

TENDER DOCUMENT

FOR

Annual Maintenance of Garden



ICAR-NATIONAL RESEARCH CENTRE ON PIG

Indian Council of Agricultural Research

Rani, Guwahati-781131
Assam

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Tender Notice

Online e-Tenders are invited from for Annual Maintenance of Garden at ICAR-NRC on Pig, Guwahati. The tender form can be downloaded from Institute Website "www.nrmp.in" & submit alongwith tender fee of Rs.500.00(non-refundable) and EMD of Rs.10000.00(refundable).

CRITICAL DATE SHEET

TENDER ID	2021_DARE_663112_1
Last Date & Time for submission of bid	10-01-2022, 11.00 A.M.
Date & Time for Opening of technical bid	11-01-2022, 11.00 A.M.
Address for Communication	Director, ICAR-National Research Centre on Pig, Rani, Guwahati-781131.

1. The Tender form/bidding documents may be downloaded from the Institute website www.nrmp.in and <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through **Central Public Procurement Portal** (<https://eprocure.gov.in/eprocure/app>) is mandatory.
2. Tenderers/Bidders are requested to visit the above website regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. The interested bidders are required to compulsorily deposit the Tender Fees of Rs. 500.00 (Rupees Five Hundred) and Earnest Money Deposit (EMD) of Rs. 10,000.00 (Rupees Ten Thousand) in any of the following ways:
 - a. Deposit to Institute Bank Account Directly
Bank Account No. 10029420452, State Bank of India, Bank Account in Name ICAR NR Center on Pig Payable at SBI, Khanapara Branch (Code-09945). Bidders after depositing the amount must upload deposit slip/proof of deposit alongwith technical bid documents as specified in the tender in CPP portal.
 - b. Submission of Tender Fees and EMD is exempted for MSME and NSIC registered firms. However the firm should submit valid certificate showing that exemption is granted by MSME and NSIC for Maintenance Works of Garden.

Sd/-
Asstt. Administrative officer

TERMS AND CONDITIONS OF TENDER

1. Last date of submission of online tenders is **10-01-2022, 11.00 A.M. and Technical bids will be opened on 11-01-2022, 11.00 A.M.**
2. The interested bidders are required to compulsorily deposit the Tender Fees of Rs. 500.00 (Rupees Five Hundred) and Earnest Money Deposit (EMD) of Rs. 10,000.00 (Rupees Ten Thousand) in any of the following ways:
 - a. Deposit to Institute Bank Account Directly
Bank Account No. 10029420452, State Bank of India, Bank Account in Name ICAR NR Center on Pig Payable at SBI, Khanapara Branch (IFSC CODE- SBIN0009945IN). Bidders after depositing the amount must upload deposit slip/proof of deposit along with technical bid documents as specified in the tender in CPP portal.
 - b. Submission of Tender Fees and EMD is exempted for MSME and NSIC registered firms in similar field. However the firm should submit valid certificate showing that exemption is granted by MSME and NSIC for **Maintenance Works of Garden/Floriculture.**
3. **Firm should upload all the required documents in CPP portal as mentioned in "Preparation of Technical Bid". Tender of the firms will be rejected if there is any shortfall in documents/non submission of documents.**
4. **Price Bid should be submitted in prescribed BOQ format.**
5. **Price bids will be opened online of only those firms whose tenders qualify.**
6. The Director, NRC on Pig reserves the right to accept or reject any or all the tender or part of tenders without assigning any reason.
7. The Tender must be complete and no request for further inclusion of tender documents/papers after submission of the tender will be entertained.
8. **The selected firm has to furnish security deposit amounting Rs. 25,000.00, which will be refunded after the successful completion of contract period.**
9. The agency must provide minimum wage, EPF and ESI and other statutory benefits to the persons engaged for Garden Maintenance Work at ICAR-NRC on Pig, Guwahati as per Govt. of India (Central Govt. India) rules i.e. Minimum rate of Govt. of India must be followed.
10. The agency have to comply the rules and regulations strictly provided by the Ministry of Labour, GOI from time to time and it will be responsible for observance of all provisions of Contract Labour (Regulation and Abolition) Act 1970 revised from time to time. The institute will not be responsible for any violations related to labour management by the successful bidder.
11. The contract is for a period of one year initially which may be extended on the approval of Competent Authority and strictly following the conditions of contract failing which contract is liable to be terminated.
12. The decision of Director, ICAR - NRC on Pig, Rani, Guwahati regarding the matters related to the tender process and award will be final.
13. Scope/Schedule of Work

Schedule of work of Annual Maintenance of Garden at ICAR-NRCP, Campus, Rani

Sl.No	Name of the work
1.	Maintenance of lawns & gardens including Uprooting of shrubs, cleaning of jungle, weeding, pruning, using weedicides, pesticides and fertilizers for plant & trees, watering all plants and lawn, colouring & watering of flower pots, Planting seasonal flowers like Rajanigandha, Jhinia, Aster, Phlox, Pansy, African Violet,

	Orchids, Marigold, lily etc. and other ornamental plants from time to time, maintaining of existing Debdaru plants/trees etc.in/around a) Garden/Area in front of Farmers Hostel. b) Garden of Guest house. c) Children park in front of main building. d) Garden in front of Children park alongwith canal side e) Garden of inside admin. cum lab building. f) Cleaning and Maintenance of Fountains including Painting etc. works. g) Painting/Colouring of Garden Benches, Garden Titles.
2.	Maintenance and Cleaning of areas in back side of Farmer Hostel & Guest House.
3.	Maintenance and Cleaning of a) Garden of Medicinal Plants and areas extended upto Main Gate from the the front of Auditorium, ICAR-NRC on Pig, Guwahati. b) Garden in Directors Residence. c) Area surrounding the Fish Pound.

14. The Firm should give a self certification that they have quoted the rates in BOQ/price Bid after physical verification of site and actual assessment of works to be undertaken under the contract.
15. The firms should have minimum 2 years of experience in Garden/lawn maintenance or works of similar services in Govt/PSUs/Universities etc.

Prior to submission of bid/quotation, the firm is advised to visit ICAR-NRC on Pig, Guwahati to ascertain the actual volume and site of work.

Note:

1. The Agency should use Grass Cutter Machines, Lawnmowers and other advanced machines/techniques for regular maintenance.
2. All the items required for Garden Maintenance like Flowers,Plants,Weedisides,Pesticides, applying paint/colours should be provided by the firm at their own cost as and when required in consultation with ICAR-NRC on Pig, Guwahati.

-sd/-

Asstt. Administrative Officer

A. PREPARATION OF TECHNICAL BID

The Technical bid shall contain following documents failing which the tender will be considered invalid and will be rejected.

- a) Tender fee of Rs. 500/- (non refundable) to be deposited in Bank Account or Enclose MSME/NSIC Certificate.
- b) EMD of Rs. 10000/- (refundable) to be deposited in Bank Account or Enclose MSME/NSIC Certificate.
- c) Performance Statement as per enclosed performa **(Annexure- I). The agency should have sufficient working experience.**
- d) Information schedule as per enclosed performa **(Annexure-II)**
- e) Undertaking **(Annexure-III)**
- f) Copy of TAN/PAN card.
- g) **Copy of Labour License (with the existing client) as per central labour (Regulation & Abolition, Act 1970.**
- h) EPF Registration certificate.
- i) ESI Registration certificate.
- j) Self declaration/Undertaking that the Agency is not blacklisted by any organization.
- k) Certificate from Agency that they have physically verified the site and done actual assessment of works to be undertaken under the contract.
- l) Work order copies/ work completion report showing minimum 2 years experience in Garden/ lawn maintenance or works of similar services in Govt./PSUs/Universities etc.

B. PREPARATION OF FINANCIAL BID/BOQ

1. Agency has to quote rates for Annual Maintenance of Garden at ICAR-NRC on Pig, Guwahati on monthly basis. The amount shall be inclusive of all labour cost, material cost, administrative charges, monitoring and supervisory charges, agency profit, GST/Taxes etc.
2. Agency should quote Rates after considering amount of Wages, Bonus, EPF, ESI and other components as per the Minimum Wages Act and other statutory acts and orders applicable to the labours as per the statutory rule and acts of Govt. of India/ Central Labour Commission and other statutory bodies from time to time.

-sd/-
Asstt. Administrative Officer

TERMS & CONDITIONS OF THE CONTRACT

1. Mode of Payment:
ICAR-NRC on Pig shall make payment through PFMS/ RGTS in favour of the agency.
2. Termination: This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched at the address herein given under registered post. The ICAR-NRCP will not have any responsibility towards this for any damage/ loss caused and it cannot be challenged in any court of law.
3. **The contractor is advised to do a complete survey to assess the site and quantum of work of the tender prior submitting the rates/ submission of tender.**
4. In case of any dispute arising, decision of Director, ICAR-NRC on Pig will be final and binding.
5. An amount of Rs. 25,000.00 (Rupees Twenty Five Thousand Only) is to be deposited by the selected/ successful tenderer as a security deposit only after receiving communication from the ICAR-NRC on Pig. In the event of non –deposition of the same, the earnest money will be forfeited.
6. GST & Other Taxes will be paid as applicable as per Govt. of India rules.
7. Director, ICAR-NRC on Pig reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the council/Institute for any justifiable reasons, not mandatory to be communicated to the tenderer.
8. Incomplete tender or not complying with the above condition is liable to be rejected. Overwriting or figures written in such style that it can be read in more than one way lead to cancellation of tender.
9. The tender received after due date and time will not be entertained.
10. If the date upto which the tenders is open for acceptance is declared to be a holiday the tenders shall be deemed to remain open for acceptance till the next working day.
11. No interest will be paid against EMD and security deposit.
12. The Agency shall follow the provision of all labour laws applicable to this establishment including statutory payments and other liabilities / eventuality labourers from time to time and will be solely responsible. ICAR-NRC on Pig, Guwahati will not have any responsibility in this regard in any case/ eventuality.
13. If a tenderer does not accept the offer, after issuing of letter of award by ICAR-NRCP within 15 days, the offer made shall be deemed to be withdrawn without any notice & EMD will be forfeited.
14. The contractor / Agency shall make payment of remuneration / wages to its personnel before 7th of every month and if required ICAR-NRCP, Rani, Guwahati may ask the firm to produce a copy of payment vouchers of the workers employed by the agency. The entire cost and liability of any material or other, losses due to negligence from part of successful bidder or the persons engaged will be borne by the contract awarded firm

15. The personal engaged by the agency for this job contract will not be an employee of the council/ICAR-NRC on Pig and there will be no employer- employee relationship between the council/ICAR-NRC on Pig and the personnel so engaged by the contractor.
16. The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel under minimum wages act and the council/ICAR-NRC on Pig shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel individually.
17. **Evaluation of the quotation:** The ICAR-NRC on Pig, will evaluate and compare the quotation determined to be substantively responsive i.e which are properly signed and fulfilled all the eligibility conditions. Only those firms will be considered for financial bid opening who will qualify in the technical bid. Financial bid will be opened of technically qualified firms. The ICAR-NRCP will award the contract to the responsive bidder whose total cost for all the items put together is the lowest. **Terms of the contract :**
- 1) Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the ICAR-NRC NRC on Pig reserves the right to renew the contract on quarterly /half yearly / yearly basis on the terms and conditions that may then be mutually agreed upon.
 - 2) The income tax etc. as applicable will be deducted from the claim of the contractor at source.
 - 3) All the statutory rules with regard to labour management and other liabilities have to be adhered to by the contractor/firm.
 - 4) The contractors/Firm is also to abide with the rules of ICAR/ Govt of India.
 - 5) All the labour liabilities in respect of the labourers engaged by the contractor/firm as per labour law rest with the labour contractor/firm. The rate may be quoted after taking into account all the statutory payment as per labour laws i.e EPF, ESI, Leave, Bonus and Service Charges etc.
 - 6) The Director, ICAR-NRC NRC on Pig, Guwahati reserves the absolute right and power of revoking or cancellation of the job contract Basis with one month notice without assigning any reason whatsoever.
 - 7) The contractor shall pay the minimum wages as per Central Govt Rate to the persons to be engaged by him as per labour laws revised from time to time.
 - 8) Contractor shall be responsible to comply with various provisions of contract labour Act.1970 and such other Act as may be applicable for such works. In the event of unsatisfactory performance during the contract period the contract can be rescinded by giving one-month notice by the authority. The persons those will be engaged by the successful agency/ contractor for the above maintenance work on job contract Basis will have no right for employment in future at ICAR-NRC NRC on Pig, Guwahati or ICAR and labour liabilities rest with the contractor/firm.

-sd/-
Asstt. Administrative Officer

ANNEXURE-I

Performance Statement
(Shall be submitted by the bidder in their letter head)

Name & Address of the Organization	Order Date	No. &	Value of Order	Date of effect and completion of contract	Remarks, if any

Signature and Seal of the Bidder
Business Address:

Tel:
Email-

ANNEXURE-II**Information Schedule**

(Shall be submitted by the bidder in their letter head)

1.	Name of the Firm/Agency.	
2.	Address with Tel. No./Fax/E-mail.	
3.	Contract Person Name.	
4.	Whether all 10 documents as required/mentioned in Preparation of Technical Bids (terms & condition Point No. 2) are uploaded/submitted.	Yes/No
5.	Whether the firm has any legal suit/criminal case pending against it for violation of PF/ESI, Minimum Wages Act or contemplated against them. If Yes, details thereof	Yes/No
6.	Whether Tender Fees of Rs. 500.00 is enclosed, if so provide details.	
7.	Whether Bid Security of Rs. 10,000.00 is enclosed, if so provide details.	
8.	Whether the Agency had been blacklisted by any organization. If Yes, details thereof	Yes/No

I/ we hereby certify that the information furnished above is correct and true to the best of our knowledge. We understand that in the event of information being found false at any stage, the agency will be blacklisted and will have no dealing with ICAR, Institutes.

Signature and Seal of the Bidder
Business Address:

Undertaking

(Shall be submitted by the bidder in their letter head)

1. We hereby undertake that we will made payment to the personnel's engaged for Annual Maintenance of Garden i.e Wages, Bonus, EPF, ESI and other components as per the Minimum Wages Act and other statutory acts and orders applicable as per the Notification/Guidelines of Govt. of India/ Central Labour Commission and other statutory bodies from time to time. We take the complete responsibility for following all the statutory rules and shall also be held responsible for the settlement of disputes for labour problems arising due to any reason.
2. We undertake to furnish a security deposit of Rs. 25,000.00 (Rupees Twenty Five Thousand Only) which shall be refunded only after satisfactory expiry of the contract period.
3. We are ready to execute the Annual Maintenance of Garden for the period of one year or more on mutual agreement executed on non-judicial stamp paper of appropriate value.
4. All the personnel's engaged under Annual Maintenance contract of Garden shall be the employees of our Firm/Agency and hence there is no employee-employer relationship between engaged personnel's under the contract & ICAR-NRC on Pig, Guwahati.

Signature and Seal of the Bidder
Business Address:

Tel:
Email-