

F.No. 7/4(1)/2016-SD/EMU

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

C.V. MESS BUILDING

JANPATH, NEW DELHI

Tender Document

Annual Contract for Horticulture Work

Cost of Tender: Free of Cost

(Tender Form can be downloaded from IGNCA's website)

www.ignca.nic.in

F.No. 7/4(1)/2016-SD/EMU
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION (S&S/EMU)
C.V. MESS BUILDING, JANPATH, NEW DELHI 110 001

Tender No.: 002

New Delhi, the 1st August, 2016

Name of Work: Providing of Horticulture services at IGNCA Premises consisting of Buildings at C.V. Mess, No. 3, Dr. R.P. Road and No.11, Man Singh Road, New Delhi.

Sealed tenders are invited on behalf of Indira Gandhi National Centre for the Arts (IGNCA) from the registered contractor of CPWD, PWD, MES, MCD, NDMC, DDA of appropriate class for horticulture services to IGNCA Complex. The tender should be addressed in the name of Consultant (CE), No. 3, Dr. R.P. Road, New Delhi 110 001 and dropped in the tender/quotation box kept in the EMU Section latest by 23 August, 2016 till 3.30 p.m. Technical bids will be opened at 4.00 p.m. on the same day.

The tender should be submitted in two parts as under:

- a) Technical bid consisting of all technical details along with commercial terms and conditions; and
- b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids are to be opened by the Tender opening Committee at the first instance and evaluated by the Competent Authority. At the second stage, financial bids of only the technically acceptable offers shall be opened for further evaluation and ranking before awarding the contract.

The last date of issue of tender form, last date and time of receipt, date and time of opening of the tender and other details are shown in the table

below (the tender document can also be downloaded from IGNCA website: www.ignca.nic.in) :

Sl. No.	Name of Work	Probable amount of contract (Rs.)	Earnest Money @ 2% of tender amount (Rs.)	Last date of issue of blank tender	Date & Time of receipt of tender	Date & Time of opening of technical bid	Remarks
1.	Providing of Horticulture Services at IGNCA premises consisting of building at C.V. Mess Building, No. 3, Dr. R.P. Road & No. 11, Man Singh Road, New Delhi.	21 lakhs	42,000/-	22 August, 2016	23 August, 2016 at 3.30 p.m.	23 August, 2016 at 4.00 p.m.	

The date of opening of Financial Bid will be intimated after evaluation and acceptance of Technical Bids.

Sd/-
Consultant(CE)

Signature of Tenderer
With Seal

Annual Maintenance Contract for Horticulture Work

COMPANY PROFILE	
Date of Opening of the Technical Bid	
Earnest money Deposit (EMD)	
Name of the Company	
Address	
Telephone Nos.	
FAX No.	
E-mail ID	
Year of commencement of company	
No. of qualified personnel	
Name & Telephone Number of Contact Person	
PAN No.	
PF No.	
ESI No.	
Registration/Licence No. (with Labour Department)	

Please Note: Earnest Money deposit may be enclosed along with the Technical Bid only. Demand Drafts and Bankers cheque only are acceptable. No cash/cheque will be received.

Tender received without EMD will be out rightly rejected

**Signature of Tenderer
With Seal**

A. Eligibility of Bidders

- i) All the agencies/firms those who are interested should be registered with CPWD/PWD/DDA/MES/NDMC/MCD in Horticulture Maintenance Services of appropriate class.
- ii) The agency/firm should be provided similar kind of services for at least 3 (three) years and their annual turnover should be Rs. 30 lakhs or above each year during the last 3(three) financial years.
- iii) The bidder should have the expertise in undertaking horticulture work at PSU, autonomous institutions/govt. bodies during the last five years.

B. The sealed cover of Technical Bid should consist of the following documents:

- i) EMD for an amount of Rs. 42,000/- (Rupees forty two thousand only) in the form of Demand Draft /Banker/s cheque/Pay Order in favour of IGNCA, New Delhi.
- ii) Self attested copy of PAN Card No. under Income Tax Act.
- iii) Self attested copy of Service Tax Registration number.
- iv) Self attested copy of valid registration number of the Firm/Company.
- v) Self attested copy of Provident Fund registration number.
- vi) Proof of annual turnover for 3 (three) years and the same supported by audited balance sheet or certified from CA.
- vii) Certificate of satisfactory completion of one work of similar nature amount to Rs. 10 lakhs (Rupees ten lakhs only) in last 3 (three) years from Competent Authority.

C. Evaluation Process

The details submitted by the bidder in the eligibility criteria will be evaluated in the following manner and the qualifying marks shall be 70%. The total marks shall be 100 and their classification will be as under:

i) The firm should be in business for providing horticulture services to the various Govt./PSUS/autonomous organizations at least for the last 3 (three) consecutive years and maintaining annual turnover of Rs. 30 lakhs or above during each of the last 3(three) financial years.

40 marks

ii) The firm should have trained persons having qualification related to the horticulture work.

20 marks

iii) The firm should have experience of carrying at least one work of similar nature of amount of Rs. 10 lakhs in each of last three years.

20 marks

iv) The firm should be registered with specified Government Departments.

20 marks

**Signature of Tenderer
With Seal**

List of Important Clients in Delhi

Sl. No.	Name of the Company	Address of the Contact Person	AMC of Horticulture work undertaken during last three years	Phone numbers, address & Fax E-mail

List of Important Clients outside Delhi

Sl. No.	Name of the Company	Address of the Contact Person	AMC of Horticulture work undertaken during last three years	Phone numbers, address & Fax E-mail

Bidders may also enclose profile of the company along with the Technical Bid

**Signature of Tenderer
with Seal**

Details of Earnest Money Deposit

1.		Draft No.
2.		Date
3.		Amount (Rs.)
4.		Bank
5.		Signature
6.		Name
7.		Designation
8.		Telephone No.
9.		Mobile No.
10.		Fax No.
11.		Email ID
12.		Date
13.		Stamp

**Signature of Tenderer
with Seal**

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V. MESS BUILDING
JANPATH, NEW DELHI**

General Terms & Conditions of the Contract

1. This contract means the documents forming the tender and acceptance thereof and the formal agreement executed between the IGNCA and the contractor together with the documents referred to therein including the terms and conditions of the contract, the specifications and instructions issued from time to time by the IGNCA, New Delhi all these documents taken together shall be deemed to form one contracts and shall be complementary to one another.
2. In the contract the following expression shall unless where the context otherwise require have the meaning hereby respectively assigned to them.
 - a) The **contractor** shall mean an individual or firm or company whether incorporated or not and shall include the legal personal representative of such individual or the persons composing such firm or company of the successors of such firm or company and the permitted assigns of such individual or firm or company.
 - b) Department will mean the IGNCA
3. Sealed tenders are hereby invited by IGNCA for the work of “Horticulture Work” from the eligible contractors who may have successfully executed at least one work of similar nature of amount of Rs. 10 lakhs within each of last three years.
4. The tender in sealed cover and super scribed “Horticulture Work” shall accepted upto 3.30 p.m. on 23.8.2016 in the chamber of Consultant (Chief Engineer), EMU. The tender shall not be accepted after due date and time.
5. The tender and Technical bid will be opened at 4.00 p.m. on 23.8.2016 in the chamber of Consultant (CE) in the presence of tenderer or their authorized representative who wish to be present at the time of opening.

6. If any of the last dates mentioned in this tender document becomes a holiday due to any unforeseen reason, the said last date shall in such case would become the next working day.
7. The Tender not accompanying with the following documents is liable to be rejected
 - i) PAN No. of Firm
 - ii) The Tenderer should deposit the Technical Bid in separate sealed envelope containing EMD.
 - iii) Experience Certificate having executed at least similar work of Rs. 10 lakhs in each of the last 3 (three) years.
 - iv) Attested copy of Registration under Labour Act.
 - v) Attested copy of Registration of Service Tax.
 - vi) Partnership Deed for Partnership Firm, if any.
8. The rates quoted by the Tenderer should be logical and workable.
9. The tendered shall quote the rates inclusive of all charges. The Centre shall pay only the rates quoted and agreed through this tender.
10. The Tenderers are advised not to mutilate or erase the figure, correction, if any, in the tender form should be signed in full otherwise the tender liable to be rejected.
11. Conditional and incomplete tenders shall be rejected.
12. The submission of more than one tender under different names is strictly prohibited and in such a case all such tenders shall be rejected.
13. If any of the information furnished by the tenderer is found to be incorrect at any point of time his contract is liable to be terminated without giving any notice and his earnest money and other deposits shall be forfeited.

14. The court case, if any, shall be entertained with in Delhi jurisdiction only.
15. The tenderer signing the tenders in case of firms should specify whether they are signing as (i) Sole proprietor (ii) Under power of attorney (iii) Director, Manager or Secretary, etc. as the case may be copies of the documents authorized the signing authority to sign the tender shall be attached with the tender form.
16. The tenders are requested to divide the tender form into two parts as qualifying bid in one envelope (duly sealed and marked as qualifying Bid) consisting the documents establishing the eligibility and another envelope containing financial bid (duly sealed and marked as Financial Bid). Both the aforementioned sealed envelopes should be kept in another cover, (duly sealed and marked as "Tender for Horticulture Work in IGNCA") addressed to Consultant (CE) delivered in person on or before the time of due date mentioned in NIT. Both envelopes will be opened separately.
17. Vendors can visit IGNCA and see the area and if any clarification is required then Consultant (CE) should be contacted.

**Signature of Tenderer
with Seal**

CONTRACT CONDITION

1. The issue of letter of intent shall constitute the intention of IGNCA, New Delhi to enter into the contract with the bidder.
2. The successful bidder shall be required to deposit a security of Rs. 50,000/- (Rupees fifty thousand only) within fifteen days after receipt of letter of intent in the form of cash/DD/Bank Guarantee form any schedule Bank which will be refundable after satisfactory completion of the work.
3. Any sum of money due or payable to the contractor including the security deposit refundable to him under the contract, may be appropriated by this office against any amount of loss caused/penalty imposed which the contractor may own to IGNCA, New Delhi.
4. The contractor shall comply with the provision of Labour Laws and other laws relating thereto and the rules made there under from time to time. Contractors is sole responsible and also be liable for any pecuniary liability arising on account of mis-happening/wages etc. for Labour Centre shall to be responsible for any mis-happening/wages for employment of Labour.
5. The contractor shall give the list of workers to be deployed in IGNCA, New Delhi. No worker/persons shall be allowed without proper entry pass issued by Competent Authority.
6. The list of the person to be employed by the contractor shall be given in advance to IGNCA, New Delhi. The police verification for such workers will have to be done before deployed and be given to the IGNCA, New Delhi.
7. The contractor will not replaced/change his staff at random. This will be done with prior knowledge of the IGNCA, New Delhi and full particulars of the staff deployed will be given to the IGNCA, New Delhi and full particulars of the staff deployed will be given to the IGNCA, New Delhi.
8. The successful bidder shall inform IGNCA, New Delhi in writing about the change in the deployment of any of his staff members, at least 3 days in advance before the date of deployment in the campus.

9. The contractor will be liable to make substitute arrangements in case of absence if any of his staff to ensure that requisite number of staff is always in duty. Similarly the contractor will have to make proper arrangement in case of their weekly off. No extra payment will be made by IGNC, New Delhi on this account.
10. IGNC, New Delhi will not provide residential accommodation to contractor himself or to staff engaged by him, directly/indirectly.
11. The contractor selected have to deploy sufficient number of staff/person as per prevalent CPWD norms.
12. IGNC will provide water connection only and in case of no water supply, the contractor shall have to arrange water through his own source for which nothing extra shall be paid.
13. Termination and Extension

IGNC, New Delhi reserves the right to terminate the contract in part or in full at any time with one week notice without assigning any reasons thereof. It also have the right to extend this contract on the same rates, terms and conditions at one time or in spells of lesser time period up to a cumulative maximum period of 6 (six) months or till an alternate arrangement is made, which is earlier.

14. Inspection and Supervision
 - i) All work under or in course of execution or executed in pursuance of the contract shall at all times be opened to the inspection and supervision for the officer in charge, his authorized subordinate, and all the superior officers, and the contractor shall be present all times during the usual working hours.
 - ii) The contractor shall be responsible to arrange at his cost all necessary tools, plants, machinery and equipment required for execution of work.
 - iii) No payment shall be made to the contractor for any damage caused by rain, floods or any other natural cause what so ever during the execution of

the work. The damage to work will be made good by the contractor at his own cost, and no claim on this account shall be entertained.

- iv) Some restriction may be imposed by the security staff etc. on the working and/or movement of labour, a material, etc. The contractor shall be bound to follow all such restrictions.
- v) The contractor shall comply with proper and legal orders and direction of the local or public authority/municipality and abide by their rules and regulations and pay all fees and charges, which may be leviable.
- vi) The rate of all items of work, shall, unless clearly specified otherwise include cost of labour, material, manure and other input involved in the execution of the items.

15. Arbitration

In the event of any question, dispute or difference arising under this agreement or in connection therewith except as the matters their decision of which is specifically, provided under this agreement, the same shall be referred to the sole arbitrator of the IGNCA. The decision of the Joint Secretary will be final and binding.

16. Force Majeure

Neither party will be liable for performance delays nor for non-performance due to causes beyond its reasonable control, except for payment obligations.

**Signature of Tenderer
with Seal**

TECHNICAL SPECIFICATION AND SCOPE OF WORK

1. Period of contract:

One year from the date of commencement of work as per the contract.

2. Supervision:

- a) The maintenance will be carried out under the general supervision of the officer in-charge, IGNCA or nominated by IGNCA, New Delhi.
- b) Contractor supervision and manpower: The contractor must engage experience supervisor for the supervision of these works who should be familiar with the landscape operation in the IGNCA. The other field staff must have adequate experience.

3. General Maintenance:

- a) The maintenance shall include watering, manuring, fertilizing, plant protection for pests and diseases, sweeping, weeding, musing and disposal of garden refuse, cultivation and cutting of edge, pruning and clipping of hedges, rose bushes etc. and stacking, minor repair works and all other landscape operations necessary for the proper growth for garden features and maintaining them in proper standard of maintenance.
- b) Pruning: Clipping and trimming of hedges and edges, trimming of shrub plants, trees, creepers and bougainvillea's etc. at regular intervals, stacking of plants whenever and wherever required.

4. Precautionary Measure:

- a) The contractor must take all necessary precautions for carrying out the above operation. In the event of any injury/accident to any person(s) the responsibility and liability will be entirely of the contractor.
- b) Any areas, if added at later stage in future, in any specified items of schedule of items and rate would be maintained under the maintenance on the quoted rates.

c) The contractor will also be responsible for operating/maintenance of the Horticulture hydrants.

5. Material at site:

a) The contractor must ensure that all garden machinery tools/hosepipe etc. are removed from the site or kept in hidden placed to avoid public view during the office time.

6. Termination of Contract:

a) Notwithstanding anything mentioned previously in the standard conditions of contract or elsewhere, the IGNCAs, New Delhi reserves the right to terminate the contract any time during the period of contract, by giving the contractor one week's written notice to this effect.

7. Panel Clause:

a) For each occasion of default in standard of maintenance found during daily inspection, Rs. 100/- shall be levied as compensation in addition to non-payment for the item, without prejudice to any other action for default in performance under the contract.

**Signature of Tenderer
with Seal**

SCHEDULE OF ITEMS

Name of work: Horticulture work of IGNCA, New Delhi during the year 2016-17

Scope of Work:

1. Maintenance of lawns by doing all intercultural operation like weeding, mowing, watering, cleaning, pruning, dressing, applying insecticides and pesticides, sowing and maintenance of seasonal flower beds and other garden related works as directed by officer in-charge.
2. Maintenance of potted plant doing all inter-culture operation like watering manicuring, hawing pruning etc. as directed by officer in-charge.
3. Maintenance of hedge doing all the inter culture operation like pruning, watering hawing, maturing etc., as directed by officer in-charge.
4. Tree pruning as directed by officer in-charge (normally trees are pruned once in a year).
5. Removing fallen leaves, twigs and other miscellaneous refuse from the road and other paved areas.
6. Maintaining the paved road along with Garden area, by removing grass weed etc. from time to time.

B. Fine dressing the ground

1. Spreading of sludge, dump manure of good earth in required thickness for which nothing is payable extra.
2. Mixing earth and sludge or manure in proportions specified or directed.
3. Grassing with selection one grass including watering and maintenance of the lawn for 30 days or more till the grass forms a thick lawn free from weeds and fit for moving, including supply good earth if needed.
4. Complete maintenance of the lawn including weeding, mowing watering maintenance of trees and shrubs on lawn, regular mowing of lawn, removal

of garden rubbish and uprooting rank vegetation, applying insecticides and pesticides (whenever required), making sowing and maintenance of seasonal flower beds and other garden related works as directed by Officer in-charge. Lawn area includes flower beds.

C. Normal Frequency of work

1. Mowing: Lawn moving at a regular interval of 7-10 days in a month or as per direction of office in-charge. This frequency may increase in rainy season.
2. Pruning: Clipping and trimming of hedges and edges, trimming of shrub plants trees creepers and bougainvillea's etc. at regular intervals, stacking of plants whenever and whenever required.
3. Plant Protection: Periodic checks to be carried out for pests and diseases. In the event of infestation prompt spraying of appropriate pesticides, insecticides and fungicides will be required for eradication of the same. The contractor will supply pesticides, insecticides and fungicides.
4. Fertilizer: Manure and fertilizers specified shall be applied by the contractors as required and under the direction of the Officer in-charge. Manure and fertilizer shall be provided by the contractor at his own cost.
5. Irrigation: Daily adequate watering (except Sunday) of all garden features with hose pipe or sprinkler system in different areas should be done regularly. Contractor will make his own arrangement of hosepipe and sprinkler in adequate quantities. The IGNCA shall provide water however in case of no supply of water, the contractors has to make his own arrangement for which nothing shall be paid extra.
6. Potted Plants: The existing potted beds to be maintained with minor alternation (if required) by planting summer and winter seasonal plants, seed/seedlings should be provided by the contractors.
7. Potted plants in corridors, officer's rooms, etc. should be maintained in top quality.

Signature of Tenderer
With seal

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INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

C.V. MESS BUILDING

JANPATH, NEW DELHI.

PRICE BID - DOCUMENT

Tender for Horticulture Work

SCHEDULE OF ITEMS & RATES

Sl. No.	Description of items	Name of the Building	Area of Lawns	Lump sum Rate Quotes (in figure)	(in words)
1.	Maintenance of lawns and potted plants, hedges, etc. (as is where is basis)	i) C.V. Mess ii) No. 3, Dr. R.P. Road iii) 11, Man Singh Road	14.00 Acre		

**Signature of Tenderer
With seal**