

INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE

DR. HOMI BHABHA ROAD, PASHAN, PUNE – 411008

PRE-QUALIFICATION TENDER NOTICE NO.CW/ 09 /2009

Name of Work: Maintenance Work for Landscaping in front view of office building and Children Park at residential colony of IITM, Pune.

The Indian Institute of Tropical Meteorology (IITM), Pune is an Autonomous Research Institute under the Ministry of Earth Sciences, Government of India, New Delhi. It has developed Landscaping in front view of Office building and Children park at the residential Colony. It is proposed to undertake its maintenance. For this purpose, It is proposed to shortlist reputed Companies who have the capacity to maintain the above mentioned site. The job includes **1) Timely watering of plants & lawn 2) Maintenance of Irrigation system & Fountain 3) Replacement of dead plants 4) Application of pesticides and insecticide & fertilizers 5) Topdressing of soil once in a year for lawn and plants 6) Plantation of seasonal flowering plants 7) Deployment of Gardners, Supervisor 8) Proper Prunning of Shrubs & Trees 9) Staking to plants 10) Maintenance of Lawn by removal of weeds & proper lawn mowing**

In this connection, eligible contractors willing to undertake the maintenance work are requested to collect the Pre-Qualification Tender Form from the Office of the Administrative Officer during 04-06-09 to 12-06-09 June 2009 on payment of fee of Rs.200.00 (Rupees two hundred only) by cash and submit the completed form in sealed cover superscribed 'Pre-qualification tender notice for maintenance of Landscaping & Children Park' to the Administrative officer's office, Dr. Homi Bhabha Road, Pune-411008 by 21 June 2009. The forms can also be downloaded from Institute's website (<http://www.tropmet.res.in>) in which case the form fee should be paid through DD drawn in favour of Director, IITM, Pune and attached with the tender documents. The forms received after 21 June 2009 will not be accepted.

INDIAN INSTITUTE OF TROPICAL METEOROLOGY

Dr. Homi Bhabha Road, Pashan, Pune 411 008

The Indian Institute of Tropical Meteorology (IITM) is a premier research organization under the Ministry of Earth Sciences conducting research in the field of atmospheric sciences.

This Institute intends to maintain its Landscaping in front view of office building and children park at the residential colony at Dr. Homi Bhabha Road, Pashan, Pune, Maharashtra, India.

For this project, Indian Institute of Tropical Meteorology intends to pre-qualify Contractors. The approximate area of Landscaping to be maintained is 4000 sq. mtr. and Children Park 650 Sq. mtr.

The scope of works shall include 1) Timely watering of plants & lawn 2) Maintenance of Irrigation system & Fountain 3)Replacement of dead plants 4)Application of pesticides and insecticide & fertilizers 5)Topdressing of soil once in a year for lawn and plants 6)Plantation of seasonal flowering plants 7) Deployment of Gardners, Supervisor 8)Proper Prunning of Shrubs & Trees 9) Staking to plants 10) Maintenance of Lawn by removal of weeds & proper lawn mowing

Contractor

**Administrative Officer
For Director, IITM, Pune**

INDIAN INSTITUTE OF TROPICAL METEOROLOGY

PREQUALIFICATION FORM

- 1) Name of work : Maintenance work of Landscaping & Children Park at IITM, Pashan, Pune, Maharashtra
- 2) Aprox. Estimated expenses for both work : Rs.55000/- per month (Rs. Fifty five thousand only)
- 3) Tenure : One year from 1-8-2009 to 31-7-2010
- 4) PQ form shall be issued from : 04 / 06 / 2009 to 12 / 06 / 2009
- 5) Last date for submission of pre-qualification form : 21 /06 /2009 by 15.00 hrs.
- 6) Issued to M/s./Shri : _____
- 7) Date of application of contractor for issue of PQ form _____
- 8) Date of actual issue of pre-qualification form to contractor _____

Pre-qualification form duly filled in by the contractor should be submitted in the office of the Administrative officer, IITM, Pune, **on or before 21/ 06 / 2009 by 15.00 Hrs.** The pre-qualification form received after the due date shall not be accepted.

Note:

All the information must be filled in the enclosed forms only. The information furnished in other forms will not be accepted except annexure A & B. If the contractor submits the information on separate or other forms except form 'A & B' the same will not be accepted. It may please be noted that any information furnished in pre-qualification form or the enclosures/annexure thereto, if subsequently found false or misleading, the contractor's application for prequalification shall be rejected outright.

**Administrative Officer,
For Director, IITM, Pune.**

- Note:**
- 1) PQ form fee is Rs. 200/- by cash.
 - 2) If PQ form is downloaded through website PQ form fees of Rs. 200/- Should be paid in form of DD through nationalized bank drawn in the favor of Director, IITM, Pune at the time of submission of tender documents.
 - 3) PQ form shall not be accepted after due date 21/06/2009

DIRECTIONS FOR FILLING IN PQ FORM :

- 1) The Contractor should fill up the blanks of pre-qualification form in original and duly filled in and signed shall only be submitted. Each and every page of PQ form shall be signed by the contractor, without which the contractor shall not be pre-qualified.
- 2) The information submitted on contractor's format, i.e. other than original pre-qualification form, shall not be accepted. If found, the documents shall be returned & he shall not be pre-qualified.
- 3) In any case subletting of work will not be allowed.
- 4) The terms and conditions of this PQ form shall form part and parcel of tender document.

IMPORTANT NOTE :

The contractor will not be declared qualified unless he produces the required documents and information as listed below.

- 1) Certified true copy of VAT & Service tax valid registration is not enclosed.
- 2) If the list of similar nature of work in form 'A' is not furnished.
- 3) If the list of works tendered for and in hand as per form 'B' showing cost of balance works is not furnished.
- 4) If the compensation is recovered for slow progress or bad quality of work carried out in other organization, the contractor shall not be pre-qualified.
- 5) If the information as stated above is found incorrect and misleading.
- 6) PQ form is submitted incomplete.

Contractor

**The Director,
IITM**

PRE QUALIFICATION FORM

(To be filled in by the contracting firm)

- 1) i) Name of the Contractor/Firm : _____
ii) Postal Address : _____

- iii) Telephone No. : _____
iv) Fax No. : _____
v) Mobile No. : _____
vi) E-mail Address : _____
- 2) Please mention status
i) Proprietary firm : Yes / No*
ii) Partnership firm : Yes / No*
iii) Pvt. Ltd. Co. : Yes / No*
iv) Public Ltd. Co. : Yes / No*
(* - Strike out whichever is not applicable)
- 3) i) Mention the names : 1) _____
of Partners or Directors : 2) _____
- 4) Annual turn over of the : 2006-2007 Rs.
firm for last 3 years as : 2007-2008 Rs.
certified by the Chartered Accountant vide Form F. : 2008-2009 Rs.
- 5) a) Whether the contractor is having : Yes/No
valid VAT & Service Tax Registrations :
b) If so whether the certified copy of : Yes/No
Such registration is enclosed :
- 6) Whether the contractor has executed a single
work of similar nature having cost of work
more than **Rs.1.00 lakhs (Rs. One lakhs)**.
- 7) Whether the list of works in hand is : Yes/No
enclosed in form "B" :
- 8) Whether the amount of balance : Yes/No
Works vide col. No.5 of Form "B" :
is mentioned . :
Quote the amount of balance work. : Rs. _____

The information given above and in the enclosed forms and annexure is true to the best of my knowledge and belief and I am fully responsible for its correctness.

Date : _____

Signature of Contractor

Contractor

**The Director,
IITM**

FORM 'A'

DETAILS OF WORKS OF SIMILAR OR ALLIED TYPE AND MAGNITUDE CARRIED OUT BY TENDERER

NAME OF TENDERER. :

Sr.No.	Name of work	Name of Organisation and place of work	Project cost	Stipulated date of completion	Actual Date of completion	Principal features in brief.
1.	2.	3.	4.	5.	6.	7.
		TOTAL				

NOTE :

- 1) The contractor should have completed at least a single work of similar nature as mentioned under Sr. No. 6

Contractor

(7)

The Director, IITM

FORM 'B'

DETAILS OF OTHER WORKS TENDERED FOR AND IN HAND ON THE DATE OF SUBMISSION OF THIS APPLICATION

NAME OF TENDERER. :

Sr. No	Name of work	Name of organization and place of work	Work in hand			Works tendered For			REMARKS
			Tendered cost	Cost of remaining work	Anticipated date of completion	Estimated cost.	Date when decision is Expected.	Stipulated period for completion.	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
		TOTAL			TOTAL				

NOTE :- The continuation sheet may be used if required.

Contractor

The Director, IITM

FORM 'C'

DETAILS OF MANPOWER, EQUIPMENTS, KNOWLEDGE OF MAINTENANCE OF WORK TENDERED FOR AND OTHER INFORMATION ON THE DATE OF SUBMISSION OF THIS APPLICATION

NAME OF TENDERER. :

Sr. No	EQUIPMENTS AVAILABLE	MANPOWER				KNOWLEDGE OF MAINTENANCE OF		OTHER INFORMATION
		Engineer	Horticulturist	Supervisors	Gardeners	Fountain	Irrigation	
1.	2.	3.	4.	5.	6.	7.	8.	9.

NOTE :- The continuation sheet may be used if required.

Contractor

The Director, IITM