



MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES

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मनोहर पर्रिकर रक्षा अध्द्ययन एवं विश्लेषण संस्थान

मनोहर पर्रिकर रक्षा अध्द्ययन एवं विश्लेषण संस्थान

No 1 Development Enclave, Rao Tula Ram Marg,

Delhi Cantt, New Delhi – 110 010

Ph. No., 26717983 Extn.7305/7312

Email: estatecell.idsa@yahoo.com

**TENDER DOCUMENT FOR “MAINTENANCE OF ARBORICULTURE SERVICES. (IN
TWO BID SYSTEM)**

MEMORANDUM OF WORK IN BRIEF

| | | |
|---|---|---------------------------------------|
| 1 | Name of Work | Maintenance Of Arboriculture Services |
| 2 | Earnest Money | Rs.50000/- (Fifty Thousand Only) |
| 3 | Validity Period | 90 Days |
| 4 | Security Deposit | 03% of Annual Contract value |
| 5 | Period Of Contract | 02 Years |
| 6 | Last date of Submission of Tender | 11 Feb 2021 at 1500 hrs |
| 7 | Tentative date of opening of Financial bids of technically qualified bidders | As per tender document |
| 8 | Mode of submission | As per tender document |

(SDXXXXX)

Col.Rajeev Agarwal(Retd)

Assistant Director

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Ph. No., 26717983 Extn.7305/7312

Email: estatecell.idsa@yahoo.com

F.No. A/950/2021-2022/Arboriculture

Date: 11.01.2021

E-TENDER NOTICE FOR MAINTENANCE OF ARBORICULTURE SERVICES. (IN TWO BID SYSTEM)

Prescribed format (enclosed as **Annexure I, II, III & IV**) are invited under two bid system from experienced contractors / agencies for “Maintenance of Arboriculture Services” at IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats. **The bids should remain valid up to 90 days from the last date of submission of bids.**

Detailed Tender Documents are available online from the date of tender publication at <https://www.mstcecommerce.com>, www.idsa.in and <https://eprocure.gov.in/epublish>. The interested bidders are advised to register themselves with e-procurement Portal at - <https://www.mstcecommerce.com> to participate in the e-Tender. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical bids on the <https://www.mstcecommerce.com>, latest by 11 February 2021 by 1500 hrs. Hard copies of the relevant documents also to be submitted along with (1) Demand Draft for Rs. **50000/- (Rupees Fifty thousand only)** in favour of “**IDSA**” payable at New Delhi as Earnest Money Deposit and (2) **Annexure I,II (Part A & B) & III** , all pages signed and stamped, which shall be submitted in sealed envelope and addressed to the **Assistant Director, Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 11 Feb. 2020** duly mentioning on top right hand corner of the sealed envelope “**EMD and Annexures for “Maintenance of Arboriculture Services”**”.

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of Annexure “I”, “II” & “III” as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

All bidders and/or their representatives, if they so desire, may be present at the opening of online tender (Technical Bids/Financial Bids) by the constituted Committee at the time and date as specified in the schedule. It may be noted that under no circumstances tender received after due date shall be entertained. **The financial bids shall only be opened of technically qualified firms. No manual bids shall be accepted. Both technical and financial bid should be submitted in the E-procurement portal).**

IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the IDSA will be final and binding to all concerned.

Bidder who has downloaded the tender /quotation from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/epublish/app>, IDSA website and MSTC e-portal shall not tamper/modify the tender /quotation form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with IDSA.

Critical Dates of Tender:

| | |
|---|------------------------------|
| (i) Publish Date & Time | 12/01/2021, 10:00 hrs |
| (ii) Document Download Start Date &Time | 12/01/2021, 10:30 hrs |
| (iii) Bid Submission Start Date & Time | 12/01/2021, 11:00 hrs |
| (iv) Bid Submission End Date & Time | 11/02/2021, 15:00 hrs |
| (v) Offline submission, EMD and other supporting documents | 11/02/2021, 15:00 hrs |
| (vi) Bid Opening Date & Time | 12/02/2021, 10:30 hrs |
| (vii) Cost of Tender | Free of cost |

Note :

1. Contractor shall inspect the Campus & assess its requirement before bidding the tender. Bidders are also advised to go through e-tendering process which is attached at **Page 5**.

2. Bidders may note that financial bid shall only be accepted through online mode. Kindly ensure that bid format should remain vacant, while submitting hardcopies of signed documents, otherwise financial bid shall be considered as "invalid".

Corrigendum / addendum / modification to this tender, if any, will be notified through <https://www.mstcecommerce.com>, www.idsa.in and <https://eprocure.gov.in/epublish> only.

(SDXXXXX)
Col.Rajeev Agrawal(Retd)
Assistant Director

Process of E-tender:

Registration: The process involves bidder's registration with MSTC e-procurement portal free of cost. Only after registration, the bidder(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Bidder should possess Class III signing type digital certificate. Bidders shall make their own arrangement for bidding from a P.C. connected with Internet. MSTC or IDSA is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature). At <https://www.mstcecommerce.com>

- 1). Bidders are required to register themselves online with <https://www.mstcecommerce.com>
- 2). Bidders will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact MSTC, (before the scheduled time of the e-tender).

MSTC Help Desk: 01123212357, 01123215163, 01123217850,033-22901004.

The technical Bid and the Price Bid shall have to be submitted online at <https://www.mstcecommerce.com> tenders will be opened electronically on specified date and time as given in the Tender. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity. Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender by IDSA. Hence, the bidders are required to ensure that their official email I.D. provided is valid and updated at the time of registration of bidder with MSTC (i.e. Agency). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

E-tender cannot be accessed after the due date and time mentioned in NIT.

Bidding in e-tender:-

- a) The process involves Electronic Bidding for submission of Technical and Commercial Bid.
- b) The bidder(s) can submit their Technical Bid and Commercial Bid through internet in MSTC website <https://www.mstcecommerce.com>

c) System Requirement:

- i) Windows 7 Operating System and above
- ii) Internet Explorer (IE-7)and above Internet browser.
- iii) Signing type digital signature
- iv) Java Runtime Environment 8 update 191(windows X86 offline) and above software to be downloaded and installed in the system.
To enable ALL active X controls and disables "use pop up blocker" under Tools Internet Options→ custom level

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TERMS AND CONDITIONS

1. The rates quoted should include the cost of material, manpower, garbage disposal and statutory components i.e EPF, ESIC & bonus, service charge/profit etc. excluding GST, if any. The rates quoted for the work will be firm for the period of one year, **any increase in minimum wages during the period shall also be kept in mind while bidding. Subsequently after one year amount shall be revised based on the statutory obligations on minimum wage prevalent therein NCT Delhi except materials cost.** MP-IDSA will not be responsible for any changes of rules, octroi, increase in cost of material, during the contract period.

Bidders are advised to consider the total cost including manpower, material, and Uniform and garbage disposal will be taken into consideration before finalizing the contract. **The (09) gardeners will be considered under unskilled and (01) supervisor in semi-skilled category.**

2. Quoting less amount with respect to violation of Minimum wages Act, Contract Labour Act, Govt. of NCT Delhi, Ministry of labour and Employment order and other statutory provisions shall be liable for disqualification. No communication will be entertained in this regard. The EPF, ESIC, Bonus (as per Chapter IV of The Code on Wages, 2019) & service charge/profit etc. Minimum wages (as per Chapter III of The Code on Wages, 2019) are mandatory and should be as per the latest notification of Govt. of NCT Delhi at the time of opening of financial bid.

- (i) The contractor should ensure payment of existing minimum wages as per Minimum wages Act. 1948 **as revised from time to time to the staff deployed by him.** Non-adhering to the said Act will result in cancellation of contract, forfeiture of Performance Bank Guarantee (PBG) and appropriate administrative action.
- (ii) The amount of EPF, ESI, and Bonus shall be quoted strictly as per prescribed government rates. However, payment for this statutory obligation will be made with monthly bills on production of documentary evidence to the effect that the same has been deposited by the contractor in the concerned account of the individual deployed by him. The contractor shall also abide by the provisions of Child Labour (Prohibition and Regulation) Act, 1986.
- (iii) The contractor shall arrange for such facilities as provided for in the Contract /Labour Act for the welfare and health of the staff members employed for the work.
- (iv) **Responsibility for payment of wages** –The Contractor shall pay to the personnel deployed at such rates which should not be less than the

minimum wage prescribed for respective category plus admissible EPF(including EDLI), ESI & Bonus calculated at the prevailing rates as per rules.

- (v) In order to safeguard against the possible underpayment to the work-force by giving them less than what are mandatorily and statutorily required to be paid, it is mandatory that the Contractor shall disburse the wages every month through the ECS. (Electronic cash transfer) only.

3. The proposal shall clearly indicate the cost including manpower, material, Uniform & garbage disposal, all statutory components and service charges. The material, seasonal plants / flowers and seeds to be supplied, must be in accordance with the scope of work including all terms & conditions of the tender document.

4. The manpower deployed as gardeners should be as indicated in terms of number and while quoting, one supervisor should also be deployed to oversee the overall work and shall be available at the Institute during working hours. The working hours of each Gardener / Supervisor shall be in accordance with the labour legislation / laws. The general timing shall be 0800 hrs to 1700 hrs. However, MP-IDSA reserve the right to flexible timing depends upon extreme weather condition or any other requirements.

5. Submission Of Tender: The technical Bid and the Price Bid shall have to be submitted online at <https://www.mstcecommerce.com/eprochome/mstc> tenders will be opened electronically on specified date and time as given in the NIT. All entries in the tender should be entered in online Technical & price bid formats without any ambiguity.

6. Opening Of Tenders: Financial bids of technically qualified bidder will be opened online by the committee constituted by the Institute . All qualified Tenderers will be informed in advance the date of opening of financial bids in presence of their representative(s) if they wish to be present.

6.1 The Financial Bid shall contain the following:-

- i) Bidders shall strictly submit Financial Bid form as per Annexure – IV.
- ii) The Financial bid must be uploaded, without any errors, erasures or alterations and shall be shown in detail including agency charges and applicable taxes and any other charges, if any.
- iii) The Financial Bids of only successful bidders, who have been found technically qualified, will be opened at a later date and those will be intimated separately before opening those technically qualified agencies by e-mail. So agencies are requested to give correct e-mail ID and contact phone/fax numbers. MP-IDSA is not responsible for non-delivery of mails due to wrong address given by them or offers received after the scheduled due date and time.

7. Duration Of contract: The contract shall be valid for **two years** from date of signing of contract. MP-IDSA reserves the right to extend the validity of contract for another one year as mutually agreed upon subject to satisfactory performance. The amount for extension period shall be subsequently revised based on the statutory obligations based on latest minimum wage prevalent therein NCT Delhi, as per

minimum wages of Govt. Of NCT of Delhi as may be agreed to. The contract can be cancelled unilaterally giving 3 month notice by the Institute in case service is not rendered satisfactorily. If the contractor also does not want to continue, he has to give 3 months' notice to Institute. However in this case his BG shall be forfeited & his name shall be put in holiday list for another 03 years. Decision of Director General shall be final & binding to decide reasonability.

8. **Uniform.** The arboriculture staff deployed by the contractor shall be in distinct/neat uniform consisting of shirt/trouser/shoes with logo of firm embossed. In order to maintain neat and clean uniforms all times, two sets of uniforms are to be issued to each employee per annum.

9. Contractor is fully responsible for acts & deed for his employees, he has hired during the contract period. Contractor has to submit a declaration on 100 Rs. Stamp that he is fully responsible for acts & deeds of his employees. He personally knows each & every workers including his past records. At any stage if any suspicious behaviors is noticed by Institute the person shall be replaced immediately. Contractor will ensure that all workers employed by him are verified for 'police verification'. Certificate of each employee will be submitted to MP-IDSA for Security and issue of entry passes.

10. The assignment of Arboriculture Services under the scope of this tender document is **PURELY JOB WORK** in nature and manpower deployed by the vendor shall remain on his pay rolls. The vendor shall be solely responsible for the payment of wages to them directly on monthly basis as per minimum wages notified by the Govt. of NCT of Delhi and amount claimed towards various statutory components shall be deposited by him with appropriate authorities. The vendor shall maintain relevant records as per statutory requirements. The vendor shall keep, at all times, indemnify IDSA against any loss or damage suffered in the event of failure to adhere to the provisions of statutory enactments.

11. The attention of bidders is invited with respect to services to be provided. The details about the area available, number of trees, seasonal plants / flowers requirement and other covered/open areas as per the SCOPE OF WORK. The bidders are advised to personally inspect the premises on any working day and contact the designated official for quoting a realistic and comprehensive financial bid.

12. The contractor shall not sublet, transfer or assign the contract or any part thereof. In the event of the contractor contravening this condition, in addition to forfeiture of Performance security, the firm can be blacklisted by MP- IDSA.

13. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 50,000/-** by demand draft "**IDSA**" payable at **New Delhi**. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 90 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the earliest without any interest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. **EMD is not required to be submitted by those bidders who are registered MSME, etc.** The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within

the validity period of their tender. The bidders found without EMD are liable for outright rejection.

14. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, IDSA may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained. Clarification regarding tender document & work may be sought before submitting the quotations. No letters will be entertained after opening the bids / last date of submission of tender. Firms who communicate after opening of the bids, their bids will be rejected.

15. **Right to Acceptance or Rejection of Tenders:** Canvassing by the Bidder in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected. **MP-IDSA reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the management shall be final and binding on all the bidders.**

15.1 The tender is liable to be rejected inter-alia:-

- a) If it is not in conformity with the instructions mentioned in the tender.
- b) If it is not properly signed by the bidder.
- c) If it is received after the expiry of the due date and time.
- d) If it is not accompanied by the requisite EMD and proper documents.
- e) A list of approximate manpower available with the firm with qualification must be enclosed along with the tender papers.

15.2 This office reserves the right to: -

- a) Accept / Reject any of the tender in full or part thereof.
- b) Revise the requirement at the time of placing the order.
- c) Add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.

16. **Performance Guarantee.** The Bidder shall be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government for a sum equal to **3%** of contract value. Performance Bank Guarantee shall be valid up to 60 days beyond the satisfactory completion of contract.

17. The selected vendor shall ensure timely availability of all **pesticides / insecticides, seasonal plants / flowers / seeds etc** and shall take instructions directly from the designated officials in respect of the operational activities. If the vendor will not supply the consumables, the same shall be procured by IDSA and amount will be deducted from the monthly bills.

18. The vendor shall ensure that the Gardeners are to attend the job as per the staggered time schedule keeping in view that weekly off can be obtain by each worker. The number of Gardeners mentioned in the tender document should be deployed fully and any laxity / deviation in this regard shall be viewed seriously and regular laxity may result in termination of the work order.

19. **Payment terms:** The selected vendor shall submit the bills alongwith the required certificates of statutory components, **on a monthly basis**. The bills, if found in order in all respects, will be processed for release of payment within 30 days after receiving of the bills. Bills should consist of following documentary evidence for processing:-

- (i) Complete attendance details with muster rolls as per Labour Act.
- (ii) Proof of payment of wages for the previous month as per the Minimum wages notified.
- (iii) ESIC,EPF,bonus,etc payment copy of the previous month.
- (iv) GST payment copy & B2B Invoice summary of the previous month.
- (v) All payment will be made subject to Tax Deduction at source,if applicable as per rules.
- (vi) Payment details of employee alongwith bank transfer or cheque payment detail. IDSA reserves the right to deduct amount form the bill towards compensation for unsatisfactory service as provided under the contract.
- (vii) MP-IDSA shall pay the amount on the basis of the number of staff (Supervisor/Mali) actually deployed by contractor.** No other claim on whatever account shall be entertained by IDSA.

20. The selected vendor will not accept any directions / instructions either verbal or written from any staff member of the Institute unless the same are issued by Assistant Director or the authorized official with regard to work assigned to the vendor.

21. The Services are to be offered by the vendor on all days of the year except Republic day (26th January), Independence Day (15th August), Gandhi Jayanti (2nd October) and Holi Festival. **However, one day weekly off by rotation will be given individually (amongst the existing manpower) as per labour law preferably on Saturday / Sunday.**

22. The successful bidder will be fully responsible for the safety and security of his staff deployed for work at the IDSA complex. IDSA will not be responsible, in any circumstance, for any accident / injury or any other damages occurring while performing Arboriculture activities of his workers under the terms at the Institute's premises. If required, the vendor may take necessary insurance cover of his employees working at the Institute's complex.

22. Notwithstanding the provisions of Clause-7, the work order shall be liable to be terminated forthwith by the Institute at its sole discretion in the event of contravention of terms and conditions as stipulated above. The terms "CONTRAVENTION" shall include acts of commission as well as omissions.

23. The vendor will deploy **one Supervisor & nine Gardeners** at the Institute. However, the number of manpower can be reduced & increased suitably as required by the Institute. Institute also reserves the right to alter / modify the scope of work, terms and conditions etc.

24. The firm should not have been blacklisted / debarred in any manner by any Govt. Department. A declaration on a stamp paper of Rs. 10/- should be uploaded/attached with the technical bid as per **Annexure II Part C & Part E**.

25. The Institute reserves the right to have a panel made out of the successful tenderers. If the selected vendor fails to accept the job or leaves the job in the middle of contract period, or declines to accept the award due to any reasons, the next higher bidder in the panel may be offered the work order. However, the validity of the panel will be same as the period of award of contract to the selected vendor. If, the second in panel is offered the job, the contract period for him will be the remaining period as per the work order of the first awardee of the contract. If the successful bidder in the beginning declines to accept the award or not ready to provide the Arboriculture services, the EMD deposited by him shall be forfeited.

26. In case of any dispute, the matter will be referred to sole arbitratorship of the Director General, IDSA or his nominee and his decision will be final and binding to both the parties.

27. The selected vendor will also be fully responsible for the **damages, if any caused** to the assets, property of the Institute by his workers while on duty or otherwise at the Institute. The Security staff of the Institute will be authorized to search your employees at the time of their leaving the premises of the Institute after performing their duties. The vendor shall indemnify the Institute for any loss / misappropriation by his gardeners while on duty and failure in this regard could result in filing of **CIVIL / CRIMINAL** proceedings against the vendor apart from termination of the contract.

28. Disposal of collected garbage. The selected vendor will arrange disposal of collected garbage preferably on a weekly basis or even before as need be. The vehicle for disposal will be arranged by the vendor at his own cost. IDSA holds no responsibility for the place to dispose the garbage. This is explicitly made clear that grass / leaves / torn out plants should be removed from all over the campus and thrown at the garbage point on a daily basis. The tentative number of tipper trucks (**Tata/Eicher 709**) to be used for garbage disposal may be **forty (40) during the contract period of one year**. A penalty of Rs. 500/- per day will be imposed and would be deducted from bills, if garbage disposal is not done in an efficient manner and delayed more than a week after intimation. Further, the garbage may be lifted by hiring another service provider and the actual amount will be deducted from monthly bills, if not lifted by the vendor.

29. The vendor has to arrange for cleaning of Bee hives / red flies or nests whenever appeared in any part of residential building as part of the contract. No additional payment will be made in this regard.

30. **Evaluation of Service Charges, Materials & Uniforms:**

(a) The quoted amount shall including wages for 01-Supervisor and 09-gardeners for one year which may include the various components like Stationary, Cost of two set of Uniforms, Shoes & apron including disposal of garbage etc. per year for all staff and all statutory components like EPF,ESIC, Bonus & Service charge/profit etc. as per regulations.

(b) After evaluation of the technical bids, the financial bids shall be opened only of the technically qualified bidders.

(c) The Competent Authority reserves the right to reject any or all tender without assigning any reason whatsoever.

(d) The firm should furnish a current bank solvency certificate from scheduled bank for any amount but not less than of Rs.35 lakhs.

(e) Lowest bidder shall be evaluated considering total quoted amount shall include minimum wages & applicable statutory requirements for **01-Supervisor and 09 –Gardeners** for one year and **all statutory components like EPF,ESIC , bonus and service charge/profit etc. Cost of two set of uniforms, Shoes, Garbage disposal & materials cost shall also kept in mind while quoting.**

(f) **Bids, offering rates which are lower than the minimum wages (as applicable for NCT of Delhi) for the relevant category shall be rejected.** Final decision in this regard is liaised with Committee. The successful bidder will be the one who emerges overall L-1 out of responsive bids. Basis of ranking will be the least **cost considering of para 30(e)**, which would be total payout excluding all taxes, duties and levies.

(g) Merely becoming the lowest bidder, prior to Financial Bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder (L-1) shall be decided only after due procedure and acceptance by Competent Authority.

(h) The Competent Authority reserves the right to reject any or all the bids, amend/withdraw any terms and conditions in the Tender document or to cancel the Tender without assigning any reason and the decision of the competent authority in this regard shall be final and binding.

(j) In case of a tie between L-1 Bidders, the two or more firms offer the same overall rates, successful bidders will be selected through draw of lot. All bidders has to abide by the standard procedure followed for this purpose. If the bidder create unnecessary ruckus the EMD shall be forfeited.

(h) The Competent Authority has reserves the right to award full contract or any part (splitting of contract) to any successful agency (ies) at its discretion which shall be binding on the bidders.

31. **Discrepancies in Price Bid:**

(i) If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the Institute feels that the bidder has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.

(ii) If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail.

(iii) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail. If the bidder does not agree to the observation of the Institute, the tender is liable to be ignored.

32. Penalty: For convenience various penalties enforceable on breach of contract terms & conditions are summarized as under:-

(i) Not wearing of approved uniform while on duty Rs. 150/-per person/incident. The penalty amounts shall double at the end of every three such defaults.

(ii) Found chit-chatting,mobile chatting, smoking,chewing pan, unwarranted loitering in corridors etc. Rs. 100/-per person/incident. The penalty amounts shall double at the end of every three such defaults.

32.1 In addition to the penalty mentioned above, the following penalties may also be imposed on the Contractor.

32.2 In case the Contractor fails:-

a) To commence/execute the work as stipulated in the agreement, or

b) if the performance continues to be unsatisfactory even after giving it a notice for putting the things in order for satisfactory performance by specified date as mentioned in the notice, or

c) if he does not meet the statutory requirements of the contract even after giving it a notice for putting the things in order to meet the statutory requirements by specified date as mentioned in notice, Institute reserves the right to impose the penalty as detailed below: -

i. For delay upto 4 weeks from the date of first notice, penalty will be imposed at the rate of 20% of the daily contract value calculated for each day of delay for a period upto maximum 4 weeks" time for any of the defaults mentioned above.

ii. For delay beyond 4 weeks and upto 8 weeks from the date of first notice , penalty will be imposed at the rate of 30% of the daily

contract value calculated for each day of delay in addition of penalty at point (i).

iii. For delay beyond 8 weeks from the date of first notice the department in addition to imposing penalties at the rate as mentioned in (i) & (ii) above, reserves the right to cancel the contract and get the job carried out from other sources. The additional financial implication in this regard, if any, may be recovered from the defaulting Contractor. The Contractor may also be black listed for a period up to maximum 3 years and his performance security deposit may be forfeited, if so warranted.

iv. The Institute may forfeit the performance security of the contractor in case of any of the defaults.

32.3 Before imposing any of the above penalties, the contractor shall be given a proper notice /show cause notice by the Institute before taking a decision for imposing penalty and communicate to him the decision so taken. If no reply received within the stipulated time given in the notice department will proceed with the imposition of penalty.

33. Consumables.

a) The following consumables shall be supplied by the vendor as a part of contract and no extra payment shall be made by IDSA for these Items:-

- | | | |
|--------|---|--|
| (i) | Fertilizers / Manure - | 06 tripper trucks in year |
| (ii) | Urea and DAP | - 50 Kgs (Each) in year |
| (iii) | Variety of Seeds | - As per requirement |
| (iv) | Pesticides / Insecticides | - 05 Ltrs per month |
| (v) | Shrubs/plants/Grass/Trees/Creeper | As per requirement |
| (vi) | Seasonal flowering plants / saplings | As per requirement |
| (vii) | Farm implements | - As per requirement |
| (viii) | Geru for coloring of pots | - 05 Kgs per month |
| (ix) | Nylon Rope / Iron wire | - As per requirement |
| (x) | Appropriate tools | - As and when required |
| (xi) | PVC 25 mm dia Hose pipe | - 1000 mtrs twice in year |
| (xii) | 02 Electric Grass cutting machine & 01 Manual Machine | |
| (xiii) | Appropriate carts | - 01 No. |
| (xiv) | Mud /PCC pots | - 100 pots (12" & 10 "-Each) during the year |
| (xv) | Artificial plants for office of DG & DDG (If required) | |
| (xvi) | Hedge trimmer and Bush cutter – 01 Each (Including petrol/diesel as required, any other as per requirement) | |

b) Any other consumables apart from the aforesaid list shall be purchased by the contractor from the market as approved and the cost of same will be reimbursed as per actual on production **of original bills by the vendor with 10 % service charges and the relevant payment shall be made along with monthly bills.**

c) A Register shall be maintained at site to record the consumption of consumables as mentioned in clause 33 (a) above, or as approved by the Assistant Director. The consumables brought as per clause 33 (b) above may also be recorded and produced, when required. The MP-IDSA reserves the right to reject any consumables which do not conform to the required specifications.

34. Force Majeure. If any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within (01 day) of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this Work order.

35. Dispute Resolution.

(a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Principal Secretary / Secretary (of the Administrative Department), Government of NCT of Delhi.

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

36. Jurisdiction of Court. The courts at Delhi / New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Pre-qualification/Eligibility Criteria

The following shall be minimum eligibility criteria for selection of bidders technically:-

- a) Legal Valid Entity: The Bidder shall necessarily be a legal entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956 or a Partnership firm or Proprietorship firm.
- b) Registration: The Bidder should also be registered/comply with various statutory compliances like EPF/ESIC,GST & Labour License etc.
- c) Financial Strength: The average annual turnover for last 3 years should not be less than 50 lakhs. The Audited balance sheet & P/L account must be attached to probe the credentials.
- d) Experience: The Bidder should have experience in providing similar nature of work experience involving Manpower in single work in reputed firms in last three Financial Years. The firm must have at least one running contract at hand not less than the value of Rs. 25 lakh/PA.
- e) Turn over: The agency should have a minimum turnover of Rs. 50 Lakhs per annum for the last three years. One similar nature of work where the agency is currently carrying out the said scope of services should not be less than Rs.25 Lakhs per annum.
- f) Clear Track Record: The firm must have clear track record from previous principle employers. The firm must not be black listed or debarred from any Govt. Dept/Public undertaking/Autonomous body. At any point of time even after issuing the work order, the dubious record revealed or come to notice of the Institute, the contract shall be cancelled immediately and firm shall be blacklisted.
- g) Manpower on Roll: The firm must have at least 20 persons on roll on date of submission of tender. A detail list must be enclosed.
- h) Operational Office in Delhi NCR.The firm must have operational Office with round the clock control room/back Office. The Office must have computer/phone for prompt communication.

MP-INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt, New Delhi – 110 010

**E-TENDER NOTICE FOR ARBORICULTURE SERVICES
(TECHNICAL BID)**

INFORMATION OF TENDERER FOR PROVIDING ARBORICULTURE SERVICE

Brief Biodata with Check list of the Tenderer (**Kindly refer NIT for submission**)

NAME AND ADDRESS OF THE COMPANY

1. NAME OF CONTACT PERSON

(With Tel. No., Fax, Mobile No. E-mail & Res. Tel No.)

2. INCOME TAX /PAN Number(With documentary proof)– Attach ITR of last three financial yrs.

3. Audited Balance sheet for last three financial yrs. – Attach self-attested photocopies

4. GST No. (With documentary proof)

5. EPF REGN. NO (With documentary proof)

6. ESI REGN. NO. (With documentary proof)

7. NATURE OF OWNERSHIP-

PRIVATE/PUBLIC/COMPANY/PROPRIETORSHIP/PARTNERSHIP

(Please provide details with documentary evidence)

8. Details Of Similar Work Experience of last three years to whom the Arboriculture Services had been provided (Please attach annexures with details of Organization's Name with address, number of manpower deployed, time period, contact person's reference with Contact No).

9. Details of present assignments (Please attach annexures with details of Organization's Name with address, number of manpower deployed, time period, contact person's reference with Contact No).

10. Details of manpower on roll of your organization (Attach organization chart)

11. Any other information, please specify with documentary evidence.

12. DETAILS OF EMD ENCLOSED. _____

Note:- Similar works means such horticulture/gardening work in a Central Govt./State Govt Deptt./ Office or in a PSU

(SIGNATURE WITH STAMP)

MP-INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010

TENDER FORM FOR PROVIDING ABORICULTURE SERVICES
TECHNICAL BID

1. Brief Bio data of the Tenderer _____

2. Name, Address with Telephone _____
Number of the Firm/agency _____

3. Name, Designation, Address _____
and Telephone number of _____
authorized person of the Firm/ _____
agency. _____
4. Firm Registration _____
(Please enclose the copy) _____
5. Please specify as to whether _____
Firm is sole proprietor / a. _____
Partnership firm. (Enclose b. _____
Documents for partnership deed) c. _____
6. PAN number & Income Tax _____
Return of last 03 financial years _____

7. Provident Fund Account Number _____
(Please enclose a copy) _____
8. ESI Registration Number _____
(Please enclose a copy) _____
9. GST Number (Please enclose a copy) _____

**Affix duly
Attested PP
Size
Photograph
Of the
Tenderer**

10. Details of Audited Balance sheet of last three financial years.
11. Details of permanent manpower on rolls of your organization. (Attach organization chart)
12. Details of earnest money deposited
 - a) Amount Rs. _____
Rs.(in words) _____
 - b) Demand Draft / Pay Order No. _____
 - c) Date of issue of DD/PO _____
 - d) Name of issuing Bank _____
13. Details of experience in the relevant Field (min 3 yrs). _____
14. Single Work not less than 25 Lakhs per annum in last three years _____
15. Details of Work in hand _____
16. Any other information _____
17. Declaration by the Contractor:

This is to certify that I / we have read and fully understood all the terms and conditions mentioned in the tender document and undertake myself/ourselves to abide by them.

(Signature of Tenderer) _____
 Name _____
 Designation _____
 Address _____
 Phone (O) _____
 (R) _____
 Date _____

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110 010

TECHNICAL BID

CHECK LIST OF SELF ATTESTED COPIES OF DOCUMENTS ATTACHED WITH THE TENDER

- | | | | |
|-----|--|----------|------------|
| 1. | Firm Registration | Yes / No | (Page No.) |
| 2. | PAN Number | Yes / No | (-do-) |
| 3. | Provident Fund Account Number issued by the competent authority | Yes / No | (-do-) |
| 4. | ESI Registration No. issued by the Competent Authority | Yes / No | (-do-) |
| 5. | Demand Draft / Pay order / for earnest money | Yes / No | (-do-) |
| 6. | GST Number. | Yes / No | (-do-) |
| 7. | Certificate of Experience of last three years | Yes / No | (-do-) |
| 8. | Details of present assignments/work in hand | Yes / No | (-do-) |
| 9. | Audited balance sheet for last three financial Years | Yes / No | (-do-) |
| 10. | Income Tax Return for last three financial years | Yes / No | (-do-) |
| 11. | Organization Chart (Permanent manpower on roll) | Yes / No | (-do-) |
| 12. | Declaration by the firm on Rs. 10/- non judicial stamp paper stating "not blacklisted by any Govt. department" | Yes / No | |

Signature of Tenderer
With Seal

Note: - Scanned documents in support of each of the above should be enclosed and uploaded with the Technical Bid. Simple information without supporting documents shall not be considered as valid. Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected

(ON A e- STAMP PAPER of Rs.10/-)

UNDERTAKING

To,

Assistant Director

MP-Institute for Defence Studies and Analyses

No 1 Development enclave,

Rao Tula Ram Marg, Delhi Cantt

New Delhi - 110010

Name of the tender: **Maintenance of Arboriculture Services**

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document. Before signing this bid, I have read and fully understood all the terms, conditions and instructions contained therein and undertake myself/ourselves to abide by them.
2. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions and any other charges applicable from time to time. I/We shall pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government of NCT Delhi from time to time and shall be fully responsible for any violation.
3. I/We have not been blacklisted by any Govt. / PSU / autonomous body of any state as well as central Govt.

(Signature of the Bidder)

Name and Address of the Bidder.

Telephone No

TENDER ACCEPTANCE LETTER
(To be given on Company/Firm/Contactor Letter Head)

To,

MP-IDSA
No 1, Development Enclave
Rao Tularam Marg, New Delhi-110010.

Name of Tender / Work: **Maintenance of Arboriculture Services**

Dear Sir/Madam,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned „Tender/Work“ from the web site(s) namely: <http://eprocure.gov.in/epublish/app>, www.idsa.in/, <https://www.mstcecommerce.com> as per advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the work and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We certify that all information furnished by the our Firm/company/contractor is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit/Security deposit or both absolutely.
6. The downloaded tender document as published at the website <http://eprocure.gov.in/epublish/app>, www.idsa.in/, <https://www.mstcecommerce.com> in has been used for bidding in this tender. It is certified that no modification has been done to the contents of the document.
7. Having visited the site condition and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to

undertake and complete the whole of subject work in conformity with the said conditions of the contract and schedule of quantities of this quotation.

8. I/We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.

Dated Day of

Signature.....In the capacity of
Duly authorized to sign for and on behalf of.....
Name and address of the tenderer.
(IN BLOCK CAPITALS)

CERTIFICATE
(PERFORMA FOR NO NEAR RELATIVE (S) OF THE
CONTRACTOR WORKING IN MP-IDSA)

(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

IS/O
Sh.....

.....
R/o..... Hereby certify that none of my relative (s) as defined in the tender document is/are employed in MP-IDSA as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, DoT shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the Tenderer with seal

The near relative (s) means: -

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-inlaw), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the Tenderer with seal

**DECLARATION
(FOR EPF & Misc provisions Act 1952/ The Code on Wages, 2019)
(To be given on Company/Firm/Contactor Letter Head)**

I(name of the contractor/agency)
hereby declare compliance towards conditions of the EPF and Misc provisions Act 1952/
The Code on Wages, 2019 /and authorize MP-IDSA to recover any payment that arises
due to failure to comply with any of the Labour legislations and statutory conditions viz.,
Labour, EPF,ESI etc., or any other acts dealing with the same and all other acts mentioned
in the tender document.

Place: Signature of tenderer/Authorized Signatory

Date :

Name of the Tenderer Seal of the Tenderer

MP-INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
NO 1 DEVELOPMENT ENCLAVE, RAO TULA RAM MARG,
DELHI CANTT, NEW DELHI – 110 010

SCOPE OF WORK

MAINTENANCE OF ARBORICULTURE, LANDSCAPING WORKS & ALLIED
SERVICES IN IDSA COMPLEX AT DELHI CANTT, NEW DELHI quotes

| SI | Description of Work | Unit | Qty |
|-----|---|--------------------------|--|
| 1. | Maintenance of Fruit bearing trees, all as per Standard work procedure | Nos. | 50 |
| 2. | Maintenance of Non Fruit bearing Trees, all as per standard work procedure | Nos. | 300 |
| 3. | Maintenance of all Shrubs, as per standard work procedure | Nos. | 240 |
| 4. | Maintenance of all creepers, as per standard work procedure | Nos. | 100 |
| 5. | Maintenance of all Lawn, as per standard work procedure | Sq m | 2347 |
| 6. | Maintenance of all Ground Covers, all as per standard work procedure | Sq m | 591 |
| 7. | Provision of 01 operator for regular operations and upkeep of the listed equipments / installations including regular cleaning of tiles of fountain / water body by approved chemical/ detergent and watering/ dewatering etc. all complete as per directions of Assistant Director. | Job | 1 |
| 8. | Any Consumable apart from listed at par 33(a) which are essentially required shall be arranged by the contractor & paid for as actual cost of items with (plus) 10% to cover his overheads & profits on production of original paid bills along with monthly payment. The register shall be maintained for consumption of these items. | | |
| 9. | a) Fountain with 6 nozzles with hosepipe b) Fountain with 4 Nozzles with hosepipe c) Fountain with 2 nozzles with hosepipe d) Sprinklers 6 mm dia. with stand e) Sprinklers 20 mm dia. with stand f) Tentative No of Trucks for Garbage disposal | Of standard length | Set 02 Set 02 Set 05 Nos 05 Nos 05 Nos 40 |
| 10. | INDOOR / OUTDOOR POTTED PLANT a) Liliun in 24" Pots b) Ficus Benjamina 7'-8' ht c) Ficus panda 3' ht d) Ficus panda 6'-7' ht e) Phoenix Palm 3'-4' ht f) Aerocaria 4'-5' ht in 12" Pots g) Areca Palm 5'-7' ht in 12" Pots h) Rhaps Palm 4'-5' in 12" Pots i) Ferns/ chlorophytum / ophiopogum in 8" Pots | | Nos. 80 Nos. 100 Nos. 28 Nos. 20 Nos. 35 Nos. 25 Nos. 15 Nos. 20 Nos. 45 |

| SI | Description of Work | Unit | Qty |
|----|--|------|-----|
| | j) Flower plants in pots | Nos. | 180 |
| | k) Philodendron/money plant 3'-4' ht with moss stick in 10" pots | Nos. | 44 |
| | l) Dahlia Chrysanthemum in 10" Pots | Nos. | 20 |
| | m) Sun of India 3'-4' ht in 12" pots | Nos | 34 |
| | n) Syngonium | Nos. | 30 |
| | o) Bougainvillea | Nos. | 05 |
| | p) Fruits | Nos. | 10 |
| | q) Miscellaneous potted plants | Nos. | 70 |

Description of work

1. **Trees.** Regular watering, loosening of soil, de-weeding, staking (New plants), pruning and shaping to keep in presentable form at all times, trimming, manuring with well rotten organic manure once, fertilizer application twice annually and spraying of insecticides / fungicides as and when required.
2. **Shrubs.** Regular watering , loosening of soil weekly , de-weeding, trimming and pruning to keep it in presentable form at all times, manuring with well rotten organic manure once, fertilizer application twice annually and spraying of insecticides / fungicides as and when required.
3. **Hedge.** Regular watering, de-weeding, trimming and pruning to keep it in presentable form at all times, cleaning of bed, loosening of soil weekly, manuring with well rotten organic manure once, fertilizer application twice annually and spraying of insecticides / fungicides as and when required.
4. **Lawn.** Watering, deweeding, mowing, manuring with well rotten organic manure once and fertilizer application twice annually and spraying of insecticide / fungicides as and when required.
5. **Ground Cover.** Regular watering, de-weeding, shaping, manuring with well rotten organic manure once, fertilizer application twice annually and spraying of insecticide / fungicides as and when required.
6. **Ornamental Plants.** Regular watering, loosening of soil fortnightly, de-weeding trimming and pruning to keep it in presentable form at all times, manuring with well rotten organic manure once and fertilizer application twice annually, spraying of insecticide / fungicides as and when required.
7. **Staking With Bamboo Sticks:** All staking shall be done immediately after planting. Plant shall stand plumb after staking. Drive stake perpendicularly, 60 cm – 90 cm as require to resist forces of the wind in to ground at edge of root ball. Single stake shall be located on the windward side of the tree. For balled root should be used to probe through the root system, to make a pilot hole, into which the stake can be driven with minimum disturbance.
8. **Pruning:** Broken or badly bruised branches shall be removed with a clean cut. Each plant shall be pruned to preserve its natural character and, in a manner,

appropriate to its particular requirements. The amount of pruning shall be limited to the minimum necessary. All pruning shall be done with sharp tools in accordance with instruction of the consultant. Pruning cuts shall be painted with recommended paints, if required.

9. **Watering:** During and after planting, the plants shall be watered in to eliminate air voids around the roots and watered regularly as per schedule mentioned under Schedule of works.

10. **Shurb Planting:** Shrubs shall be positioned in the location and numbers shown on plan and placed to achieve even spacing and proper matching of shapes related in a random fashion at approximately equal centers to obtain a natural dense cover. The pits for shrubs shall be 45 cm in diameter and 45 cm deep at exact positions as specified under Schedule of work.

- Polythene and other non-perishable containers should be removed and any badly damaged roots should be carefully pruned. The shrubs should then be set in pits so that the soil level, after settlement, will be at the original mark on the stem of the shrub.

- The planting pit shall be backfilled with planting soil mix to half its depth thoroughly firmed around the roots by treading to eliminate air voids. The remainder of the soil can then be returned and again firmed by treading,

- Tall shrubs may need staking: Which shall be approved by the officer in charge, depending upon the conditions of individual plant specimen.

12. **Schedule Of Charge Of Services: -**

- Maintenance of plants: Watering, Training, Pruning, Hoeing, Weeding, making basin, Manuring, Plant protection etc. as per direction of Office in-charge.

- Maintenance of hedges in median: Cutting or clipping hoeing/weeding 1-2 times in months, watering, manuring as per direction office-in- charge.

- Disposal of Garbage/organic waste: All Horticulture waste generated by hoeing, weeding, mowing of lawns, cutting grass sword, clipping of hedge, dead leaves and annuals are to be disposed off at anyplace as directed by office-in-charge so as to be maintain the tidiness of the area.

- Training & Pruning: To provide desired form and size to plants, regular training and pruning by cutting and removing undesired part of twigs/ over crowding and to make desired form, shape and size of plants

- Time of pruning: - Generally, two pruning is required in a year i.e. December to January and May to June. (Light pruning can be done anytime as required)

FINANCIAL BID

To be filled and uploaded on e- portal. The rates should be filled in the prescribed format only.

| SI | Description | Yearly Amount in Rupees |
|--------------------|--|--------------------------------|
| 1 | Total amount for One Supervisor and Nine Gardeners including cost of statutory components i.e EPF,ESIC,Bonus etc. | |
| 2 | Cost of two sets of Uniforms, consumables / tools / machines as mentioned in Para 33 (a), Annexure III Sl.No. 9 & Service Charges/Contractor profit & Garbage disposal per year. | |
| Grand Total | | |

Amount Quoted in words (Rupees).....
.....

Note:-

1. The amount quoted should be exclusive of GST. Conditional Tenders will be rejected.
2. **TDS & GST shall be deducted as per rules from the quoted amount and may be catered for while quoting the rates.**
3. If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.
4. **If a firm quotes 'NIL' service charge /consideration the bid shall be treated as unresponsive and will not be considered.**
5. Decimal value of amount shall be rounded off to nearest figure in total yearly contract amount.
6. The bidders may inspect the site to acquaint themselves about the actual scope of work as mentioned in tender document.
7. The bidders shall submit in separate sealed envelope the breakdown of quoted amount (as per Annexure IV) in details as mentioned in Annexure V.

Signature of the Bidder -----
Name -----
Name of the Firm -----
Contact No -----
Date -----

Seal:-



Breakdown of price Bid:-

For Manpower (A)

| Sno. | Category | Type (Unskilled/ Semiskilled / Skilled) | Manpower required (Total no of workers) | Rate per worker quoted by the bidder | EPF | ESI | Admin. charge | Bonus | Total Yearly wages of each category of worker (Rs.) |
|--|-------------------------|--|---|---|-----|-----|------------------|-------|--|
| | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| (i) | Supervisor | Semiskilled | 01 | | | | | | |
| (ii) | Gardner | Unskilled | 09 | | | | | | |
| Total (A) | | | | | | | | | |
| Misc. Charges (B) | | | | | | | | | |
| Breakdown of price:- | | | | | | | | | |
| (i) | Garbage disposal | | -40 Truck/PA | | | | | | |
| (ii) | Manure | | -06 Truck/PA | | | | | | |
| (iii) | Urea/DAP | | - 50 Kgs (Each)/PA | | | | | | |
| (iv) | Pesticides | | - 05 Ltrs/PM | | | | | | |
| (v) | Geru | | - 05 Kgs/PM | | | | | | |
| (vi) | Pots (10" & 12" –Each)- | | 100 pots Each /PA | | | | | | |
| Other consumables as per para 33(a) & Annexure III SIno.9 of Tender document-Per Annum | | | | | | | | | |
| Service Charge/Contractor`s profit – Per Annum | | | | | | | | | |
| Total (B) | | | | | | | | | |
| Grand Total (A+B) | | | | | | | | | |

* Wages should not be less than the minimum wages prescribed under the notification issued by Delhi Government. Rates should be quoted per person per month inclusive of all statutory requirements as per the Minimum Wages Act of 1948. Revision of minimum wages as per Delhi Government's rates shall be incorporated in the rates as mentioned in tender document.

Signature of the Bidder
 Name of Contractor
 Name of the Firm
 Contact No.
 Date

Seal :