

INDIAN INSTITUTE OF TROPICAL METEOROLOGY**PASHAN, PUNE-411 008****TENDER NOTICE**

Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune-411008 (India) invites sealed separate tenders for following work (Part-I – Technical Bid, Part-II – Commercial Bid) in separate sealed covers from Contractors registered in the approved list of contractors of PWD/ MES/ CPWD/ Railways/P&T/Experienced industrial contractors and any other government departments in appropriate class for following works.

SR. NO.	Tender Notice No.	NAME OF WORK	Tender Document Fees in Rs.	Date of Issue of Tender documents From -TO	Date and Time of Pre- Bid Meeting	last date of receipt of tender	Date & time of opening the tender (technical bid only)
1	CE/Multi training facility/landscape/IITM/2012	Development of landscape garden for multi training facility building at IITM, Pune	Rs. 1000=00	30/01/12 to 21/02/12	07/02/12 at 1100 hrs	21/02/12 at 1230 hrs	21/02/12 at 1500 hrs
2	CE/Maint/2012/12	Maintenance of Landscape garden at Office & Colony Premises at IITM,Pune	Rs. 500=00	30/01/12 to 21/02/12	08/02/12 at 1100hrs	21/02/12 at 1230 hrs	21/02/12 at 1500 hrs
3	IITM/EMU/Power Purchase/2011-12	Procurement of renewable electrical energy from generators/Agencies/Power traders/Merchant Power plant at IITM, Pune	Rs. 1000=00	30/01/12 to 21/02/12	06/02/12 at 1100 hrs	21/02/12 at 1230 hrs	21/02/12 at 1500 hrs

Tender documents can be obtained for the above works from office of Civil Wing of the Institute and also can be down loaded from the Institute's web site.

The Institute reserves the reight to reject any or all tenders without asgining any reasons thereof . For further details please visit our website :www.tropmet.res.in

Civil Engineer
For Director
Email : anupam@tropmet.res.in

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY
PASHAN, PUNE-411 008**

Tender No. CE/Maint./2012/12

TENDER NOTICE

Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune-411008 (India) invites sealed separate tenders for following work (Part-I – Technical Bid, Part-II – Commercial Bid) in separate sealed covers from Contractors registered in the approved list of contractors of PWD/ MES/ CPWD/ Railways/P&T/Experienced industrial contractors and any other government departments in appropriate class for following work

Name of work: - Maintenancy of Land scape gardens at office & colony premises

Tender documents can be obtained from Office of Civil Wing, of this Institute and also can be downloaded from the Institutes' website.

Date of issue of tender documents	from: 30/01/2012 to 21/02/2012
Pre- Bid Meeting	08/02/2012 at 1100 hrs
Last date of receipt of Tender at IITM, Pune:	21/02/2012 at 1230 hrs
Opening of Tenders (Technical Bids only) :	21/02/2012 at 1500 hrs

The Institute reserves the right to reject any or all tenders without assigning any reason there of. For further details please visit our Website: www.tropmet.res.in

Civil Engineer

For Director

Email: anupam@tropmet.res.in

INDIAN INSTITUTE OF TROPICAL METEOROLOGY, (IITM)

(An Autonomous Institute under the Ministry of Earth Sciences, Govt. of India)

Dr. Homi Bhabha Road, Pashan Pune-411008, Maharashtra

TENDER Document for Annual Maintenance Contract of Garden

Reputed Indian firms/contractors are invited to submit their tenders (under TWO BID SYSTEM i.e. separate Technical Bid and Commercial Bid) for the "Maintaining of garden on contract basis

Ref No.	Brief description of work	Earnest Money Deposit (EMD)
GA/Garden/2010/01	MAINTENANCE OF All GARDENS AT OUR OFFICE AND CHILDRENS PARK AT COLONY.	Rs. 25000/-
	Cost of Tender Fees	Rs. 500/-

- 2 The scope of work includes providing the manpower, materials like organic, in-organic manures and fertilizers change of plants shrubs etc if required before submitting their tenders contractors should inspect the site and then submit the quotations accordingly.

2-a) The details of the area is as follows

(A) OFFICE CAMPUS:

i) Lawn area in front of office	4000 Sq. Mtrs. Approx
ii) Rose garden	741 Sq. Mtrs.
iii) Guest house	1500 Sq. Mtrs.
iv) Back side of GA Section	300 Sq. Mtrs.
v) Lawn eastern side of Phase-I Building	1750 Sq. Mtrs.
vi) LIP building	160 Sq. Mtrs.
vii) HPC Building	1000 Sq. Mtrs Approx.

TOTAL - **9451 Sq. Mtrs**

(B) COLONY CAMPUS:

i) Children park	485 Sq. Mtrs.
ii) Student Hostel garden	1300 Sq. Mtrs.
iii) Community Hall Lawn & plantation	687 Sq. Mtrs.

TOTAL - **2472 Sq. Mtrs**

2-b) Scope of Work. The contractors /parties are required to do the following during the period of AMC:

- I) Cutting of grass (Lawns) and hedges etc. once in a month
- ii) Removal of weeds Regularly
- iii) Spraying of insecticides once in a month
- iv) Manuaring and fertilizers once in a month

- v) Carry's /Bonds should be made for all the plants/bushes every two months
- vi) Lawn should be maintained green with application of Nitrogen Urea for every two months
- vii) Replacing of un-healthy and dead plants.

- Viii) Regular watering and removing the useless weeds including on nonworking days (i.e. Saturday)

3. Following are the essential requirements:

- i) For firms/contractors field experience.
- ii) The work, for which the contractor is quoting, should be its core business.
- iii) Experience in execution of similar contracts for Rs.10.00 lacks or above (Single order) during at least 3 years
- iv) Capability and clientele reference must be given in the technical bid.

(According to our estimate to maintain all the gardens 9 persons are needed however you may suggest if any)

4. Following documents should be furnished by the contractors, who satisfy the above conditions in technical bid .

- i) List of jobs executed on maintaining the garden and brief details of the units scope of work, names and address (postal-mail) of contact persons involved in those projects from client's side.
- ii) Details of work in hand with value.

5. IITM expects full disclosures from contractors about their experience

6. Only short listed firms commercial bids will be opened.
7. Earnest money Deposit (EMD) of Rs. 25000/- (Rs. Twenty Five Thousand only) DD drawn on any nationalized /Scehduled bank should be deposited along with the technical bid, failing which the tender will be rejected.
8. Commercial bid to contain only the price details, financial details shall contain the following on monthly basis: i.e. as per the enclosed format of commercial bid.
 - a) Cost of labour
 - b) Cost of material
 - c) Duties or taxes if any
 - d) Margin
 - e) Total
9. IITM reserves the right to accept or reject any or all applications either in part or full without giving any reason thereof
10. Contractors fulfilling the above conditions may fill in the enclosed Contractors Information Format (Annexure-I) that along with other enclosures which will constitute the tender document for the firm /Contractor.
11. Validity of the tender should be for minimum period of 120 days
12. IITM will not provide any equipment, tools etc for watering the plants. The Contractors shall be responsible for all statutory/labour regulations applicable to the persons deputed for the maintenance of garden.
13. IITM take no responsibility for delay loss or non receipt of quotations/documents sent by post and reserve the right to accept or reject any party or the tender without assigning any reasons.
14. Corrections if any must be attested. All rates shall be indicated both in words as well as in figures. Where there is a difference between rates quoted in words and figures rates quoted in words will prevail.
15. Any other tools/equipments required for carrying out the work shall be provided by the service provider without any extra cost.
16. you may inspect the site garden/lawn during the office hours, duly intimated well in advance to the Civil Engineer civil section
17. Solvency Certificate of the value of Rs. 10 lakhs should be submitted in technical bid from any nationalized/schedule bank.

18. You are requested to give the schedule of work of maintenance Date wise for month.
19. Penalty Clouse:- If you don't follow the schedule submitted by you than one day salary for all laboure & maximum of 10% of the bill amount will be deducted from any money due to or which will become due to contractor.
20. Last date to submit the tender documents is _____

(A sealed envelop super scribed with "Tender for AMC of Garden with reference GA/Gard/2010/0001" containg the TENDER Document should be addressed to the Administrative Officer, IITM, Pashan Pune-411008).

(Administrative Officer)

ANNEXURE TO TENDER DOCUMENT
CONTRACTORS INFORMATION FORMAT

Name of work: Maintenance of garden

Ref. No. GA/Garden/2010/0001

1. Name of the Tenderer:
2. Address for Correspondence:
3. Please state status of the tenderer:
Company / Firm / Proprietary
4. Total value of Annual turnover/Sales:
For the last 3 years.
5. Income tax (PAN) No. GIR NO. /Circle/Ward.:
6. Past performance of the firm /VO:
7. Bank Details Bank's Name, Branch, Account No, IFSC code etc.

(Please enclose List of parties stating their Names & Address with Twelve Nos during last three years).

6a) please enclose the reference letter from clients.

Sr. No	Type of work	Name of the client	Cost of the Contract	Date of award of Contract	Probable date of completion of Contract

6b) Details of work in hand: - Please attach a separate sheet if needed.

Sr. No	Type of work	Name of the client	Cost of the Contract	Date of award of Contract	Probable date of completion of the Contract

Any other information in support of the case.

I/We have fully understood the foregoing terms and of annual maintenance of contract of garden and having accepted the same in to and I/We have made my /our offer keeping in view of those terms. I /We fully agree that once I /We have endorsed in whatsoever and whichever way my/our signatures herein below all conditions whatsoever way mentioned by me/us which may not be acceptable to IITM shall be deemed to be withdrawn by me/us and m/are fully aware that no grievances whatsoever shall entertained by IITM if our offer is not accepted.

Place

Date

Office seal/Stamp

Name,

Designation and

Signature

Of authorized person

Technical evaluation of quotes received for Annual maintenance Contract.

Sr. No.	IITM specification	Party No.1	Party No.2	Party No.3	Party No.4
1	Whether they have field experience				
2	It's core business				
3	Contract executed value not less then Rs.10.0 lacks in the last three year				
4	Clientele references given				
5	Detailed list of garden maintenance executed				
6	Details of work in hand				
7	EMD deposited				
8	Contractors form submitted				
9	Over all assessment.				

(Price Bid for garden maintenance)

NO.

Date

Subject – Quotation to Annual Maintenance Contract for GARDEN Maintenance.

With reference to your enquiry letter No. _____ Dt. _____ the
for Annual garden maintenance contract

Rate should be quoted as per minimum wages act central Government.

Sr. No	Description	Skilled workers	Unskilled Workers
1	Basic		
2	DA		
3	Total (1+2)		
4	H.R.A. 5% of (3)		
5	Uniform allowance 2.5% of (3)		
6	National holidays 1.11% of (3)		
7	Leave Salary 5% of (3)		
8	Bonus (8.33% of (3)		
9	P. F. Contribution 13.61% of (3)		
10	ESI contribution 4.75% of (3)		
11	Total 3 to 10		
12	Agency commission on (11)		
13	Total (11+12)		
14	Total for one worker		
15	Service tax 10.3% on (14)		
16	Total cost payable by IITM to agency for one person		
17	Number of person required for total scope of work		
18	Material Cost per month for total scope of work.		

It is also informed that, I have gone through the terms and conditions for the tender are agreeable to us

Name & Signature of Authorized Representative