



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Web: www.nitt.edu

Phone: 0431-2503830

e-Procurement Notice

Ref: NITT/EMD/EE/CVL/Tender/2020-21/007

Dated: 02.06.2020

Online tenders are hereby invited in **three cover system** from Indian Nationals for **Annual Maintenance of Lawns and Gardens at Guest House, Director's Bungalow, Central Library, Hospital, Opal Hostel, SJB, Management studies, Nursey Gardens, I.T. Building, Lyceum Building, Cleaning the Compost Yard Pond and Civil Engineering Department and all other horticultural works at NIT Trichy-15 (ZONE – II)**. Bidders can download complete set of bidding documents from e- procurement Platform <https://eprocure.gov.in/eprocure/app> from **04.06.2020** onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

Last Date/ Time for receipt of bids through e-procurement is: 25.06.2020 (15.00Hrs)
(Server time).

Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit website:

<https://eprocure.gov.in/eprocure/app> and www.nitt.edu

CRITICAL DATE SHEET

Published Date	04.06.2020 (17.00Hrs)
Bid Document Download Start Date	04.06.2020 (17.00Hrs)
Clarification Start Date	04.06.2020 (17.00Hrs)
Clarification End Date	25.06.2020 (11.30Hrs)
Pre-Bid Meeting Date	10.06.2020 (11.00Hrs)
Bid Submission Start Date	10.06.2020 (15.00Hrs)
Bid Submission End Date	25.06.2020 (15.00Hrs)
Bid Opening Date(Technical)	26.06.2020 (15.30Hrs)
Bid Opening Date(Price)	Will be announced after technical evaluation (After evaluation of technical bids, the price bid will be opened only for technically qualified bidders in e-Tender)

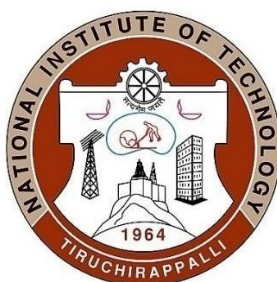
Note: *Bidder should submit the EMD as specified in the tender. The hard copy should be posted / couriered / deposit in person to the Central Dispatch section / Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Estate Maintenance Department

Web: www.nitt.edu

Phone: 0431-2503830



Tender Document (e - Procurement)

Name of Work/ Service	:	ZONE - II Annual Maintenance of Lawns and Gardens at Guest House, Director's Bungalow, Central Library, Hospital, Opal Hostel, SJB, Management studies, Nursey Gardens, I.T. Building, Lyceum Building, Cleaning the Compost Yard Pond and Civil Engineering Department and all other horticultural works at NIT Trichy-15.
Tender Notification No	:	NITT/EMD/EE/CVL/Tender/2020-21/007
Date	:	02.06.2020
Name of the Department	:	Estate Maintenance Department
EMD Amount	:	Rs .78,000/-
Last Date & Time of submission of Tender	:	25.06.2020 (15.00Hrs)
Address for submission of Tender	:	THE DIRECTOR, NIT TIRUCHIRAPPALLI-15 KIND ATTENTION TO: The Executive Engineer , EMD Department
Date & Time of Pre-Bid Meeting	:	10.06.2020 (11.00Hrs)
Date & Time of opening of technical bid	:	26.06.2020 (15.30Hrs)

Bidding Procedures

Section I: Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

1. Possession of valid Digital Signature Certificate (DSC) and enrollment / registration of the contractors / bidders on the e-Procurement/e-tender portal are prerequisite for e-tendering.
2. Bidder should register for the enrollment in the e-Procurement site using the “[Online Bidder Enrollment](#)” option available on the home page. Portal enrollment is generally free of charge. During enrollment / registration, the bidders should provide only valid and true information including valid E-mail id. All the correspondence shall be made directly with the contractors/bidders through E-mail id as registered.
3. Bidder need to login to the site through their user ID / password chosen during enrollment / registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY / TCS / nCode / eMudra or any other Certifying Authority recognized by Controller of Certifying Authorities (CCA) India on eToken / Smartcard, should be registered.
5. The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
6. Contractor / Bidder may go through the tenders published on the site and download the tender documents/schedules for the tenders.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
8. Any clarifications may be sought online through the tender site or ee@nitt.edu, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
9. Bidder may log in to the site through the secured login by the user id / password chosen during enrolment / registration and then by submitting the password of the e-Token / Smartcard to access DSC.
10. Bidder may select the tender in which he / she is interested in by using the search option and then move it to the ‘my tenders’ folder.
11. From my tender folder, he / she may select the tender to view all the details uploaded there.
12. It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and ordinarily it shall be in PDF /xls / rar / jpg / dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip / rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.

14. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under “My Space option” and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
15. Bidder should submit the Tender Fee / EMD as specified in the tender. The hard copy should be posted / couriered / given in person to the Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
16. The bidder has to select the payment option as offline to pay the Tender FEE / EMD as applicable and enter details of the instruments.
17. The details of the DD / any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.
18. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
19. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.
20. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.

PRICE BID

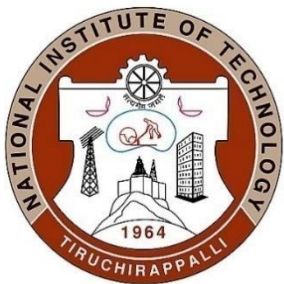
21. If the price bid format is provided in a spread sheet file like BoQ_xxxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid / BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
22. The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
23. The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e-Tender system. The bidders should follow such time during bid submission.

EVIDENCE FOR ONLINE BID SUBMISSION

24. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
25. All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
26. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers’ public keys. Overall, the uploaded tender documents become

readable only after the tender opening by the authorized bid openers.

27. The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128-bit encryption technology. Data storage encryption of sensitive fields is done.
28. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
29. For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: **1-800-233-7315, 0120-4001005** or send an E-mail to cphp-nic@nic.in.



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPALLI -620 015.
ESTATE MAINTENANCE DEPARTMENT**

NOTICE INVITING TENDER

Tender Notification No: NITT/EMD/EE/CVL/Tender/2020-21/007 Dated:02.06.2020

01.	Name of work	ZONE - II Annual Maintenance of Lawns and Gardens at Guest House, Director's Bungalow, Central Library, Hospital, Opal Hostel, SJB, Management studies, Nursey Gardens, I.T. Building, Lyceum Building, Cleaning the Compost Yard Pond and Civil Engineering Department and all other horticultural works at NIT Trichy-15.
02.	Estimated Cost	Rs. 39 Lakhs
03.	Earnest Money Deposit	Rs .78,000/- (submission of Demand Drafts (original) for EMD to the Tender Inviting Authority)
04.	Completion Time	Initially for a period of 3 months and based on performance the work may extended to further 9 months. On completion of 1 year, the contract may extendable for another one year based on performance. Additional extension (after 2 years) for one more year at the sole discretion of NITT
05.	Cost of Tender Document	NIL
06.	Last Date and Time for submission of E-Tender	15.00 Hrs. on 25.06.2020 (Server time). Late bids shall not be accepted.
07.	a) Date and Time of Opening of E-Technical Bid)	15.30 Hrs. on 26.06.2020 (Venue: Stores and Purchase Section, National Institute of Technology, Tiruchirappalli-620015)
	b) Opening of Price bid	After evaluation of technical bids, the price bid will be opened only for technically qualified bidders in e-Tender and the lowest bidder will be selected as successful bidder.
08.	Pre-Bid Meeting	11.00 Hrs. on 10.06.2020 (Place: Dean (Dean P&D) Chamber, NIT Trichy)
09.	Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli - 620 015 KIND ATTENTION TO: The Executive Engineer , EMD Department
10.	Procedure for submission of Bid	As Per the E-Bidding Procedure

Name of the Agency

Submitting the tender

Check list to evaluate the capability of the tenderer qualifying for price bid opening.

Sl.No	Description / Requirement from the tenderer	Tenderer's response should be clear, Firm, complete & legible. If necessary, separate sheet shall be used.
1	Name & Complete address of the tenderer with contact details:	
2(a)	Details of EMD Demand draft No. Amount Rs. Bank details:	(Bids without EMD will be summarily rejected unless copy of NSIC/MSME with valid registration is attached)
2(b)	NSIC/MSME Registration No: Company Name & Address: Validity : Product for which registered:	
3	Status of the tenderer: Proprietorship / Partnership / Private Limited. / Public Limited	
4	Details of Contract Registration with Govt. depts. Class and value	
5(a)	Details of PAN	
5(b)	Employees provident fund Registration:	
5(c)	Employees State Insurance Registration:	
5(d)	GST Registration:	
6	Copy of Income Tax Return for the last 3 years ending 03/2019	
7	Details of similar works executed with Govt. depts. during last 3 years	Use separate sheet to furnish complete details

Note: Attested copy of relevant certificates for items 2b-7 are to be enclosed.

I/We hereby certify that the information furnished above and the attached documents as proof of the information are true and correct to the best of our knowledge.

I/We understand that these details are required to decide our eligibility to participate in the tender process and opening of our price bid thereon.

I/We also authorize the Director, NITT or representative of NITT to approach the source of the certificate to verify our competence, if required, for processing the tender.



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

Certified that the tender document downloaded is replica of the document published by NIT, Tiruchirappalli and no alteration/addition have been made by me/us in the tender document. The tender document consists of 38 Pages.

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

NOTICE INVITING TENDER

Tender Notification No: NITT/EMD/EE/CVL/Tender/2020-21/007 Dated:02.06.2020

National Institute of Technology, Tiruchirappalli invites e-tenders, in **three cover system (Fee, Technical Bid and Financial bid) up to 3.00 p.m. on 25.06.2020** for the following work:

Name of work	EMD Amount	Period of Work
<p style="text-align: center;">ZONE - II</p> <p>Annual Maintenance of Lawns and Gardens at Guest House, Director's Bungalow, Central Library, Hospital, Opal Hostel, SJB, Management studies, Nursey Gardens, I.T. Building, Lyceum Building, Cleaning the Compost Yard Pond and Civil Engineering Department and all other horticultural works at NIT Trichy-15.</p>	<p>Rs 78,000/-</p>	<p>(12) Twelve Months</p> <p>Initially for a period of 3 months and based on performance the work may extended to further 9 months. On completion of 1 year, the contract may extendable for another one year based on performance. Additional extension (after 2 years) for one more year at the sole discretion of NITT</p>

1. Eligibility criteria: -

i) Contractors who fulfill the following criteria are eligible to submit tender.

Experience of having successfully completed similar garden maintenance works during the last 3 (Three) years ending 31-03-2020 that should be either of the following:

- a. Three similar works (at least one of them should be for Central / State Government/Central/State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs.16.00 Lakh.
- OR
- b. Two similar works (at least one of them should be for Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs.23.00 Lakh.
- OR
- c. One similar work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking) costing not less than Rs.31.00 Lakh.

“Similar works” under this clause means garden maintenance work to the government departments, Educational institute, Public sectors, reputed private Ltd, commercial buildings, hostels and factories. Necessary documentary proof like completion certificates in case of works carried out for Government Departments and TDS in case of works carried out for private parties should be enclosed in addition to the completion certificates.

“Cost of work” for this clause shall mean final cost as mentioned in the final bill carried out under single contract including cost of materials, if any, supplied by clients. However, the cost of materials issued free of cost shall not be considered for calculating the cost of work.

- ii) Should have an average annual financial turnover of Rs.31.00 lakhs and above during the last three financial years ending 31.03.2019.
 - iii) Should not have incurred any loss during the last three financial years ending 31.03.2019.
 - iv) Should have a solvency of Rs. 10.00 lakhs from any nationalized/scheduled bank in last six months.
 - v) Separate Registration Code No. for ESI, EPF, GST and PAN on contractor's name / firm
 - vi) Contractor has to submit live Agency/Company Registration certificate.
 - vii) Contractor has to submit Labour license (renewal / current).
2. The tenders should be accompanied by one crossed Demand Draft, towards EMD drawn in favor of The Director, NIT, Tiruchirappalli and payable at Trichy.
- a. One Draft for Rs. 78,000/- (Rupees Seventy Eight Thousand Only) towards Earnest Money Deposit which is refundable to the unsuccessful bidders. In respect of successful bidder, the same will be adjusted against the security deposit.
 - b. Bidder should submit the EMD in the form of DD /MSME Exemption certificate /NSIC as specified in the tender. The hard copy should be posted / couriered / given in person to the Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
 - c. The bidder has to select the payment option as offline to pay the EMD as applicable and enter details of the instruments.
- Without submission of Demand Drafts (original) / Exception Certificate Copy for EMD to the Tender Inviting Authority, Technical Bid will be rejected.**
3. Completed Qualification Documents and Tenders received only through e-procurement site <https://eprocure.gov.in/eprocure/app>
4. submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
5. **Submission of Tender online**
- The Tender should be submitted through **e-bidding**.

Cover Details, No. Of Covers - 3

Cover No	Cover	Document Type	Pockets	(Description)
1.	Fee	.pdf	1	Scanned Copy of Bid Security (EMD) in the form of DD/ Exemption Certificate. (The hard copy should be posted / couriered / deposit in person to the Central Dispatch section / Tender Inviting Authority, within bid submission due date and time as indicated in the tender)
2.	PreQual/ Technical	.pdf	1	i) GST Registration ii) Details of PAN iii) Employees State Insurance Registration. iv) Employees provident fund Registration. v) Labour license (renewal / current). vi) live Agency/Company Registration certificate.
		.pdf	2.	<u>FORM – A :</u> A. FINANCIAL INFORMATION (Related Documents Copies Attached) Income Tax Returns, Solvency, Audited Balance sheet, Profit/loss account for the last three years duly certified by the chartered accountant, etc
		.pdf	3.	<u>Form – B :</u> B. This shall contain various filled in formats detailing experience on similar work; completion certificates etc. (Related Documents Copies Attached)
		.pdf	4.	<u>Form – C, D & E :</u> C. Structure and Organization D. DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY E. REQUIREMENT OF EQUIPMENTS (Related Documents Copies Attached)
		.pdf	5.	Letter of transmittal in the format and Other required Technical Documents
		.pdf	6.	Technical Bid (Tender Document) duly Seal & Signed.
3.	Finance / Price	.xls	1.	BoQ
		.pdf	2.	Scanned copy of item wise breakup of price bid duly Seal & Signed.

6. Other details and the method of evaluating the capacity of the prospective contractors are detailed in the enclosed documents.
7. The Director, NIT, Tiruchirappalli reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
8. After award of the contract, if performance of the selected contractor is found to be not satisfactory during the trial period of three months, NITT reserves the right to terminate the contract at any time by giving due notice and forfeiting the security deposit to compensate the extra cost to be incurred by NITT in carrying out the service through alternate agency. If the performance is satisfactory, the contract will be extended for nine more months (detail as mentioned in Clause.35 of Special condition of this tender).
9. The Director, NIT, Tiruchirappalli-15 also reserves the right to disqualify such bidders in the future tenders whose performance was not satisfactory against the earlier contracts entered into NIT, Tiruchirappalli-15.
10. In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement or anyway relating here to or any term, condition or provisions herein mentioned or the validity, interpretation, thereof or otherwise in relation hereto, all such dispute claims or question shall be referred to **Sole Arbitrator** appointed by the NITT. Such arbitration shall be held in accordance with the provisions of arbitration and conciliation act 1996 or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli. All legal disputes shall be subject to the jurisdiction of court at Tiruchirappalli.

11. EARNEST MONEY DEPOSIT: -

Earnest Money Deposit Rs. 78,000/- (Rupees Seventy Eight Thousand Only) should be in the form of Demand Draft drawn in favour of The Director, National Institute of Technology/ Trichy-15 (Payable at Trichy).

EMD of the successful contractor shall be refunded when the work is completed and unsuccessful contractor shall be refunded immediately after finalization of the contractor. EMD shall not carry any interest.

The Earnest Money deposit shall not carry any interest.

SECURITY DEPOSIT

(a) Security Deposit should be paid by the contractor. Security Deposit shall be collected from the successful tenderer as shown below:

Up to Rs.10 Lakhs	:	10% of Contract Value
Above Rs.10 lakhs up to Rs.50 Lakhs:		1 Lakh + 7.5% of the amount exceeding Rs.10 Lakhs
Above Rs.50 Lakhs	:	4 Lakhs + 5% of the amount exceeding Rs.50 Lakhs

The Security Deposit shall be collected before start of the Work.

(b) The Security Deposit shall be in the following forms:

Demand Draft in favor of The Director, NIT, Trichy -15.

Security deposit can also be recovered at the rate of 10% from the running bills. However, in such cases at least 50% of the Security Deposit should be remitted in advance before commencement of work and the balance 50% may be recovered from the running bills.

The security deposit shall not carry any interest.

The Earnest Money paid at the time of tender will be adjusted as part of the Security Deposit and the balance amount will be collected from the contractor as mentioned above. Security Deposit shall not be refunded except in accordance with the terms of Security Bond or Agreement. No interest shall be allowed on Security Deposits. NITT shall not be responsible for any loss of securities, due to liquidation for any other reasons, what-so-ever or any depreciation in the value of the securities while in their charge or for any loss of interest there on.

All compensation or other sums of money payable by the Contractor to NITT under the terms of this contract or under any other contract with NITT may be deducted from the Security Deposit or realized by the sale of the securities or from the interest arising therefrom or from any sums which may be due or may become due to the contractor by NITT and in the event of this Security Deposit being deducted by reason of such deductions or sale, as aforesaid, the Contractor shall within 7 days thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced

REFUND OF SECURITY DEPOSIT: - The Security Deposit mentioned above may be refunded to the Contractor after a period of 6 months on termination or expiry of the contract provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NO CLAIM CERTIFICATE



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

**TENDER FOR ANNUAL MAINTENANCE OF LAWNS AND GARDENS IN NIT,
TIRUCHIRAPPALLI.**

TECHNICAL BID

DOCUMENTS TO QUALIFY THE TENDERER

TO BE SUBMITTED IN **e-Procurement Site**

ZONE - II

**TENDER FOR ANNUAL MAINTENANCE OF LAWNS AND GARDENS IN NIT,
TIRUCHIRAPPALLI.**

TENDER No-NITT/ EMD/EE/CVL/Tender/2020-21/007

Dated: 02.06.2020

SECTION-I

GENERAL INFORMATION AND BRIEF SCOPE OF WORK

1. Watering is to be done not less than once a day. If weather condition are worse watering frequency need to be enhanced.
2. De weeding the unwanted plants and pruning the edge plants every month including disposal of garden waste to the identified location.
3. Spraying pesticides and fungicides to plants for the healthy growth and application of fertilizers and nematicides as approved by the officer in charge at regular interval of one-month period.
4. Trimming of lawns is to be carried out with the help of lawns movers periodically as and when required.
5. Replacing the causalities of plants and grass by new are to be done regularly so as to maintain the garden ever green without any cost.
6. The contractor has to make his own arrangement for supply of all tools and plants and other required materials. Required water and power will be supplied by NITT free of cost at one point at each garden and the contractor is required to arrange for garden hose/cable to reach each plant.
7. The maintenance works are to be carried out as per NIT specification and as per instructions issued by the officer then and there from time to time.
8. Man power deployment schedule.

Sl. no.	Locations	Man days
01	Silver jubilee building and management studies.	1
02	Guest house and Director's bungalow.	3
03	Central Library.	1
04	Hospital, Ash ward and In front of Civil	1
05	Lyceum building and I.T.building.	1
06	Nursery maintenance herbal and behind old library garden.	4
07	Opal and Covered path.	1
08	K.V. School Around micro compost yard coconut farm and tree saplings	1
09	Hedges pruning, Lawn mowers, Brush cutter operation	1
10	Supervisor for this zone	1

SECTION – II

INFORMATION AND INSTRUCTION TO APPLICANTS

1. General

- 1.1 The “TECHNICAL BID” (application to qualify) shall contain data and information to enable the institute to draw up a list of qualified agencies who can take part in the tender process and who’s “Financial Bids” (Tenders) can be processed further.

The following documents should be enclosed:

- i. Letter of transmittal in the enclosed format.
 - ii. Solvency certificate from a nationalized bank.
 - iii. Financial information in **Form - A** (format enclosed).
 - iv. Performance report in **Form - B** of works (format enclosed).
 - v. Details regarding the structure of the organization in **Form- C** (format enclosed).
 - vi. Details of personnel establishment in **Form - D** (format enclosed).
 - vii. Details of equipment in **Form - E** (format enclosed).
- 1.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is ‘nil’ it should also be mentioned as ‘Nil’ or ‘no such case’. If any particular / query is not applicable in case of the applicant, it should be stated as ‘Not applicable’. However, the applicants are cautioned that furnishing of incomplete / ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application. Application made by fax and those received late after the prescribed date and time will not be entertained.
- 1.3 The applicant should sign in each page of the application.**
- 1.4 Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer / Project Manager or equivalent.
- 1.6 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However, the applicants are also advised not to attach superfluous / additional information beyond the requirement of the Bid. No information will be entertained after technical bid is submitted, unless it is called for by the Executive Engineer / EMD / NITT
- 1.7 Documents submitted in connection with the tender will be treated as confidential and will not be returned.

2. Definitions

In these documents the following words and expressions have their meaning here by assigned to them.

- a) Employer means The Director, NIT, and Tiruchirappalli.
- b) Applicant means individual, proprietary firm, and firm in partnership, limited company (private, public and corporation).

3. Method of Application

- 3.1 If an individual makes the application, it shall be signed by him above his full type written name and current address.
- 3.2 If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full typewritten name & the full name of his firm with its current address.
- 3.3 If the application is made by a firm in partnership, it shall be signed by (with seal) all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case, a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.
- 3.4 If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case, a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum and Articles of Association duly attested by a Notary Public.

4. Final Decision Making Authority

The Director, NIT Tiruchirappalli reserves the right to accept or reject all or any of the applications and to annul the qualification process / tender process at any time without assigning any reason or incurring any liability to the applicants.

5. Particulars – Provisional

The Particulars of work given in Section – I am provisional. They are liable to change and must be considered as advance information only to assist the applicant.

6. Site Visit

The applicant is advised to visit all lawns and gardens and newly planted tree saplings in this institute at his own cost and examine the surroundings and collect all information that he considers necessary for proper assessment of prospective assignment during working hours with prior permission from the **Executive Engineer**, Estate maintenance department.

7. Technical Evaluation

- 7.1 The applicant should have sufficient number of employees for proper execution of contract. The applicant should submit a list of his employees with their age (**Not more than 58 years**) and qualification stating clearly how they would be involved in this work.

- 7.2 The applicant's performance in respect of completed works and ongoing works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and upload the Technical Cover.
- 7.2 The applicants, who qualify the eligibility criteria mentioned under clause 1 of Notice Inviting Tender, shall be further evaluated for the following criteria by Inspection committee based on the details submitted by them.
- 7.3 Inspection committees will carry out surprise visit to tenderers clients' places and their reports, form valuable inputs for the short-listing process. The final selection of the contractor will be based on the lowest tender rate quoted among the qualified bidders taking into account the combination of all the items. The tender will be considered as a whole and hence overall lowest value will be the lowest tenderer. Partial offer will be treated incomplete tender and rejected.
- 7.4 Even though an applicant may satisfy the above requirements, he would be liable for disqualification if he has:
- 7.4.1 Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
 - 7.4.2 Record of poor performance such as, abandoning work, not properly completing the contract, not meeting the statutory requirement, or financial failures / weaknesses, terminated in the middle of the contract period etc.

8. Tools and Equipment

The applicant should own equipment as per list enclosed for proper and timely Execution of the work. Else, he should certify that he would be able to manage the equipment by hiring etc. and submit the list of firm from whom he proposes to hire

9.0 Financial Information

The applicant should furnish the annual financial statement for the last 3 years in Form – A.

9.1 Experience in Similar Works

The applicant should furnish the list of all works of similar nature successfully Completed during last 3 years and are now in progress in Form – B. Such Particulars duly authenticated / certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work

10.0 Organizational Information

Applicant is required to submit the following information in respect of his organization in form C

- (a) Name and postal address including telephone, fax number, E-mail ID, etc.
- (b) Copies of original documents defining the legal status, place of registration and principal places of business.
- (c) Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- (d) Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
- (e) Authorization for employer to seek detailed reference from clients to whom works were carried out.
- (f) Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form D

11.0 Equipment

Applicant should furnish the list of equipment likely to be used / deployed for carrying out the work (in Form E). Details of any other equipment not mentioned in Form E, but available with the applicant and likely to be used in this work may also be indicated.

12.0 Tender Submission and Decision

After the details submitted by the applicant regarding his financial capacity, previous experience etc. are studied and evaluated, a list of agencies who can take part in the tendering process shall be prepared and all concerned will be intimated. The financial bids (Tender) of the applicants who have not been qualified after evaluation, shall be returned as unopened. Qualified tenders shall be opened by the committee constituted for this purpose on the date and time to be intimated, in the presence of the tenderers or their authorized representatives who may choose to be present.

13. REFUND / FORFEITURE OF EMD

1. Earnest Money Deposit (EMD) is to be paid by each tenderer to ensure that the tenderer does not refuse to execute the work after it is awarded to them and shall be furnished in the form of Demand Draft in favour of The Director, NIT Tiruchirappalli payable at SBI branch at NITT. EMD in any other form will not be accepted.
2. EMD of the unsuccessful contractor shall be refunded on finalization of the contractor and the EMD amount shall not carry any interest.
3. Tender for the work shall remain open for acceptance for a period of 90 days from the date of opening of the Tender.
4. If lowest tenderer withdraws his tender before the said period or issue of acceptance, whichever is earlier or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute, then NITT, shall without prejudice to any other right or remedy, be at liberty to forfeit 100 % of the said earnest money with blacklisting the firm.
5. The Security deposit will be released within six months on satisfactory completion of the contract including extended period.

14. ROLE OF PRINCIPAL EMPLOYER

Monitoring the Progress and the Quality of the service.

Payment (composite single rate) to the contractor on monthly basis within two months from the date of submission of genuine bill (with all relevant supporting documents referred elsewhere in the tender document) and application of Penalty / Termination clauses if warranted.

15. AUTHORITY TO SIGN THE TENDER DOCUMENT

The tender must be signed by the person / persons competent to sign as indicated below. Same stipulations will also apply in the case of Receipt of payments for the work done.

1. If the Applicant is an individual, he should sign above his full typewritten name and current address.
2. If the Applicant is a proprietary firm, the Proprietor should sign above his full typewritten

name and the full name of his firm with its current address.

3. If the Applicant is a firm in partnership, the Documents should be signed by all the Partners of the firm above their full typewritten names and current addresses. Alternatively, the Documents should be signed by a Partner holding Power of Attorney for the firm and in this case a certified copy of the Power of Attorney should accompany the tender documents. In both cases a certified copy of the Partnership Deed and current address of all the partners of the firms should be furnished.

4. If the Applicant is a limited Company, or a Corporation, the Documents shall be signed by a duly authorized person holding Power of Attorney for signing the Documents, accompanied by a copy of the Power of Attorney. The Applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

16. DISPUTE RESOLUTION MECHANISM

In case of any dispute arising out during execution of the contract the following procedure will be followed for resolving the issue.

The decision of competent authority, NIT Trichy in regard to the interpretation of the terms and conditions shall be final and binding which shall not be called in question in proceedings before any forum.

The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter will be settled at his/her level by mutual consultation and in case of failure, disputes shall be referred to The Director, NITT. The Director or an Arbitrator appointed by The Director would be competent authority to decide and his decision shall be final and binding as per the provisions of the Indian Arbitration and conciliation Act 1940 and 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, the jurisdiction shall be Madurai Bench of Madras High Court.

17. PERFORMANCE REVIEW

A monthly review will be conducted by the Dean (P&D)/Executive Engineer, NITT in the following aspects of the contract implementation:

- Performance of the contractor
- Schedule for work assigned
- Levy of penalty for delayed completion of jobs
- Rating the work done
- Operation of dispute resolution mechanism for settlement of dispute with the contractor.

18. PERFORMANCE CERTIFICATE

The Contract period is initially for three months and may be extended for nine months and further 12 months based on the performance of the firm and on sole discretion of NITT authorities. The contract can be extended further for additional 12 months purely based on performance of the firm and on sole discretion of NITT authorities.

19. PENALTY CLAUSE

If the number of worker (less than 15 workers + 1 supervisor) deployed by the firm at NITT fails to attend and provide maintenance service on all weekdays (except Sunday), a Penalty of an amount equal to twice the minimum wage payment entitled shall be levied along with a punitive charge @12.5%.

Penalty for incomplete/Non-satisfactory works shall be imposed and recovered from the monthly running bill at

the rate of twice the actual rate quoted by the firm for each item /area.

20. TERMINATION OF CONTRACT

NITT reserves the right to issue show cause/termination notice to the contractor by giving one month period on violation of any terms & conditions. At the end of one month, if the contractor did not respond, NITT may serve termination order within 7days. At the sole discretion of NITT, on expiry of one month. During the notice period of termination of contract, the agency shall keep discharging his duties as before till the expiry of notice period.

SECTION – III SPECIAL CONDITIONS

- 1) Every tenderer before quoting his rates is expected to inspect the gardens and lawns, newly planted tree saplings in NIT for which the service is to be rendered before quoting his rates. The requirement of labour and materials should be assessed and no claim for extra payment at a later date on that account shall be entertained.

Without written permission of The Executive Engineer, EMD, NITT, no part of the contract shall be sublet, shall transfer the power of attorney, authorizing others to receive the payment on contractor's behalf.

- 2) If further information is required, the Estate Office will furnish such information, but it must be clearly understood that tender must be received in order and according to instruction.
- 3) The contractor should employ supervisors who have experience in this type of work.
- 4) Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.
- 5) All the materials, tools and plants required for the work shall be arranged by the contractor.
- 6) Permits for workers and supervisor to the campus shall be obtained by the contractor from the concerned authorities/security. Only photo passes to individual shall be issued and no group passes shall be issued.
- 7) Necessary monthly bills should be submitted by the contractor after obtaining the signature from the Executive Engineer on or before tenth of subsequent month by obtaining all formalities including attaching of copy of statutory remittances.
- 8) All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and meeting other statutory and non-statutory benefits/obligations.
- 9) The contractor should take all measures for environmental protection, such as control of chemical pollution, proper disposal of waste etc. And ensure that there are no adverse effect on the ecology, particularly on flora and fauna of the campus.
- 10) The contractor shall bring the required equipment & tools at his/her own cost and risk and no extra payment will be made for the same.
- 11) The contractor should pay the labour wages on or before 7th of the successive month and delay / failure will attract a fine of minimum Rs.1000/- per day delayed.
- 12) The contractor shall obtain a feedback certificate on performance of work from each Administrative/Department Head while submitting his/ her running account bill.

- 13) The contractor shall submit a copy of the Wages including VDA, EPF, ESI, Bonus, insurance documents etc., along with each running account bill. Monthly bill will not be processed unless the above are submitted. Necessary records shall be kept in compliance of the same for verification by the enforcing agencies.
- 14) The quoted rates and the service charges percentage by the agency shall remain firm for the entire contract duration. However, the contract value of the job contract will vary depending on the following:
 - a) Deployment of any additional manpower on the quoted rates.
 - B) The periodic wage/VDA increase, as and when notified by the central government will be applicable in the contract and accordingly the monthly bill of the contractor will be processed for payment;
 - C) Any changes in EPF/ESI/Bonus contribution of employer's portion due to changes in Labour Law.
- 15) The contractor must ensure that no labours shall work without uniform and other safety accessories like mask, shoes and gloves etc.,
- 16) Minimum wages shall be fixed as per the Central Government norms in force.
- 17) The contractor will have to submit copies a Police Verification certificate of the labours deployed by the contractor. The certificate need to be obtained their station near to the residence of the labours.
- 18) The quoted rate should be of all taxes and duties levied or to be levied both by Central and State Government Statutory / regulatory authorities from time to time except GST. Applicable GST will be reimbursed by NITT on production of documentary evidence for having paid the same by the agency. NITT will not entertain any other claim whatsoever in this regards.
- 19) If after opening the tender, the tenderer revokes his tender to increase his earlier quoted rate or after acceptance of his tender does not commence the work in accordance with the instruction of EXECUTIVE ENGINEER, ESTATE MAINTENANCE DEPT. the earnest money deposited by him, will be forfeited and acceptance of his tender withdrawn.
- 20) Quantities shown in the Bill of Quantity under Financial bid are approximate and are liable for variation without entitling the contractor any compensation provided the total value of the contract does not vary by more than 30% (thirty percent).
- 21) The scope shall cover any other related service / work that might arise depending upon contingency.
- 22) The contractor should produce the P.F. return for all workers during every month.
- 23) The contractor should issue the ESI card to all the workers.
- 24) The contractor should produce ESI, EPF remittance challan for the previous month and Workers monthly pay (acutance) roll to process the current month bill.

- 25) The garden maintenance contractor should execute an agreement in the non –judicial stamp, incorporating the various terms and conditions.
- 26) The Institute buildings should be kept in spick and span.
- 27) If the contractor performance is not satisfactory, the contract will be terminated by giving 1 month notice. Similarly the contractor can also terminate the contract with 2 months notice period or finalisation of new contract whichever is later. In such case, the security deposit will forfeited by NITT.
- 28) The contractor shall recoup to the employer the cost of the damage incurred by the contractor on account of any breach of the terms and conditions of the agreement.
- 29) Attendance registers and the salary registers for the labour engaged garden wise and other registers required as per acts and rules are to be maintained properly and the same may be verified by the Committee Members and Institute Administration, NIT Tiruchirappalli or other enforcing agencies during their inspection.
- 30) The supervisor must be provided with the mobile phone and the mobile numbers must be given to the Institute authorities.
- 31) Performance of garden maintenance works shall be graded by the departments on monthly basis. Payment will be made on the evaluation of performance.
- 32) NITT will not be liable for any medical attention, injury / loss of life of the person engaged by the contractor.
- 33) The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments. The contractor shall employ only such personnel who are medically fit and above the age of 18.
- 34) In case of any lapse in services, quality standards or noncompliance of periodicity / specification or any standing instruction, the contractor shall be penalized accordingly.
- 35) The quoted value should be exclusive of GST but inclusive of any other taxes & duties levied or to be levied by Government authorities and such levies should be borne by the contractor.
- 36) The bidder should quote the rate for 12 months. Initially contract period is for 3 months and based on performance the work may be extended to further 9 months. On completion of 1 year, the contract may be extendable for another one year based on Performance. Additional extension (i.e., after 2 years) for one more year at the sole discretion of NITT.**
- 37) The contract may be terminated due to violations or poor performance or noncompliance of statutory payments in time, with due notice.
- 38) The contractor shall at his own expense reinstate and make good to the satisfaction of NITT and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of NITT employees.
- 39) Cancellation of contract in part or full for contractor's default, if any deviations done by the contractor
- 40) An indemnity bond/agreement need to be done on award of the contract.

- 41) If the contractor makes default in carrying out the work as directed and continues in that state after a reasonable notice from NITT or his authorized representative
- 42) If the contractor fails to comply with any of the terms and conditions of the contract or after reasonable notice in writing with orders properly issued hereunder
- 43) NITT may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter NITT to cancel the contract as whole in part thereof or only such work order or items of work in default from the contract. NITT exercise the authority to cancel the contract as whole or part under this condition, NITT may complete the work at the contractor's risk and cost which is final and conclusive. (If the alternate agency is economical, the advantage shall accrue to NITT and if higher, the excess will be recovered from the default contractor).
- 44) **Penalty for incomplete/Non-satisfactory works shall be imposed and recovered from the monthly running bill at the rate of twice the actual rate quoted by the firm for each item /area.**
- 45) In case of failure on the part of the contractor to complete any contractual obligations, NITT reserves the right to get the same done at the contractor's risk and cost by another agency / departmentally apart from imposing penalty.
- 46) In case NITT be held liable for any loss, damage or compensation to third party arising by the garden maintenance contractor, such loss, damage or compensation shall be paid by the contractor to NITT together with the cost incurred by NITT on any legal proceedings pertaining thereto.
- 47) NITT reserves the right to disqualify such bidders who had a record of not meeting the contractual / statutory obligations against earlier contract entered into with NITT.
- 48) NITT may discontinue the contract at any point of time by giving a notice at least 30 days before the intended date of discontinuation and will not be liable to any additional charges or compensation payable to the contractor or any other person.
- 49) The Contractor must ensure minimum payment paid to the workers abiding Minimum Wages Act 2019 and Variable Dearness Allowance declared from time to time and to submit the records along with monthly running bills. Also, the proof of remittance of statutory payments like EPF, ESI, Bonus etc., for those employed at NITT must be provided by the contractor to NITT every month along with the running bill failing which the claim bill shall not be settled. These remittances / payments must be made in a separate challan specifically for the contract personnel deployed to NITT in the name of NITT.
- 50) **The contractors are requested to visit the NIT Campus Horticulture activities and areas before quoting for tender. They are requested to take quantities of all shrub plants, lawns areas, hedges, potted plants, trees etc. for reference.**
- 51) You are requested to post one qualified person in Diploma / degree in Horticulture profile, and also one Horticulture experienced mastery who will report to our Horticulture in charge to supervise the entire horticulture works. Both of them to be paid as per minimum wages act.
- 52) The contractor has to deploy a minimum of 14 workers and a supervisor having horticultural maintenance experience with male: female proportion as 50:50 among which two workers to be deployed exclusively for the horticultural works in Guest houses.
- 53) The technical bids will be subjected to evaluation by a committee calling for a technical presentation by the vendors which will include verifying financial turn over registration

- certificates, legal, financial, statutory, taxation and other associated compliance of contractual conditions. The committee may evaluate / verify the performance of the agency at any of their existing contracts which may include obtaining references for visiting clients and the quality of services rendered by agencies. Further the committee may disqualify the bidder based on oral / written references or insufficient quality of service provided during existing or previous contracts.
- 54) The contractor shall at all times indemnify and keep indemnified the principle employer, the head of the office and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to) property loss and damage, personal accident, injury or death of /or property or person of any sub contract and or the servant or agents of the contractor any sub-contractor and or the owner and the contractor shall at his own cost and imitative at all times maintain all liabilities under workman's compensation Act / Fatal Accident Act, personal injuries, Employees state Insurance Act, PF Act and or their industrial legislation from time to time in force.
- 55) The Contractor shall be fully responsible for the timely payment of wages, provident fund, bonus or any other benefits payable under the aforesaid Acts, Laws and regulations to the workforce engaged by him at the work premises of the Institute. The Institute shall not be responsible for these payments or any other liability on this account. The Contractor shall also indemnify and compensate the Institute for any liability incurred by the Institute, if any, including costs incurred thereon. In that event the nominated officer of the Institute shall be entitled to recover the amount so paid, from the contractor, including forfeiture of the Security Deposit and if the sum so payable and the Security Deposit is less than Institute's claim, it shall be lawful for the Institute to recover the balance amount as a debt from the Contractor.
- 56) The Contractor shall indemnify and compensate the Institute, if the Institute as Principal Employer under the Contract Labour (Regulation and Abolition) Act, 1970 becomes liable to assume any liability towards the workforce engaged by the contractor. In that event, the provisions relating to recovery as provided in relevant clauses of the said Act shall be applicable into.
- 57) **WAGES:** All payments to the contractor's workforce shall be as per the terms of contract and as per details enumerated in the tender which shall be made through cheque or direct credit in the bank accounts of its workforce. The issued cheque will be credited in the account by the 7th of each English month. Any delay on this account shall be subjected to penalty or termination of contract. Opening of Bank, A/c of their workforce or making payment of wages in their existing Bank A/c is the responsibility of the contractor.
- 58) **PRE BID MEETING:** The Tenderer or his authorized official representative is invited to attend a Pre-bid Meeting & which will take place at **The Dean (P&D) Chamber of NIT Trichy on 10.06.2020 at 11.00 AM**. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. The Tenderers are required to submit questions if any in writing so as to reach the EXECUTIVE ENGINEER (CIVIL), NITT before the pre bid meeting. Non-attendance at the Pre-Bid Meeting will not be a cause for disqualification of a Tenderer. However, Clarifications given in the Pre-bid meeting are the part of tender documents and bound to be agreed & signed by lowest bidder during the issue of work order.

Working Conditions:

1. "Garden maintenance work" is required to be carried out on all days except Sundays.
2. Bidder is to indicate the number of persons to be deployed per day while tendering and the absenteeism against this will attract punitive recovery while billing for payment.
3. Strict discipline must be observed by the workers.
4. The labourers put in work must be provided with the proper uniform to distinguish them from other staff.
5. The labourers and other staffs must be provided with identity card with the approval of NITT Institute Authorities.
6. The supervisors, under whom the labourers work, shall have to report daily to the Horticulture Section in charge and take instructions.
7. The payment will be made after deducting Income Tax, Labour Welfare Cess etc.

Normal Working Hours (all days):

Normal working hours is 8:30 am 5:30 pm (with one hour lunch break) and continue to work for extended hours if required by NITT for specific purpose and occasions.

General:

- a) Work men should be vigilant while on work.
- b) Smoking in the institute premise is strictly prohibited.
- c) Workers must be free from influence of alcohol.
- d) Workers must be physically and mentally fit for work.
- e) Workers should avoid causing damage to the Institute property
- f) The NIT, Tiruchirappalli Administration will not accept any responsibility if the work man is injured.
- g) The movement of workers should be restricted to their area of work and should not wander into other areas.
- h) Social distancing shall be maintained during the course of the work. People shall be provided with masks.

Corrigendum / Amendment:

It is tenderer's responsibility to watch for any corrigendum or amendment till the opening of a particular tender that will be posted only at NITT and CPPP web site.

**QUALIFICATION INFORMATION
LETTER OF TRANSMITTAL**

To

The Director
NIT,
Tiruchirappalli 620 015.

ZONE - II

Subject: Annual Maintenance of Lawns and Gardens at Guest House, Director's Bungalow, Central Library, Hospital, Opal Hostel, SJB, Management studies, Nursey Gardens, I.T. Building, Lyceum Building, Cleaning the Compost Yard Pond and Civil Engineering Department and all other horticultural works at NIT Trichy-15.

Sir,

Having examined the details given in notice inviting qualification application and tender for the above work, I/we hereby submit the qualification application documents (Technical Bid) and the tender (Financial Bid) for the work duly filled.

1. I / we hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / we have furnished all information and details necessary for deciding our eligibility and to get qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / we submit the requisite latest solvency certificate in original and authorize the Director, NIT Tiruchirappalli or his authorized representative to approach the bank concerned to confirm the correctness of the certificate. I / we also authorize NIT Tiruchirappalli or its representative to approach individuals, firms and corporations to verify our competence and general reputation.

I am / we are aware that the tender document (Financial bid) will not be opened if I am / we are not qualified to take part in the tendering process.

Seal of the Applicant

Date of submission

Signature of the applicant(s)

Form - A**FINANCIAL INFORMATION****I. Financial Analysis**

Details are to be furnished duly supported by figures in Audited Balance sheet, Profit/loss account for the last three years duly certified by the chartered accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Sl. No.	Details	Year Ending 31 st March of		
		2017	2018	2019
1.	Gross annual turnover in Garden maintenance work			
2.	Profit (+) / Loss (-)			

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN Details.

IV. Solvency certificate from any Nationalized Bank

Signature of Applicant (s) with seal

Signature of Chartered Accountant with seal

Form - B

**Performance Report form for works completed and are in progress during last 3 years
(Attach copies of work order / agreement – Multiple copies may be generated as per
requirement)**

1. Name of the work / Project & Location :
2. Scope of work :
3. Agreement No. :
4. Tendered Cost :
5. Value of work done :
6. Date of commencement :
7. Date of Completion :
8. Performance report based on : Very Good / Good / Satisfactory/Bad/ Very Bad
Quality of work, time
Management and resourcefulness

Date :

Executive Engineer
Project Manager,
Or Equivalent

Form - C**Structure and Organization**

1. Name and address of the applicant :
2. Telephone No. / Fax No. / E-Mail address :
3. Legal Status (attach copies of original Document defining the legal status) :
 - a) An Individual
 - b) A Proprietary Firm
 - c) A Firm in Partnership
 - d) A limited Company or corporation :
4. Particulars of registration with various Government bodies (Attach attested photocopy):
 - a) Registration Number
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Was the applicant ever required to suspend maintenance of lawns and gardens for a period of more than one month continuously after the work was commenced? If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so give details.

Signature of Applicant (s) with seal

Form D**DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY**

Sl. No.	Designation	Total number	Names	Qualification / Professional Experience	Length of continuous service with the employer

Note: Additional information about technical personnel, if any, be submitted on separate sheet

Signature of Applicant (s) with seal

FORM - E**REQUIREMENT OF EQUIPMENTS**

Minimum Equipment's required to be deployed physically for the horticultural maintenance in NITT.

Sl. No.	Equipment's	Numbers
01.	Power Lawn Movers	01
02.	Power sprayer	02
03.	Brush cutter	02
04.	Highly quality PVC hose pipes 30m length	Two rolls each worker
05.	Secateurs	05
06.	Chain saw (wood cutter)	01
07.	Spade, Shovel, Pan mortar, Knife, weed hoe, and allied tools.	As per requirement

Signature of Applicant (s) with seal



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

ZONE - II

TENDER FOR: Annual Maintenance of Lawns and Gardens at Guest House, Director's Bungalow, Central Library, Hospital, Opal Hostel, SJB, Management studies, Nursey Gardens, I.T. Building, Lyceum Building, Cleaning the Compost Yard Pond and Civil Engineering Department and all other horticultural works at NIT Trichy-15.

FINANCIAL BID

TO BE DULY TYPED, SIGNED AND STAMPED AND UPLOADED AS PDF IN THE E-TENDER. [THE OVERALL TOTAL OF THE PRICEBID TO BE INCORPORATED IN THE PROVIDED PRICEBID EXCEL FILE BoQ_XXXXX.xls AND UPLOADED]

Tender Notification No:

NITT/ EMD/EE/CVL/Tender/2020-21/007

Dated: 02.06.2020

BILL OF QUANTITIES

ZONE- II

Tender Inviting Authority: The Director, NIT Tiruchirappalli							
Name of Work: Annual Maintenance of Lawns and Gardens at Guest House, Director's Bungalow, Central Library, Hospital, Opal Hostel, SJB, Management studies, Nursey Gardens, I.T. Building, Lyceum Building, Cleaning the Compost Yard Pond and Civil Engineering Department and all other horticultural works at NIT Trichy-15. (Zone - II)							
Contract No: NITT/EMD/EE/CVL/Tender/2020-21/007 Dt: 02.06.2020							
Bidder Name :							
PRICE SCHEDULE							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
Quoted Rate is exclusive of GST							
Sl. No.	Item Description	Quantity per month	Units	BASIC RATE PER UNIT In Figures To be entered by the Bidder	TOTAL AMOUNT per Month	TOTAL AMOUNT per Year	TOTAL AMOUNT In Words per Year
1	<p>Maintenance works of all Horticultural works in NIT campus as specified below.</p> <p>Lawns maintenance:</p> <p>Maintaining and safeguarding the lawns including flower beds available at various locations in NIT as attached in annexure I maintenance covers watering every day, periodical de-weeding, mowing of lawns neatly to uniform levels (By means of blade/ mower) at periodical intervals of once in a month, application of nematicides, spraying pesticides, fungicides, manuring, cleaning the areas, etc. complete. Re-lawn is also to be done as and when necessary. Rate includes all labours, all chemicals and Manure. Rate includes all tools, hose pipes, water carts, all incidentals etc. complete. All as per instructions of Engineer-in-charge</p>	12907.48	Sq.m				

Sl. No.	Item Description	Quantity per month	Units	BASIC RATE PER UNIT In Figures To be entered by the Bidder	TOTAL AMOUNT per Month	TOTAL AMOUNT per Year	TOTAL AMOUNT In Words per Year
2	<p>Shrubs maintenance:</p> <p>Maintaining the shrub and domes plants available at various locations in NIT Including watering once in two days, de-weeding, mulching the top soil to a depth of 15 cm once in three months, making basin to the required size in proper shape, Cutting & trimming topiary work for various shrubs, domes etc. to the required sizes, shapes etc. complete at periodical intervals/ as and when required, application of nematicides, spraying pesticides, fungicides, manuring, cleaning the areas etc. complete. Re-plantation in case of mortality. Rate includes all labours, tools, transportation if any from NIT Nursery, hose pipes, water carts, all incidentals etc. complete. All as per instructions of Engineer-in-charge.</p>	2176.00	Each				
3	<p>Hedges maintenance:</p> <p>Maintaining the hedges available at various locations in NIT including watering once in two days, de-weeding, mulching the top soil to a depth of 15 cm once in three months, making basin along the hedges, cutting all types of hedges to the required & uniform height and width at periodical intervals of once in a month, application of nematicides spraying pesticides, fungicides, manuring, cleaning the areas, etc., complete. Re-plantation in case of mortality. Rate includes all labour, Transportation if any from NIT Nursery, tools, hose pipes, water carts, all incidentals etc. Complete. All as per instructions of Engineer-in-charge.</p>	2852.35	R.M				

Sl. No.	Item Description	Quantity per month	Units	BASIC RATE PER UNIT In Figures To be entered by the Bidder	TOTAL AMOUNT per Month	TOTAL AMOUNT per Year	TOTAL AMOUNT In Words per Year
4	<p>Potted plants maintenance:</p> <p>Maintaining the potted plants available at NIT Nursery & other locations by watering once in two days, mulching de-weeding the soil in the pots once in a fortnight, application of manure/fertilizer/pesticides as and when required (normally three times in a year) pruning and shaping from time to time, repotting the plant once in a year, replacement of broken pots, propagations of different species of pots as directed by- Engineer-in-charge. Rate includes all labour, chemicals and manure Transportation from NIT Nursery, tools hose pipes, water carts, cost of broken pots all incidentals etc. Including shifting of flower pots to the location of occasional functions held elsewhere within the institute and return to the nursery.</p>	1250.00	Each				
5	<p>Nursey maintenance works</p> <p>Nursey maintenance works like preparing soil mixture, filling soil with poly bags, planting cuttings, shifting germinated plants from greenhouse to open nursery in front of old library etc., and engaged for develop herbal garden in front of old library and maintaining the same including planting, watering, de-weeding around the plants, mulching etc., complete. All as per instructions of Engineer-in-charge.</p>	78.00	Man days				
6	<p>Removal of Fallen and Completely dried trees.</p> <p>Felling trees and Completely dried trees of girth (measured at a height of 1 meter at the ground level) in zone - II including cutting of trunks and branches, removing the roots from the soil and then filling the pit and depression, stacking of serviceable materials and disposal of unserviceable materials. Rate includes all labour, disposing of waste from the site to yard, all incidentals etc. complete. All as per instructions by Engineer-in-charge.</p>						
6.1	Beyond 30 cm girth upto and including 60cm girth	50.00	Each				
6.2	Beyond 60 cm girth upto and including 120cm girth	15.00	Each				

Sl. No.	Item Description	Quantity per month	Units	BASIC RATE PER UNIT In Figures To be entered by the Bidder	TOTAL AMOUNT per Month	TOTAL AMOUNT per Year	TOTAL AMOUNT In Words per Year
7	Pruning of trees Pruning the unwanted tree branches (measured at a height of 1 meter at the ground level) on roads, attending tree concerned complaints from zone - II , cutting off fallen / dead trees in NIT and disposing to the location as directed by the section in charge. Rate includes all labour, disposing of waste from the site to yard, all incidentals etc. complete. All as per instructions by Engineer-in-charge						
7.1	Pruning of tree branches below 3 m height	13.00	Man days				
7.2	Pruning of tree branches above 3 m height	13.00	Man days				
8	Cleaning the compost yard pond Cleaning the pond once in a week, including loading compost to the tractor and application around the plants / trees in the premises of NIT. The tractor will be supplied by department at free of cost. Rate includes all labours, incidentals, tools, periodical cleaning of the compost pond, application of compost, mulching the top soil and forming basin and cleaning the area etc. complete All as per instructions by- Engineer-in-charge.	26.00	Cum				
9	Supervisor Supervise the entire horticultural works in our institute including labour management and he should report daily to our horticulture in charge etc. complete All as per instructions by- Engineer-in-charge.	26.00	Man days				
Total Rupees							
(Excluding GST) per month.							
Total Rupees							
(Excluding GST) per year.							