

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	21-09-2023 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	21-09-2023 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Agriculture And Farmers Welfare
Department Name/विभाग का नाम	Department Of Agricultural Research And Education (dare)
Organisation Name/संगठन का नाम	Indian Council Of Agricultural Research (icar)
Office Name/कार्यालय का नाम	Icar-nrc On Pig, Rani, Guwahati-781131, Assam
Item Category/मद केटेगरी	Custom Bid for Services - Garden Maintenance Services
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	20 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	1 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण	
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	30000

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Director

Icar-nrc On Pig, Rani, Guwahati-781131, Assam, Department of Agricultural Research and Education (DARE), Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers Welfare (Icar Nr Centre On Pig)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be

exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1 + 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Introduction about the project /services being proposed for procurement using custom bid functionality:[1693468533.pdf](#)

Instruction To Bidder:[1693468581.pdf](#)

Scope of Work:[1693468573.pdf](#)

Service Level Agreement (SLA):[1693468600.pdf](#)

Payment Terms:[1693468613.pdf](#)

GEM Availability Report (GAR):[1693468625.pdf](#)

Custom Bid For Services - Garden Maintenance Services (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Garden Maintenance Services

Specification	Values
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Uttam Prakash	781131, ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

ICAR NR Centre on Pig
Account No.
10029420452
IFSC Code
SBIN0009945
Bank Name
State Bank of India
Branch address
Khanapara

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

PREPARATION OF TECHNICAL BID

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

- a) EMD of Rs. 30,000/- (online payment to "ICAR NR Centre on Pig" A/c No. 10029420452, State Bank of India, IFSC Code SBIN0009945, Khanapara Branch and proof of deposits must be uploaded and if the firm is exempted, necessary documents of exemption to be uploaded .
- b) Copy of TAN/PAN card.
- c) Copy of Labour License.
- d) EPF Registration certificate.
- e) ESI Registration certificate.
- f) Annual Turnover Certificate or Audited Balance Sheet & Profit & Loss Account of last 3 years (The average Annual Turnover for the last 3 years shall be Rs. 20.00 lakhs . **The experience criteria is exempted to MSME/ Startup firms as per rules.**
- g) The bidder must have its office/ branch office in Guwahati/ Kamrup district of Assam. Copy of documentary proof of office location and address should be provided **(Annexure-I).**
- h) Performance Statement as per enclosed Performa **(Annexure- II)**. The agency should have sufficient working experience at least of 3 years. **The experience criteria is exempted to MSME/ Startup firms as per rules.**
- i) Information schedule as per enclosed performa **(Annexure-III)**
- j) Undertaking **(Annexure-IV)**
- k) Certificate from Agency that they have physically verified the site and done actual assessment of works to be undertaken under the contract **(Annexure-V)**
- l) The bidder should submit the compliance statement in the prescribed format. The prescribed format of the compliance **(Annexure-VI)**

Sd/-

Asstt. Administrative Officer

ANNEXURE-I

Certificate regarding Office in Guwahati/Kamrup

We M/s..... have our office/ branch office in Guwahati/ Kamrup district of Assam. The address of office is as follows:

M/s.....

Address:.....

**The documentary proof of our Office location is.....
.....(document enclosed/uploaded).**

of the Bidder

Signature and Seal

Business Address:

ANNEXURE-II

Performance Statement

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

d)

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

Signature and Seal

Business Address:

ANNEXURE-III

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 11 documents as required/mentioned in Preparation of Technical Bids 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 Bid Security of Rs. 30,000.00 is enclosed, if so provide details.	
7.	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.

of the Bidder

Signature and Seal

dress:

Business Address

ANNEXURE-IV

Undertaking

(Shall be submitted by the bidder in their letter)

head)

1. We hereby undertake that we have quoted the amount in the price bid for the period of one year (12 months) after taking into consideration all aspects as mentioned in the scope of work and terms & condition of the bid/contract.
2. 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.
3. We undertake to furnish a security deposit of 3% of contract value which shall be refunded only after satisfactory completion of the contract period.
4. 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.
5. 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 Pigeon, Guwahati.
6. Our firm has never been debarred/blacklisted by any Govt. agency and no legal litigation is against our firm regarding violation of labour laws against the employees engaged by us in other establishment.

of the Bidder

Signature and Seal

Business Address:

ANNEXURE-V

Certificate regarding Physical Verification of site

We M/s.....hereby certify that we have inspected/physically verified the site dated on.....and assessed the actual assessment of work and understand the scope of work to be undertaken during the contract period. After the assessment of work we have quoted our rates in the bid.

Details of visit are as follows:

1. Date of Visit.....
2. Name of the Person visited.....
3. Phone No. of the Person visited.

Signature and Seal of the Bidder

Business Address:

ANNEXURE-VI

Scope of work of Maintenance Contract of Gardens of ICAR-NRCP, Campus, Rani

Sl.No	Name of the work	Complied to the required work (Yes/No)	Difference/Discrepancies if any in the quoted work against the required work
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1.	<p>Planting new plants and maintenance of the garden in the following plots</p> <ol style="list-style-type: none"> 1. Children's Park before the main building 2. Plot in and around the guest house 3. Plot in and around the farmers' hostel 4. Plot behind the guest house and farmers' hostel 5. Plot in and around Director's residence 6. Plot around the Sales counter/Museum 7. Plot near the security post, opposite sales counter 8. Plot in front of the Children's Park along with the canal side 9. Garden inside administrative cum laboratory building. Maintenance of lawns & gardens <p>Planting seasonal and perennial plants (Annexure 1) from time to time Preparing beds for planting seasonal plants and ensuring seasonal flowerings</p> <p>Maintaining lawns, plants & trees by applying fertilizers & pesticides and routine watering of all vegetation</p> <p>Maintaining existing Palms, Monoon (Debadaru), and other plants/trees etc. in/around Replanting old and discontinued hedge plants around the existing garden areas</p> <p>Cleaning of the jungle, weeding, using weedicides, removing & uprooting unwanted vegetation Collection, Cleaning and Disposal of Plant litter and other wastes in the above-mentioned areas on a regular basis</p>
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2.	<p>Cleaning and maintenance of the following plots</p> <ol style="list-style-type: none"> 1. Plot around the fish pond 2. Plot behind the Sales counter/Museum up to the auditorium Collection, Cleaning and Disposal of Plant litter and other wastes. <p>Weeding, removing & uprooting unwanted vegetation; grass cutting and keeping the above-mentioned areas clean on a regular basis</p>		
3.	<p>Maintenance of accessory structures</p> <ol style="list-style-type: none"> 1. Cleaning and Maintenance of fountains including painting work etc. 2. Painting/Colouring of Garden Benches, and Garden Tiles. 3. Colouring flower pots 4. Whitewashing/colouring tree trunks 		
4.	<p>Supplying daily manpower/machinery/accessories for maintenance, mowing, cleaning, and/or trimming/ pruning of grasses, herbs, shrubs, and other plants of the entire garden area on regular basis.</p> <ol style="list-style-type: none"> 1. Ensure enough manpower for upkeep and maintenance of designated areas (Minimum 336 man hours per week) 2. Provision of 2 grass cutters with fuel and personnel (man hours included above) for performing the grass trimming, especially during rainy seasons from (May to November) 		

Note:-

1. The Agency should use Grass Cutter machine, Lawnmowers, and other advanced machines/techniques for regular maintenance.
2. All the items required for Garden maintenance like Flowers, Plants, Weedicides, Pesticides, and applying plant/colours should be provided by the firm at their own cost as and when required in consultation with ICAR-NRC on Pig, Guwahati. The agency should comply the instructions of ICAR-NRC on Pig, Guwahati within 05 working days failing which penalty for liquidation charges will be levied/deducted from the bills @ Rs. 1000.00 per day beyond 5 days till the date of compliance of instructions.

3. The agency must provide minimum wage, VDA, EPF and ESI and all other statutory benefits to the persons engaged for Garden Maintenance Work at ICAR-NRC on Pig, Guwahati as per the Ministry of Labour & Employment, Govt. of India, rules and acts

applicable for the workers notified for "BAREA".

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	<p align="center">Annexure -1</p> <p>An indicative list of plants required season-wise/ category-wise</p> <p><u>For Winter Season</u> Marigold, Dahlia, Aster, Ladybird plant, Zinnia Chrysanthemum Calendula, Petunia, Cosmos Salvia of different colours Hybrid Nayanāra Lily etc.</p> <p><u>For Rainy season</u> Gomphrena, Bougainvillea Jasmine Champa/Plumeria Rose, Balsam, Local marigold, Cape jasmine Hibiscus, Lotus, Cocks comb Rain, Lilly Oleander Elephant plant Colocasia, Orchids, Aglaonema of different colours etc.</p> <p><u>Permanent</u> Cycus Debataru Thuja, Areca palms of different types, Kamini Kanjan plant, Poinsettia, Crotons of different colours etc. Hedge plants - Approximately 10,000 saplings required Ixora saplings, Thuja Golden, Green & Others Henna Duranta/green hedge Fire bush, Trumpet bushes Tecoma etc.</p>		
	<p align="center">Signature of the Authorized Person :-</p> <p>Name :-</p> <p>Seal of the Company/Firm :-</p> <p>Date :-</p> <p>4. Buyer Added Bid Specific ATC</p> <p>Buyer uploaded ATC document Click here to view the file.</p> <p>Disclaimer/अस्वीकरण</p> <p>The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-</p> <ol style="list-style-type: none"> 1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard. 2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC. 3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it. 4. Creating BoQ bid for single item. 		

5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---