



राष्ट्रीय गतिशील दिव्यांगजन संस्थान

National Institute for Locomotor Disabilities (Divyangjan)

(दिव्यांगजन सशक्तिकरणविभाग, सामाजिकन्याय एवं अधिकारिता मंत्रालय, भारत सरकार)

Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India

B.T. ROAD, BON-HOOGHLY, KOLKATA-700090

बी.टी. रोड बनहुगली, कोलकाता-700090

Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: mail@nioh.in and web: www.niohkol.nic.in

No. BU/55/Estate/2000/NIOH/Pt.-VI

31st Aug, 2017

NOTICE INVITING E-TENDER

Sub: Horticulture Development works including Grass Cutting / Cleaning Jungles & its Maintenance in NILD

Online tenders are invited through www.eprocure.gov.in from the reputed agencies already engaged in the field to undertake the above mentioned work as per enclosed Scope of Work, Terms & Conditions. The agencies shall contact with Estate Office for inspection of site, work or clarification, if any.

Cost of Tender Paper: **Rs. 500.00 (Rupees five hundred only)** in favour of "National Institute for the Orthopaedically Handicapped", payable at Kolkata, in the form of DD/Pay Order/Cash is to be submitted before bid opening date in below mentioned address.

National Institute for Locomotor Disabilities (Divyangjan),
B.T.Road, Bon-Hooghly,
Kolkata-700090".

The completed Tender documents along with credentials i.e. Registration, Trade License, P.Tax/VAT, GST, IT/ST Clearance etc. shall be submitted online before **21-09-2017 at 1300 p.m.** EMD of **Rs.12200/- (Rupees twelve thousand two hundred only)** in the form of Demand Draft in favour of "National Institute for the Orthopaedically Handicapped" payable at Kolkata. Scan copy of EMD and Tender Cost document should be uploaded along with quotation. This Institute reserves the right to accept or reject any or all the tender papers without assigning any reason, what so ever.



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Name of the Work: Grass Cutting / Cleaning Jungles & Horticulture Development, Maintenance in entire Campus of NILD

Work details in the entire campus area except buildings

Sl. No.	Description of the items	Quantity
1	Cleaning of Jungles including up-routing rank vegetation grass brushwood trees and saplings and removal of rubbish to the point/place earmarked.	Approx. 9000 Sq.Mtrs.
2	Cleaning of Grass and removal of rubbish on regular basis	Approx. 2500 Sq.Mtrs.
3	Horticulture development is including preparation of ground for new plantation or grassing by digging the area removing all weeds, breaking clods, flooding with water, up-rooting fresh growth after 10 to 15 days including supplying and spreading of required good earth & manure. Fine dressing and beautification of the area by seasonal flowering, plantation, hedging and shrubbery, grassing with Dub Grass. Maintenance of the lawn and other Plantation for as & when necessary as per instruction	Approx. 1000 Cu.Mtrs
4	Jungle cutting areas and other horticulture operations incl. Watering, earth and manure etc. complete on regular basis as per instruction	As per requirement

Accepted

Signature of the Tenderer
With Seal.

NATIONAL INSITUTE FOR LOCOMOTOR DISABILITIES, KOLKATA

Name of the Work: Grass Cutting / Cleaning Jungles & Horticulture Development, its Maintenance in entire Campus of NILD

Scope of Work details in the entire campus area

1. To provide comprehensive cleaning and maintenance of Horticulture and Lawns on daily basis by grass cutting, Cleaning of Jungles, watering of Plants & Grounds, etc.,
2. To carry out horticulture development works in the various places, which includes developing ground for new plantation, flower beds, hedges and other ornamental plants, etc., All green areas to be maintained by providing compost manures, good earth, and re-plantation, wherever is required.
3. The work also entails maintenance of existing potted plants. Additional potted plants may be supplied as and when required by NILD, during VIP visits/functions at NILD, Kolkata.
4. Horticulture development includes grassing by digging the area removing all weeds, breaking clods, flooding with water, up-rooting fresh growth including supplying and spreading of required good earth & manure.
5. Fine dressing and beautification of the area by planting seasonal flowers, hedging and shrubbery, grass with Dub Grass.
6. Agency shall provide boots and other safety apparels and appliances to its personnel so deployed.
7. The Contractor shall take the responsibility to take proper care of the buildings, premises and campus of NILD and maintain the plants and lawns in good condition.
8. The scope of the work consist of horticulture maintenance services of the Institute complex – entire campus consisting of lawns, play ground area, flowering shrubs, rose beds, flower beds, avenue trees hedges, creepers, potted plants fruit bearing plants including Director's residence, staff quarters, etc.,
9. Periodical cutting of jungle grass and bushes in the entire campus once in three months (four times in a year) Periodical removal of weeds from the lawns.
10. Watering the lawns, trees and plants as per the schedule of timings.
11. Periodical manuring of the plants, Periodical spraying of pesticides/insecticides to keep the plants healthy.
12. Periodical cutting of the hedges, creepers, etc in the required shape and pruning the shrubs, plants, trees, etc., Removal of rubbish to the point/place earmarked on regular basis at the NILD campus.
13. Arranging the potted plants in the required pattern for general purpose as well as for special occasion.
14. Trees/plants on wall or building in the campus shall be removed from time to time by the instructions of authority.
15. Removal of plants/trees from the building's walls/pipes as per instructions of authority of this Institute.

Accepted

Signature of the Tenderer
With Seal

General Terms and Conditions

Annexure-1

GENERAL TERMS & CONDITIONS

A) Eligibility Criteria:

1. The bidder should have satisfactorily executed and completed Horticulture Works in last five years ending 31st March, 2017 as.

i. One similar work contract of Rs. 4,84,800/- or more;

OR

ii. Two similar work contracts of Rs.3,63,600/- or more;

OR

iii. Three similar work contracts of Rs.2,42,200/- or more

b) Similar works means Horticulture works done by the bidder for Institutional Buildings / Educational Institutions, Private Offices or Offices of Government undertakings.

1. The Tenderer may be proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, empanelled/registered with appropriate authority who possess the required licenses, registrations, etc.,

2. The Tenderer shall have at least 5 (**Five**) years experience of providing Horticulture Development and Maintenance Services to any Govt./Private Sectors.

3. The Tenderer should have an office in proximity of Kolkata.

4. The Tenderer should have the following Registrations and details of the same by provided in the Technical Bid:

- i) EPF Registration
- ii) ESI Registration
- iii) Service Tax Registration
- iv) Valid Trade License
- v) PAN Card
- vi) GST Registration

Terms and Conditions pertaining to Contract:

1. The Tenderer/Parties/Agencies must read all the points and submit the proposals along with credentials and necessary documents/details. If found, in case of non submission, the proposal/tender document may be treated as cancel/reject. The unsuccessful agency's EMD will be returned without any interest.

2. Earnest Money Deposit:

The tenderer should have to submit ₹ **12,200.00** in the form of Bank Draft/Pay order in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata. All Tenders must be accompanied with earnest money deposit as indicated above. Tenders without EMD will be summarily rejected. The EMD will be returned to all the unsuccessful tenderers within 15 days after the

opening of tender. No interest will be paid for EMD.

3. Performance Guarantee:

The successful tenderer will be required to furnish performance guarantee of 10% (ten percent) of the tendered amount, within 7 days from the issue of work order. The EMD submitted by the successful tenderer will be adjusted with the Performance Guarantee. The rest of the amount of this guarantee shall be Demand Draft of any scheduled bank/Pay order of any scheduled bank in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata. The Performance Guarantee shall be released after satisfactory completion of the entire contract period without any interest.

4. The contract shall be initially for a period of **01 (One)** year from the date of its commencement. The contract may be further extended on the basis of satisfactory performance of the Agency on the same rates, terms and conditions.
5. The Agency shall have to work on regular basis from 7.30 a.m to 4.00 p.m at NILD premises for the said work.
6. The Competent Authority of this Institute reserves the right to direct the Agency to remove any staff for unsatisfactory performance and to provide substitute with immediately.
7. In case of loss or damage to stores and property in the premises covered under contract by the manpower deployed for the job, the agency will be fully responsible and shall make the losses/damages good in financial terms as may be decided by the Competent Authority of NILD, Kolkata. The decision of the Competent Authority of NILD in this regard shall be final.
8. The agency will be responsible for discipline and decorum in the NILD Campus.
9. All materials including manure, chemical, good earth, saplings, doorb grass, tools & machineries, etc. required for the job will have to be provided by the Agency at his own cost.
10. **List of machineries having / to be used in the said work should be furnished in a separate sheet. Firm using mechanization/ technology like dumper, earth cutting & leveling device, small dozer, Sprinkler etc. commonly used in horticulture development & maintenance may be preferred.**
11. The agency will regularly monitor and supervise the work in the NILD premises to ensure proper maintenance & development of Horticulture, Lawns and subject work.
12. The authority of this Institute has right to terminate the contract with one month notice in the case of unsatisfactory work by the agency/firm.
13. The successful bidder shall enter into a contract with this Institute. The above terms and conditions are illustrative in nature and not exhaustive. In other words, NILD reserves the right to make further additions, alterations or modifications of above conditions.
14. The personnel of Contractor should have observe only **09** closed holidays in a calendar year irrespective of number of the holidays observed by the Institute as per the list given by the Institute from time to time. **The 09 closed holidays normally cover Republic days, Independence Day, Deepavali ,Christmas , Bakrid, Gandhi's Jayanthi, Maha Astami, Vijay Dashmi and Holi.** Any necessary changes in closed holidays will be may done only after approval of the competent authority of the Institute.

15. Penalty Clause :

SI	Type of Lapse	Penalty in Rupees
1	Negligence in improvement of Horticulture	1000 per month
2	Rowdiness and / or rioting in campus	100 per person per day.
3	Damage to the Institute property due to negligence	Property value

16. In accordance with O.M. No.29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' charges/consideration or quoting an amount which in the opinion of the competent authority in NILD is so low with respect to the work/expenditure involved that the bidders can not be trusted to provide the services at such costs for the full period of contract, shall be treated as unresponsive and will not be considered.

PAYMENT:

17. Monthly means 26 days.

18. The payment will be made on monthly basis after the satisfactory completion of work, upon presenting the bill and report of satisfactory maintenance of the subject works. The payment would be made after deducting statutory levies/Security deposits as applicable, if any.

19. If found, the subject work has not been done as per plan submitted by the agency or otherwise found unsatisfactory, a deduction/penalty will be made as per decision of the competent authority.

20. The Contractor shall make payment to the workers on or before 7th of every month and there should be no linkage between this payment and settlement of the contractor's bill from the NILD, Kolkata.

21. The contractor withdraw his services without giving 60 days notice in written mode, the EMD & SD amount will be forfeited.

22. Institute will not be responsible for minimum wages to your deployed labours.

Signature of the Tenderer
Seal

