach copies of the relevant documents/certificates)

Contd....

11. Give details of the similar contracts handed by the tendering Firm/Agency during last five years along with the performance Certificate from the Firm/Organizations.

S.N.	Details of client along-with address, telephone and Fax Numbers	Performance Certificate enclosed or not	Amount of Contract (in Rs.)	Duration	
				From	To
1.					
2.					
3.					

(if space is insufficient, a separate sheet may be attached)

Note: The Performance of Services already currently provided/Providing by the firm in the NSRTC, Varanasi will be given top priority in deciding/ qualifying the technical competency of the tender as per above.

12. Additional information, if any
(Attach separate sheet, if required)

Date:

Signature of authorized person

Place:

Full Name:

Seal of the firm:

DECLARATION

- I,.....daughter/wife of Shri.....Proprietor/Director/ authorized signatory of the agency firm, mentioned above, is competent to sign this declaration and execute this tender document;
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them and also accept if my tender is rejected for want of suitable document its as indicated in the Annexure- I
- The information /documents furnished with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of authorized person

Place:

Full Name:

Seal of the firm:

Annexure- IVTENDER FORM -VI

Provision of Maintenance of Gardening and Landscaping Work on contractual Basis at NSRTC, Varanasi

F. No. 4-1/2015-NSRTC-Gardening

Dated: 01-06-2015

Name of Firm:

Address:

Phone No. /Mobile No.:

To,

The Director,
National Seed Research & Training Centre,
Govt. of India, Ministry of Agriculture, DAC,
G.T. Road, Collectry Farm
P.O. industrial Estate, Varanasi-221 106, U.P.

Sir,

I / we do hereby tender for **Contractual Services for Provision of Maintenance of Gardening and Landscaping** as specified in the Tender Schedule and in accordance with the specifications in all respects and instructions in the Annexure.

S.No	Contractual Services Agency/Nursery Registration Details (Evidence to be enclosed)	Details on No. of Service Personnel Available with the Agency	Total No. of years in Contractual Services	Firms/ Offices Providing Services (attach evidences)

Details of EMD: DD No.....Dated.....Amount.....

(Please Note the amount of EMD ON BID SECURITY will only be refunded on receipt of PERFORMANCE SECURITY).

UNDER TAKING

It is certified that the information given above is true and correct and I/we fully understand terms and conditions and undertake to abide by the terms and conditions and rules & regulations of Govt. of India and NSRTC, Varanasi. We also agree that any tender documents will be rejected if found incomplete without suitable documents I assure that our Firm is capable of providing services as per the award of contract, if technically qualified and financially competent.

Dated..... Name & Address of Firm.....

Authorized Signature & Seal of the Firm

Annexure- VTENDER FORM -VI**Provision of Maintenance of Gardening and Landscaping Work on contractual Basis at NSRTC, Varanasi**

F. No. 4-1/2015-NSRTC-Gardening

Dated: 01-06-2015

Sl. No.	Particulars of Works	Rate/ Month (inclusive of all Taxes, Service Charges, etc. if any) Rs.
1.	Maintenance of Lawns including weeding, gap filling, grass cutting with Khurpi/ sickle, moving with the help of mover, rolling, irrigation, fertilizer and pesticide application, etc. in respect of : (a) Lawns in front of Admin Block (both side of road), Area- 3530 Sq. meters (approximately) (b) Lawn in southern side of Admin Block, Area- 2640 Sq. meters (approximately) (c) Lawns in front and back side of Central Seed Testing Laboratory Area- 3500 Sq. meters (approximately) (d) Lawns in front and back side of Seed Processing Unit, Area- 2100 Sq. meters (approximately) (e) Lawns in front and back side of Training Hostel, Area- 2500 Sq. meters (approximately) (f) Lawns in front and back side of Training Hostel, Area- 2500 Sq. meters (approximately) (g) Lawns in the Courtyard/ Inner Side of Administrative Building (Block – I & Block – II), Central Seed Testing Laboratory (Block – I & Block – II) & Hostel (Total 5 Places), Total Area- 300 sq. meters (approximately)	
	Sub Total	
2.	Maintenance of Hedges/Bordering Plants including weeding, inter-culture, gap filling, training/pruning, irrigation, fertilizer and pesticide application, etc. presently available all around lawns of Admin. Block, CSTL, Training Hostel, in front of Main Gate, etc.	
3.	Maintenance of Ornamental/ Flower Plants including weeding, inter-culture, irrigation, gap filling, training/pruning, fertilizer and pesticide application, etc. presently available all around lawns of Admin. Block, CSTL, Training Hostel, in front of Main Gate and in the courtyards of above blocks, Total Plants- 500 Nos. (approximately)	
4.	Maintenance of Road side and Compound Wall areas Grasses of entire campus , Area- 1000 sq.m (approximately) including Grass cutting, Weeding, Trimming, Watering, etc.	
5.	Maintenance of Trees/ Fruit Plants of entire Campus: All the Trees: Big Trees- 200 Nos., Small Trees- 275 Nos. and Fruit Plants- 100 Nos. of entire campus, road side and all around the boundary wall including weeding, inter-culture, earthing, irrigation, gap filling, trimming, fertilizer and pesticide application, etc.	
6.	Maintenance of Potted Ornamental Plants presently available in Admin. Block, CSTL, Training Hostel, SPU, etc, Total Plants-200 Nos. (approximately) Including inter-culture, weeding, soil/manure filling, irrigation, gap filling, training/pruning, fertilizer and pesticide application, etc.	
	TOTAL (Item 1- 6)	

Dated.....

Name & Address of Firm.....

Authorized Signature & Seal of the Firm
