

**Indian Institute of Tropical Meteorology,
Dr. Homi Bhabha Road, Pashan, Pune-411008
Tender No. IITM/CE/Garden Maint./14-15/05**

e-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 registered Contractors of PWD/MES/CPWD/Railways/P&T/Experienced industrial Contractors and any other government departments in appropriate class for following work.

Name of the Work: Annual Maintenance contract of Landscape and Garden for Office and Colony campus at I.I.T.M. Pashan Pune-411008

Tender documents can be down loaded from e-procurement web site <http://www.eprocure.gov.in> or from Institutes web site <http://www.tropmet.res.in> and also can be obtained from the civil wing of the Institute. In case of downloading of tender documents from above web sites the bidder has to submit the tender document fee of Rs.500=00 (Rs. Five Hundred only) in the form of DD drawn in favour of Director, IITM, Pune

Date of Issue of Tender Document : 24/11/014
Pre-Bid Meeting : 02/12/2014 at 11:00 hrs at IITM, Pune
Last date of receipt of Tender at IITM, Pune : 17/12/2014 at 12:30 hrs at IITM Pune
Opening of Tenders (Technical Bid only) : 17/12/2014 at 15:00 hrs at IITM Pune

The Institute reserves the right to reject any or all tenders without assigning any reason therefore.

**Civil Engineer
For Director
E-mail: 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 Landscape and Garden for Office and Colony campus at I.I.T.M. Pashan Pune-411008

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	<u>Annual Maintenance contract of Landscape and Garden for Office and Colony campus at I.I.T.M. Pashan Pune-411008</u>	Rs. 45000/-
	Cost of Tender Fee (Non refundable)	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.

Approximate Garden Area All areas mentioned in square meters.

(A) Office Campus

Lawn area in front of office	-	4000
Rose Garden	-	741
Guest House	-	1900
Back side of GA Section	-	300
Lawn Eastern side of GA Section	-	1750
LIP Building	-	160
HPC Building	-	1000
Meghdoot Complex	-	1000
Area in front of garage	-	406
Weather station garden new kytoon hut	-	78

(B) Colony Campus

Childrens Park	-	485
Students Hostel	-	1300
Community hall Lawn & Plantation	-	687
Lawn & Garden in front of Type IV (Varsha)	-	237
Shishir Colony	-	4200

Total area under maintenance would be **18244 square meters (Approx).**

1,96,305 Sq.ft (Approx)

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

- I) Cutting of grass (Lawns) and hedges etc. once in a month
- li) Removal of weeds Regularly
- lii) Spraying of insecticides once in a month
- Iv) Manuring 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 on every day including nonworking days (i.e. Saturday)
- ix) Vendors shall provide Garden material such as fertilizer, pesticide, manure, tools and machinery etc.

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.

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. 45000/- (Rs. Forty Five Thousand only) DD drawn on any nationalized /Scheduled 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, as per the enclosed format of commercial bid.

Note:

- 1] All tools required for garden maintenance will be under contractor scope.
- 2] Contractor has to submit monthly bill (for one month) and payment for the same will be made after certification of bill by the Institute authorities.
- 3] If any area of landscape/garden found shabby/unattended/damaged in that case recovery as penalty quoted rate per sq.ft. by the contractor.
- 4] Contractor shall produce the material bills along with monthly bill and payment bill be made at actual and it should not be beyond the monthly material cost.
- 5] L-1 Criteria will be made on Annual Cost Lowest prize quoted by the vendor.

6] However vendor shall also mention minimum numbers of Gardner's and Garden supervisor to be deployed at site in their bid.

9. IITM reserves the right to accept or reject any or all Tenders 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. Security deposit equal to 5% of the Annual contract value (refundable without interest after two month of termination of contract) in the form of Demand draft/ bank guarantee drawn in favour of Director IITM Pune from any nationalized or scheduled bank shall be furnished at the time of signing of the Agreement.
20. Penalty Clouse:- If you don't follow the schedule submitted by you than one day salary for all laboure & maximum of 10% of the monthly bill amount will be deducted from any money due to or which will become due to contractor.
21. Earnest Money deposit of unsuccessful bidders will be released only after award of work to successful bidder.
22. Last date to submit the tender documents is 17/12/2014

(A sealed envelope super scribed with "Tender for AMC of Garden with reference IITM/CE/Garden maint./14-15/05 "containg the TENDER Document should be addressed to the Director Indian Institute of Tropical Meteorology, Dr.Homi Bhabha Road, Pune 411008

(Civil Engineer)

ANNEXURE TO TENDER DOCUMENT
CONTRACTORS INFORMATION FORMAT

Name of work: Maintenance of garden

Ref. No. IITM/CE/Garden Maint./14-15/05

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. (Enclosed the audited balance sheets copies).
5. Income tax (PAN) No.
6. Service Tax Registration No.
7. Provident Fund Registration No.
8. ESI Registration No.
9. Labour Licence no registered with
Central Labour Commissioner
10. Bank Details required for making payments
through RTGS you can submit a photocopy of cancelled cheque.

Details of work currently in hand: - Please attach copies of the work orders. In following format

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 is support of the case.

I/We have fully understood the foregoing terms and of Annual Maintenance contract of Landscape and Garden for Office and Colony campus at I.I.T.M. Pashan Pune-411008 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.

Submit necessary document wherever required.

Place

Date

Office seal/Stamp

Name,

Designation and

Signature

Of authorized person

(To be made on Rs. 1000=00 Non Judicial Stamp Paper by the firm on award of the contract)
DRAFT AGREEMENT

This Agreement is made on _____ day of 2014 (Two thousand Fourteen) between Director IITM Pune as one part, herein after called IITM and **M/s.as second part.** , . Agency for HOUSEKEEPING SERVICES WORK at Indian Institute of Tropical Meteorology Dr. Homi Bhabha Road, Pune 411008

1. LOI Nodated will be part of this agreement
2. The Agency shall be solely responsible for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations, such as wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to contract personnel deployed in IITM by agency. IITM have no liability in this regard.
3. The Agency shall be solely responsible for any accident/Medical/ health related liability/compensation for the personnel deployed by it at IITM. The IITM shall have no liability in this regard.
4. Any violation of instruction/ agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
5. The contract can be terminated by giving one month notice on either side.
6. In case of non-compliance with the contract the IITM reserves its right to:
 - a) Cancel/revoke the contract and/ or
 - b) Impose penalty suitable penalty of the total annual value of contract.
7. Security deposit equal to 5% of the Annual contract value (refundable without interest after two month of termination of contract) in the form of Demand draft/ bank guarantee drawn in favour of Director IITM Pune from any nationalized or scheduled bank shall be furnished at the time of signing of the Agreement.
8. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed at IITM.
9. The personnel provided by the Agency will not claim to become the employees of IITM and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in IITM.
10. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages revised by the Govt. of India under the Central Government Minimum wages Act.
11. The agency also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
12. Decision of Director IITM in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the Agency.
13. In case of any dispute between the Agency and IITM, the decision of the Director IITM is final and binding. However, all matters of jurisdiction shall be at the local courts located at Pune/ Maharashtra.
14. Penalty Clause: If you don't follow the schedule submitted by you than one day salary for all laboure & maximum of 10% of the monthly bill amount will be deducted from any money due to or which will become due to contractor.
15. Other terms & conditions will remain same as mentioned in tender document.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their seal in Pune in the presence of the witness.

AGENCY
Witness:

IITM
Witness:

- 1.
- 2.

REFERENCE PRICE BID
(Price Bid for garden maintenance)

NO. IITM/CE/Garden Maint./14-15/05

Date

Subject – Quotation to Annual Maintenance contract of Landscape and Garden for Office and Colony campus at I.I.T.M. Pashan Pune-411008.

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

Rate should be quoted as per Central Government Minimum Wages Act

	Description	Unit	Basic rate In (Rs.)	Taxes	Total Rates In (Rs.)	Amount In (Rs.)
1	Total Area of Landscape/garden	1,96,305 Sq.ft				
2	Garden Maintenance Material Monthly cost	Job				
	Total Cost for one month					
	Annual cost for 12 month					

Note:

- 1] All tools required for garden maintenance will be under contractor scope.
- 2] Contractor has to submit monthly bill (for one month) and payment for the same will be made after certification of bill by the Institute authorities.
- 3] If any area of landscape/garden found shabby/unattended/damaged in that case recovery as penalty quoted rate per sq.ft. by the contractor.
- 4] Contractor shall produce the material bills along with monthly bill and payment bill be made at actual and it should not be beyond the monthly material cost.
- 5] L-1 Criteria will be made on Annual Cost Lowest prize quoted by the vendor.
- 6] However vendor shall also mention minimum numbers of Gardner's and Garden supervisor to be deployed at site in their bid.

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

**COMMERCIAL BID
FOR
GARDEN
MAINTENANCE
WORK**

Indian Institute of Tropical Meteorology, Pashan, Pune

(Price Bid for garden maintenance)

NO. IITM/CE/Garden Maint./14-15/05

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 Central Government Minimum Wages Act

Sl.no.	Description	Unit	Basic rate In (Rs.)	Taxes	Total Rates In (Rs.)	Amount In (Rs.)
1	Total Area of Landscape/garden	1,96,305 Sq.ft				
2	Garden Maintenance Material Monthly cost	Job				
	Total Cost for one month					
	Annual cost for 12 month					

Note:

- 1] All tools required for garden maintenance will be under contractor scope.
- 2] Contractor has to submit monthly bill (for one month) and payment for the same will be made after certification of bill by the Institute authorities.
- 3] If any area of landscape/garden found shabby/unattended/damaged in that case recovery as penalty will be made from monthly bill for that particular area two times the quoted rate per sq.ft. by the contractor.
- 4] Contractor shall produce the material bills along with monthly bill and payment bill be made at actual and it should not be beyond the monthly material cost.
- 5] L-1 Criteria will be made on Annual Cost Lowest prize quoted by the vendor.
- 6] However vendor shall also mention minimum numbers of Gardner's and Garden supervisor to be deployed at site in their bid.

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