



# RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

RATAPUR CHOWK, RAE BARELI 229 316 (UP)  
Telephone: +91 535 2704208, Fax: +91 535 2211888

**Tender Ref. No.:** RGIPT/RBL/Gardening/2013-14/03

**Subject:** Tender for Horticulture (Gardening Maintenance) Contract Services

## A. INTRODUCTION

Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli has been set up by the Ministry of Petroleum and Natural Gas as an Institute of National Importance along the lines of IIT's under an Act of Parliament. In the present academic session, students' strength is around 300 which are expected to increase up to around 350 by next academic session commencing from August 2013. Sealed quotations are invited from reputed agencies/firms to cater and manage the **Horticulture (Gardening Maintenance) Contract Services for RGIPT, Rae Bareli** covering the Academic Campus at Ratapur Chowk, Rae Bareli, Students' Hostels, Guest House, students' Mess, Faculty residences, Visiting Faculty Apartments etc. of the RGIPT Hostel at ITI Colony, Doorbhash Nagar, Rae Bareli.

Sealed quotations are invited under two bids system from the established, registered, reputed agencies/firms/companies having wide infrastructure across the country to cater and manage Horticulture (garden maintenance) work at RGIPT, Rae Bareli.

- (a) **PART ONE** – Technical Bid : IN FORMAT GIVEN IN ANNEXURE- I  
(b) **PART TWO** – Financial Bid : IN FORMAT GIVEN IN ANNEXURE- II

Technical and Financial Bid shall be submitted in two separate sealed envelopes and then both envelopes shall be packed in a one big envelope super scribed with '**Tender for Horticulture (Gardening Maintenance) Contract Services-2013**' and shall be submitted through Speed Post/ Registered Post/ Courier/ By Hand on following address:

## THE DIRECTOR

Rajiv Gandhi Institute of Petroleum Technology  
Ratapur Chowk,  
RAE BARELI – 229 316 (UP)  
PHONE NO- 0535 2704208

## IMPORTANT DATES

1. **Date of Pre-Bid meeting** : 06-09-2013 (Friday)
2. **Last date of Tender Submission** : 13-09-2013 (Friday)
3. **Date of Tender Opening** : 13-09-2013 (Friday)
4. **Date of Opening of Financial Bid** : 23-09-2013 (Monday)

## **B. TECHNICAL QUALIFICATIONS**

- 1. 3 years or more of experience** in the profession of providing Horticulture (Gardening Maintenance) Contract Services to the Government organizations/ Educational Institutions or any other commercial organizations *(Attach copy of experience certificate with PO copies)*
2. PF Registration No. *(Attach certified copy)*
3. ESIC Registration No. *(Attach certified copy)*
4. Permanent Account Number (PAN) *(Attach certified copy)*
5. Labour license to provide manpower services *(Attach certified copy)*
6. Service Tax Registration *(Attach certified copy)*
7. Audited Annual turnover of last 3 years *(Attach certified copy)*
8. EMD of **Rs. 20,000/-** by DD and drawn in favour of **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY** payable at **RAE BARELI**
9. Any other documents, you want to submit in support of your claim. *(Attach certified copy)*
10. Self declaration on Rs. 10 Judicial Stamp Paper that your firm is not blacklisted by any organization.

In deciding upon the short listing of the bidders, the great emphasis will be put on the Ability, Reputation, and Experience of providing services to Educational Institutions/Govt. Departments/reputed private/govt. commercial organizations, Financial Standing, technical-Competency to provide professional services.

## **C. PRE-BID MEETING:**

To brief the bidders and to solve their queries/site visit, a meeting is scheduled on **06-09-2013 (Friday) at 2:30 PM** in the Administration Department of Academic Campus at RGIPT, Ratapur Chowk, Rae Bareli. For the visit, Shri Jitendra Prasad (Corporate Communication Officer) may be contacted on phone no. 0535-2704208 & Mobile No 08574897750 for necessary assistance.

## **D. LAST DATE FOR SUBMISSION OF TENDER:**

Last date for submission of tender is **13-09-2013 (Friday) by 03.30 PM.**

## **E. OPENING OF TENDER:**

The bids shall be opened same day on **13-09-2013 (Friday) at 004.30 PM** in the presence of the bidders who wish to remain present. The Bidders attending the event should carry letter of authority from their firms/agencies.

## **F. FINANCIAL BID**

The Price/financial bids of only those firms, who will found technically suitable by the TEC shall be opened on **23-09-2013 (Monday) at 04.30 PM.** Those bidders whose bids have been found technically eligible and interested to remain present during the opening of Price/Financial Bid may present during the opening of Financial Bids.

**The Institute reserves the right to select or reject any bid without assigning any reason thereof.** The DD of EMD amount submitted along with this Tender of all unsuccessful bidders shall be returned immediately after awarding the contract to a successful bidder.

**For Rajiv Gandhi Institute of Petroleum Technology,**

Jitendra Prasad  
Corporate Communication Officer  
(On Behalf of the Director)

## PART - I (One)

**Price Bid-For Horticulture (Gardening Maintenance) Contract Services**

<b>SPECIFICATON:</b>	
1.	Availability of the Garden area as described in the below table
2.	The work should be started immediately from the date specified in the work order.
3.	Salary Payment to workers should be made as per basic rate of wages under skilled and un-skilled category as fixed by the Central Labour Commissioner, Ministry of Labour & Employment, Govt. of India from time to time., in presence of RGIPT representative with issuance of salary slips

Horticulture/ Garden Maintenance including Materials, equipment, plants and seeds in the area as under:

<b>S. No.</b>	<b>Lawn No.</b>	<b>Location</b>	<b>Area in Sq. m</b>
1	L-1	Adjacent to our Guest House in ITI residential complex, Doorbhash Nagar, Rae Bareli	243.22
2	L-2	Front side and Back side garden at MBA Hostel, ITI residential complex, Doorbhash Nagar, Rae Bareli	575.00
3	L-3	Lawn in student's mess area in ITI residential complex, Doorbhash Nagar, Rae Bareli	968.51
4	L-4	Academic complex of our institute at RGIPT, Ratapur Chowk, Rae Bareli	217.95
5	L-5	Adjacent to our Director's residence at D-26 in ITI residential complex, Doorbhash Nagar, Rae Bareli	259.11
6	L-6	Border Plant Area	222.97
7	L-7	Yoga Lawn	668.9
8	L-8	Herbal Garden	178.84
9	L-9	Extension of Herbal Garden (11m X 7 m)	77.00
10	L-10	Railway track bogan viliya Size( 125 m X 1.5 m)	187.5
11	L-11	RGIPT Project Office lawn	231.12
12	L-12	In front of Students' Mess Road side (Both side)	456.00
13	L-13	Road Side Plants from Gate no.1 & 02 up to canteen in B. Tech. Hostel (Size ( 293 M X 0.6 M)	175.80
14	L-14	Lawn near to Basketball ground at ITI residential complex, Doorbhash Nagar, Rae Bareli	2756.00
15	L-15	Flowers on Earth pots maintenance (approximate 300 Nos.)	109.76
<b>Total Area</b>			<b>7327.68</b> <b>Say 7328 Sq. meter</b>

## PART - I (One)

**FORMAT FOR TECHNICAL BID (For Horticulture (Garden Maintenance) contract services)**

(Technical Bid should be kept in separate sealed cover without stating any price or schedule of rates) - To be filled in ink.

**From:**

.....

.....

.....

**To****The Director****Rajiv Gandhi Institute of Petroleum Technology (RGPT)****Ratapur Chowk****Rae Bareli - 229316 (UP)****EMD: Rs. 20,000/- (Rupees Twenty Thousand only)**

Demand Draft No.....Issuing Bank.....Date .....

<b>S. No.</b>	<b>Particulars</b>	<b>Details to be filled in by the Agency/Firm</b>
1.	Name of the Agency/ Contact Person	
2.	Regd. Office/ Business Address of the Agency	
3.	Date of incorporation of the Firm. State whether it is Partnership/ or Proprietorship( attached a copy for proof)	
4.	PAN of the Agency (Attach copies of both)	
5.	Service Tax Registration No. (Attach Copy of Registration Certificate)	
6.	Whether the Agency has minimum 3 years experience in providing Horticulture (Garden Maintenance) services to reputed organizations/ institutions (Attach copy of work orders)	
8.	Whether the Agency is registered with ESIC? Please state the Registration No. (Attach copy of Registration)	

9.	Whether the Agency is registered with EPF? Please state the Registration No. (Attach copy of Registration)	
10.	Whether the Agency has achieved annual sales turnover of Rs. 10 Lakh and above in last three financial years <i>(Attach copies of Audited Balance Sheet and Profit &amp; Loss for last 3 years)</i>	YES/ NO Turnover in Rs(as per Income Tax Return): 2011-12, 2010-11, 2009-10
11.	Whether the Agency is an Income Tax Assessee and have filed its income tax returns for the last three assessment years (Attach copy of Income Tax Returns)	
12.	Number of Horticulture staff working with the Agency	
13.	PF/ESIC compliance Certificate from the companies served (Attach a copy of the same)	

**Declaration:**

1. I/we agree that the decision of RGIPT, Rae Bareli in selection of Bidder shall be final and binding to me/us.
2. I/we agree that we have no objection if inquiries are made about our works, its related areas and any other inquiry regarding all contracts listed by us in the bid.
3. I/we undertake to inform any change in the constitution of the firm, as and when it takes place. The continuation of the contract subsequent on such alteration will be at sole discretion of RGIPT, Rae Bareli.
4. All the information and data furnished herewith are true and correct to the best of my/our knowledge & belief.

Place : -----

Name, Designation & Signature

Date : -----

(With Seal of the Company)

**MINIMUM ELIGIBILITY**

**The Details in respect of the company are as given under:**

1	Name of the Company	
2	Year of Registration/Incorporation	
3	Number of Employees as on March 31, 2013	
4	Annual Turnover from providing Horticulture (Garden Maintenance) services	
5	Total years of experience	

Yours faithfully,

(Signature of Authorized Person)

Place: .....

Name: .....

Date: .....

Designation:.....

Business Address: .....

.....  
 .....

Seal

**Witness with signature**

(1) Name & Address: -----

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 -----

2) Name & Address : -----

-----  
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**PRIOR EXPERIENCE**

(Using the format below, provide information in respect of the each Department/Agency to whom Horticulture (Garden Maintenance) services was provided by the company during the last three years)

1	Name of the Company/Firm/Agency, along with its address and details of contract person to whom Horticulture (Garden Maintenance) services was provided	
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Yours faithfully,

(Signature of Authorized Person)

Place: .....

Name: .....

Date: .....

Designation:.....

Business Address: .....

.....

.....

Seal

**Witness with signature**

(1) Name & Address : -----  
 -----  
 -----

2) Name & Address : -----  
 -----  
 -----

**DECLARATION**  
*(On Rs. 10 Judicial Stamp Paper)*

(i) We are not involved in any major litigation that may have an impact of affection or compromising the delivery of service as required under this tender.

(ii) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

(Signature of Authorized Person)

Place: .....

Name: .....

Date: .....

Designation:.....

Business Address: .....

.....

.....

Seal



**Form-V**

**Annexure II**

**PART - II (Two) (ii)**  
**FINANCIAL/ PRICE BID (Horticulture (Garden Maintenance) services)**  
**(Financial Bid should be kept in a separate sealed cover) - To be filled in ink**

Name of the Firm/Agency:-----

**SCHEDULE OF QUANTITIES**

(All quotes are to be filled in both in Figures & Words)

Sl. No.	Description of works	Heads of costing	Unit	Total Amount (In Rupees) (Both in Nos. and Words)
1	<b>Maintenance of existing lawns:</b> The job contracts includes the following maintenance works with materials, equipment, labor and consumables: a. Watering b. Cutting and trimming c. Landscaping d. Organic manure Mixture e. Medicine Spray f. Weeding out the undesired grass and dry plants Removal of such weeds at a directed place, and Bidder has to keep compulsorily 01 skilled supervisor + 9 nos. of unskilled Gardeners with ensuring that minimum <b>08 nos. of manpower shall available on all days of the month including Sundays &amp; holidays</b> with wages to be paid as per Central Minimum Wages Act)  <b>Total Area:</b> 7328 Sq. meter for which price has to be quoted	<b>Salary of 01-Skilled &amp; 09-Unskilled staff</b> (As per Central Minimum Wages Act). <b>Rae Bareilly comes under 'C Area'</b>	Per month	As per central minimum wages Act ( <b>Don't write anything in this column</b> )
		Employer PF, ESIC contribution & PF Admin Charge & any other applicable charges	Per month	As per EPF Act and ESIC Act ( <b>Don't write anything in this column</b> )
		<b>Materials cost</b> As mentioned in clause- 15	Per month	
		<b>Profit Margin</b>	Per month	
		All kinds of tax liability on above items i.e. Service Tax, VAT, etc.	Per month	
2	Total Cost		Per month	

**Declaration**

I ..... (Name & Designation) s/o ..... resident of .....do hereby declare as under:

1. That I am the authorized person to sign this tender.
2. That the applicant has read & understood all terms & conditions and the same are acceptable to the applicant.
3. That all the information submitted herein is true and nothing material has been concealed.
4. That the applicant shall submit any evidence or document as requested by RGIPT, Rae Bareilly.
5. That the applicant undertakes to render RGIPT, Rae Bareilly free from all and any kind of liability and consequences resulting out of this present agreement.

Date:  
Place:

Signature:  
Name:  
Designation:  
Common Seal:

## INSTRUCTIONS FOR FILLING/SUBMITTING TENDERS

- (a) The tender should be submitted only in the prescribed tender schedule form given in Annexure-I and II.
- (b) The Tenderer should study all the Tender Documents carefully and understand the Tender Contract Conditions, Specifications etc., before quoting the rate. If there are any doubts, they should get clarification during **pre-bid meeting** but this shall not be a justification for submission of late tender or extension of opening date. Tender should be strictly in accordance with Specifications and Tender Documents.
- (c) The Tenderer should visit the site and acquaint himself with the site conditions before quoting the price. He is also expected to know about the availability of water supply, electricity supply, approach road, and any other ancillary facilities since these are to be provided/ arranged by him (unless otherwise specified) at his cost to execute the works. All the above factors must be taken into account in the rates quoted.
- (d) The Tenderer should quote his rates for all items in the tender schedule. All the rates given in the Tender Schedule should be expressed both in figures and words and where there is a difference between the two, the rates given in words will be taken as authentic. Also, if any discrepancy between unit rate and amount are found, Unit rate will be considered as the correct one.
- (e) All entries in tender documents should be in ink and all corrections should be attested under full signature of the contractor. Corrections wherever necessary should be made by scoring the wrong words/figures by drawing a line across them and attesting these with the full signature of the contractor. These shall not be erased or overwritten. Every page of the Tender documents shall be signed by the Tenderer at the end of last entry thereon.
- (f) All Tenders should be submitted in a sealed cover boldly super-scribed- **Tender Ref. Number & Tender for Horticulture (Gardening Maintenance) Contract Services-2013** and shall be sent by Registered/Speed Post or Courier so as to reach the concerned authority as laid out in the tender form before the closing date and time or dropped in the tender box kept in the concerned authority's office before closing date & time with the permission of the concerned authority.
- (g) All the attached documents should be self attested i.e. stamped and signed by authorized person

## **A. TERMS & CONDITIONS**

### **1. DEPLOYMENT OF STAFF**

Horticulture (Garden Maintenance) Contractor shall compulsorily engage 08 staff (**01 Skilled Supervisor** and **09 Un-skilled gardeners**) for **Horticulture (Garden Maintenance) services so as to meet the contractual obligations** as outlined below in **Clause-A** in consultation with RGIPT Officer-in-charge so as to ensure that jobs are carried out effectively.

### **2. WAGES OF STAFF**

- (a) Horticulture (Garden Maintenance) Contractor shall pay minimum wages to all workmen as per the **Central Government Minimum Wages Act** (as amended from time to time). Agency must be aware that minimum wages are revised on every six months generally in the month of **April and October**. If there shall any upward revision in the minimum wages during the contract period occurred, agency shall make the payments to staff accordingly and RGIPT shall pay the differential amount (**Revised Wage Rate - Wage at the time of quotation = Differential Amount**) to the agency on the production of bill in subsequent month.
- (b) Contractor shall compulsorily issue the salary slips to all your employees every month with complete details of wages being paid.
- (c) Contractor shall also ensure that each and every coverable employee is covered under the provisions of ESI Act 1948 and EPF Act 1952.

### **3. COMPLIANCE OF STATUTORY NORMS**

- (a) The Institute is registered in terms of the Contract Labour (Regulation and Abolition) Act, 1970 with the Registering Officer under the Regional Labour Commissioner (state). As such, the service provider shall be required to obtain requisite license from the office of the Regional Labour Commissioner (state) under the aforementioned Act.
- (b) The contractor shall have his own set-up including registration under the relevant laws governing the type of work he is to perform.
- (c) The contractor shall abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the registers required under the above mentioned Act, Rules and regulations, including the Contract Labour (Regulation and Abolition) Act, 1970.
- (d) The contractor shall be wholly responsible for the payment of minimum wages to the Horticulture staff. As and when the minimum wage rate is changed by the Central Government, the contractor shall have to pay the revised rate to his workers as on that date.
- (e) The contractor shall be liable to comply with the Employees' State Insurance (ESI) Act, 1948 and Employees' Provident Fund (EPF) and Miscellaneous Act, 1952.

- (f) The contractor shall be liable to deduct the employees' contribution of EPF and ESI and deposit the same along with the his part of the contribution of EPF and ESI to the respective authorities within the statutory periods and shall provide a signed copy of the deposit challan to the institute within one week of depositing the same to the respective authorities. The service provider shall regularly maintain proper record in this regard, which can be inspected by the appropriate authority of the institute at any time.
- (g) The contractor shall pay wages directly to the workmen without any intervention of any labour contractor. The contractor shall also ensure that no amount by way of commission or otherwise is deducted from the wages of the workmen.
- (h) The contractor shall be solely responsible with regard to the supervision, salary/wages, and service conditions in respect of his employees/workmen, which shall be fair and in no case be less than the wages prescribed by the Central Labour Commissioner under the Minimum Wages act as in force from time to time.
- (i) All employees of the contractor shall carry Employment/Identity Cards issued by the contractor at all times, in terms of Rule 76 of the Contract Labour (Regulation and Abolition) Central Rules, 1971.
- (j) Should comply with the provisions of Service Tax

#### **4. PAYMENT OF DIFFERENTIAL AMOUNT**

- (a) Generally, Central Labour Commissioner, Ministry of Labour and Employment, Government of India revises the minimum wages upwardly twice in a year (April and October). If it occurs, contractor shall make the increased payments to staff accordingly with arrears and they will claim reimbursement of differential amount **(Revised Wage Rate - Wage at the time of quotation = Differential Amount)** from RGIPT in the subsequent month bills.
- (b) After the upward revision in the minimum wages, it may also impact the Employer PF & ESIC contribution, PF Admin Charges and Service Tax (Currently @ 12.36) liability. If it happens too, RGIPT shall pay the differential amounts towards under these heads.

#### **5. COMPONENTS OF PRICE**

Tenderer shall quote the price for the maintenance of horticulture services; in such a manner that should cover following components for the entire contract period (3 years) with cost escalation of the material has to be used:

- (a) Salary of staff (1-Skilled and 09 Unskilled) (As per Central Minimum Wages Act)
- (b) Profit margin of contractor
- (c) Materials cost
- (d) Employer contribution towards PF, ESIC, PF admin Charge, Service Tax, etc.

## **6. YEARLY ESCLATION ON QUOTED RATE**

RGIPT shall give yearly escalation by **Ten Percent (10%) for 2<sup>nd</sup> and 3<sup>rd</sup> year** or further extended period on the **RATE QUOTED BY TENDERER** for the maintenance of Horticulture (Gardening Maintenance) Contract Services on the satisfactory performance of the agency.

## **7. MOBILIZATION MONEY**

RGIPT shall not pay any mobilization advance for the contract.

## **8. VALIDITY OF QUOTED RATE**

- (a) Rates quoted by the tenderer shall be valid for a period of 3 months from the date of opening of the tender for acceptance by RGIPT. Once the rates are accepted, that will be valid for throughout the contract period.
- (b) If the Tenderer fails to accept the work order, if placed at his originally quoted rates, or subsequently negotiated rates, as the case may be, the Earnest Money shall be forfeited.
- (c) Once the quotation is accepted and the Work Order placed on the successful tenderer, the rates shall be valid for the entire contract period (3 years).

## **9. TERM OF CONTRACT**

The contract shall be initially valid for the period of **3 (Three) years** from the date of the contract. RGIPT will evaluate and examine the performance of services of the House Keeping Agency. If the services are found satisfactory, the RGIPT reserves the right to extend the contract for another one year on the same rates, terms & conditions or the terms as may be mutually agreed.

## **10. TERMS OF PAYMENT**

The following terms of payment shall apply:

- (a) RGIPT will not pay any mobilization advance for the contract.
- (b) "On Account" bills will be paid based on monthly basis as assessed by RGIPT taking into consideration the work for the previous month.
- (c) Any non- performance, damages/ theft caused by workmen of contractors shall be recovered from the monthly bills of the contractor.
- (d) Rates quoted should be inclusive of all taxes VAT/Sales Tax etc.
- (e) Statutory Tax like Service Tax if applicable shall be quoted separately in the price bid and it will be paid accordingly provided agency/contractor provide documentary evidence of having duly paid the tax.
- (f) Your bills/ works will have to be certified for satisfactory performance, by the concern Officer-in-charge.

## **11. EARNEST MONEY DEPOSIT:**

The Earnest Money of **Rs. 20,000/- (Rupees Twenty Thousand Only)** in the form of DD shall be submitted along with quotation. The Demand Draft (DD) should be drawn in the favour of **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY** payable at **RAE BARELI**.

**12. SECURITY DEPOSIT:**

In the case of successful tenderer, the EMD shall be converted into the security deposit and retained with RGIPT till the completion of the contract period without any interest charges. Tenderer may have to attend the concerned office of RGIPT for negotiations/ clarifications required by them in respect of their quotations without any commitment on the part of RGIPT.

**13. PAYMENT OF BILLS**

- (a) The payment to agency shall be made strictly on satisfactory work and on the basis of daily attendance of 01 supervisor and 07 gardeners.
- (b) The agency must submit the proofs of payments towards PF, ESIC and Service Tax dues of previous month for claiming subsequent month's payment.
- (c) Payment against the bills of flower plants, seedlings, etc. shall be made after the verification of accomplished jobs by officer in-charge.

**14. SPECIAL INSTRUCTIONS:**

- (a) If the Bidder fails to accept the work order issued at the rates originally quoted by him or at the rates negotiated subsequently, as the case may be, the Earnest Money shall be forfeited.
- (b) While executing the work the contractors have to ensure that no inconvenience whatsoever is caused to the office premises functioning in the premises.
- (c) Adequate number of safety measures including first aid boxes, must be provided on the site by the contractor.
- (d) The Price Bid shall be unconditional. The conditional tender shall be rejected.
- (e) The contractor shall abide by rules and regulations, by laws and statutes etc. imposed by the Government/ semi Government and other local authorities such as municipality etc., for execution of his job.
- (f) Any damage caused to the existing facilities while carrying out the work shall be made good by the contractor at his own risk and cost to the entire satisfaction of RGIPT.
- (g) Successful contractor will comply with the provisions of all current labor laws during the progress of the work. The contractor shall obtain all the permission as per the provisions of labor laws and display the same at the premises if applicable.

## 15. SCOPE OF WORK & SERVICES:

The scope of works includes:

- (a) Day to day watering for all plants / garden /lawns.
- (b) Weeding out of grass & other unwanted bushes at regular intervals in the campus.
- (c) Day to day cleaning such as removal of debris, Stones, Foliage leaves, broken branches etc.
- (d) Pruning to be done as and when required by Officer-in-Charge-RGIPT/discretion authorize person.
- (e) Well decomposed farm yard manure application for all vegetation bimonthly.
- (f) Replacement of dead/damaged plants, attending the patch works in the lawn.
- (g) Maintaining the overall aesthetics of the landscape and supervision of skilled labor involved in landscape activities and maintenance.
- (h) Safety of all permanent irrigation system and its accessories shall be the contractor's responsibility. If damaged/mutilated during the period, the same need to be replaced with similar or equivalent ISI approved material/parts. Any delay caused in replacing, and thereby harm to the plants shall be worked out accordingly and 200% damage liability shall be levied on the contractor.
- (i) The Contractor shall have the following equipments, implements, accessories at their disposal available at site during the entire maintenance period.

i. Pick axe	ix. Wheel barrow
ii. Spade	x. House pipe
iii. Crow bar	xi. Adjustable water spray guns
iv. Gudli	xii. Hard brooms
v. Cane baskets	xiii. Rain Coats
vi. Iron pan	xiv. Secateurs
vii. Khurpis	xv. Garden Shears
viii. Water cans	xvi. Sprayer-9L capacity

- (j) The contractor shall employ the following technical/skilled staff during the entire Garden maintenance period. Their attendance is compulsorily on full time basis.

No. of skilled gardener (Garden Supervisor) : 01  
No. of unskilled garden maintenance workers : 09

- (k) Gardeners/helpers shall be presentable, healthy and available at site for inspection during working hours.
- (l) In case necessity, shift duty shall be imposed anytime during the garden maintenance period for which the contractor shall not be paid anything extra.
- (m) Proper manpower supervision, keeping log-notes, apprising the officer-in-charge about maintenance activities on a regular-basis are to be strictly followed.
- (n) The Contractor shall compulsorily issue the Identity cards to staff at their own cost.

## 16. LOCATION OF WORKS

Horticulture/ Garden Maintenance services at RGIPT premises which will include materials, equipment, plants and seeds in the areas as under:

<b>S. No.</b>	<b>Lawn No.</b>	<b>Location</b>	<b>Area in Sq. m</b>
1	L-1	Adjacent to our Guest House in ITI residential complex, Doorbhash Nagar, Rae Bareli	243.22
2	L-2	Front side and Back side garden at MBA Hostel, ITI residential complex, Doorbhash Nagar, Rae Bareli	575.00
3	L-3	Lawn in student's mess area in ITI residential complex, Doorbhash Nagar, Rae Bareli	968.51
4	L-4	Academic complex of our institute at RGIPT, Ratapur Chowk, Rae Bareli	217.95
5	L-5	Adjacent to our Director's residence at D-26 in ITI residential complex, Doorbhash Nagar, Rae Bareli	259.11
6	L-6	Border Plant Area	222.97
7	L-7	Yoga Lawn	668.9
8	L-8	Herbal Garden	178.84
9	L-9	Extension of Herbal Garden (11m X 7 m)	77.00
10	L-10	Railway track bogan viliya Size( 125 m X 1.5 m)	187.5
11	L-11	RGIPT Project Office lawn	231.12
12	L-12	In front of Students' Mess Road side (Both side)	456.00
13	L-13	Road Side Plants from Gate no.1 & 02 up to canteen in B. Tech. Hostel (Size ( 293 M X 0.6 M)	175.80
14	L-14	Lawn near to Basketball ground at ITI residential complex, Doorbhash Nagar, Rae Bareli	2756.00
15	L-15	Flowers on Earth pots maintenance (approximate 300 Nos.)	109.76
		<b>Total Area</b>	<b>7327.68</b> <b>Say 7328 Sq. meter</b>



**17. CONTRACTOR HAS TO FOLLOW THE FOLLOWING MAINTENANCE SEHEDULE:**

- (a) Day to day watering for all plants/ gardens/ lawns.
- (b) Weeding out of grass & other unwanted bushes at regular intervals in the campus.
- (c) Pest control to be done once in 3 weeks.
- (d) Mowing of the lawn i.e. once in 15 days.
- (e) Day to day cleaning such as removal of debris, stones, foliage, leaves, broken branches etc., from the garden and surrounding area of the campus.
- (f) Pruning to be done as and when required – as per discretion of in-charge of Herbal Garden Maintenance/ RGIPT Officer-in Charge.
- (g) Farm Yard manure application for all vegetation bimonthly.
- (h) Replacement of dead/damaged plants, attending the patch works in the lawn/meadow.
- (i) Maintaining the overall aesthetics of the landscape and supervision of skilled labour involved in landscape activities and maintenance.

The Institute will not be supplying any materials except electricity and water at site.

**18. RIGHT TO DISTRIBUTE WORK**

RGIPT reserves all right to divide and distribute the tender items to more than one agency, deletes any item or operates items quoted as rate only.

**19. SECURITY & SAFETY NORMS**

The Contractor shall follow strictly the norms of security and safety while working on the premises of RGIPT. All Safety norms for interior and electrical works have to be followed as applicable.

**20. ELECTRIC & WATER SUPPLY**

RGIPT shall provide power and water supply free of cost of required for the works at one point in the proximity of the site.

**21. OFFICE/STORES ON THE SITE**

The Contractor shall make his own provision for all necessary storage with adequate security on the site in a specified area for all materials, which is likely to deteriorate by the action of the sun, rain or other material causes due to exposure, in such a manner that all such materials, tools, etc., shall be duly protected from damage by whether or any other cause. All such stores shall be cleared away and the ground left in good and proper order on completion of this Contract unless otherwise expressly mentioned therein.

**22. DEDUCTIONS**

If contractor fails to render the above services to the satisfaction of the Officer in-charge on any particular day for any reason during the contract period, appropriate deductions shall be made from their bills. Appropriate deductions as decided by the Officer-in-charge shall also be made for ineffective/ incomplete services.

**23. PERIOD OF CONTRACT**

Initially Three Years from the date of contract and which can be extended further by 1 year on agreed terms and conditions.

**24. TIME OF MOBILIZATION**

The work covered by this contract shall have to commence within 15 (Fifteen) days after the receipt of communication in the form of a letter/fax message.

**25. SUB-LETTING OF WORKS**

No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or whosoever.

**25. PAYMENT FOR ADHOC WORK**

RGIPT shall make payment for adhoc work assigned by institute time to time.

**26. TERMINATION OF CONTRACT**

The Institute shall at any time be entitled to determine and terminate the contract for any reason including unsatisfactory performance or violation of Minimum Wages Act or of any of the other terms and conditions of the contract. A notice in writing from the institute to the contractor shall be issued giving 30 (Thirty) days time for such termination and vacation of the premises, without assigning any reasons thereof. If all or part of the contract is terminated in accordance with the provisions contained above, the institute shall pay to the contractor charge up to the effective date of termination. However, the termination of the contract shall not relieve the contractor of any of his obligations imposed by the contract with respect to the work performed by them prior to such termination.

**IMPORTANT NOTE**

- 1. Form: I-IV shall be kept in first envelope super subscribing "Technical Bid for Horticulture (Garden Maintenance) contract services" and shall be properly sealed**
- 2. Form: V shall be kept in second envelope super subscribing "Financial Bid for Horticulture (Garden Maintenance) contract services" and shall be properly sealed**
- 3. Both sealed envelopes shall be kept in another big envelope, properly sealed and shall be sent to RGIPT, Rae Bareli or can be dropped in Tender Box.**

\*\*\*\*\* The End \*\*\*\*\*