

# NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Web:www.nitt.edu

Phone: 0431 –2503830



## TENDER DOCUMENT

### TECHNICAL BID

Tender Notification No:	NITT/EMD/EE/Horti.2021-22/01 Dt:24.07.2021
Name of the work	Annual Maintenance of Lawns and Gardens in NIT campus Tiruchirappalli-15 (Zone-I & Zone-II).
Estimated cost put to tender	Rs. <b>40,27,795</b> /-(Excluding GST)-Zone-I & Rs. <b>38,05,046</b> /-(Excluding GST) –Zone-II
Performance Guarantee Amount	3% of the contract value
Last Date of submission of Tender	24.08.2021 up to 11 AM.
Pre-Bid Meeting	09.08.2021 at 11.00 AM
Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli - 620 015.
Date and time of opening of Technical Bid	25.08.2021 up to 11.00AM

**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI  
NOTICE INVITING e-TENDER**

**TECHNICAL BID**

Tender Notification No: *NITT/EMD/EE/Horti.2021-22/01*

Dt:02.08.2021

Name of work	Annual Maintenance of Lawns and Gardens in NIT campus Tiruchirappalli-15 (Zone-I & Zone-II).
Earnest Money Deposit	<b>Not Applicable (Office Memorandum vide: F.9/4/2020-PPD) valid upto 31.12.2021. Bid security declaration form to be submitted.</b>
Performance Guarantee	<b>3% of Contract value.</b>
Period	12 Months (Initially for a period of 3 months and based on the satisfactory performance of the work, the contract may be extended for a further period of 9 months and on successful completion of 1 year, the contract may be extended for another one year).
Cost of Tender Schedule	Nil
Last Date and Time for submission of E-Tender	<b>24.08.2021 (11.00 Hrs)</b> (Server time). Late bids shall not be accepted.
a) Date and Time of Opening of E-Technical Bid)	<b>25.08.2021 (11.00 Hrs)</b> (Venue: Stores and Purchase Section, National Institute of Technology, Tiruchirappalli-620015)
b) Opening of Price bid	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.
Address for submission of Tender	<b>The Director, National Institute of Technology, Tiruchirappalli - 620 015 KIND ATTENTION TO: The Executive Engineer , EMD Department</b>
Procedure for submission of Bid	<b>E-TENDER</b> Through Central Public Procurement Portal (CPPP)

Name of the Agency  
Submitting the tender

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**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:	<b>Not Applicable (Office Memorandum vide: F.9/4/2020-PPD) valid upto 31.12.2021.</b>
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 2017-2020	
7	Details of similar works executed with Govt. depts./reputed private Ltd, companies or educational institution/ universities during last 3 years	Use separate sheet to furnish complete details

**Note:** Self-Attested copy of relevant certificates for items 2-7 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 also authorize the Director / NITT or his representative to approach the source of the certificate to verify our competence, if required, for processing the tender.



## **NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI-15**

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.

I have read and agreed to all the conditions & clauses as mentioned in the Tender Document.

Contractor

# NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

## NOTICE INVITING e-TENDER

Tender Notification No: NITT/EMD/EE/Horti. /2021-22/01

Dt:02.08.2021

National Institute of Technology, Tiruchirappalli invites E - tender, in **Two bid system (1.Technical Bid and 2.Financial bid) up to 11.00 AM on 24.08.2021** following work:

Name of work	Performance guaranty	Period
Annual Maintenance of Lawns and Gardens in NIT campus Tiruchirappalli-15 (Zone-I & Zone-II).	3% of the contract value	12 (Twelve) Months; (Initially for a period of 3 months and based on the satisfactory performance of the work, the contract may be extended for a further period of 9 months and on successful completion of 1 year, the contract may be extended for another one year).

### 1. **Bidder Eligibility criteria:** -

#### **A) Eligibility Criteria (Zone-I -Institute)**

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

Experience of having successfully completed similar garden maintenance works during the last 5 (Five) years ending 31-07-2021 that should be either of the following:

- a. Three similar works (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Educational Institute) each costing not less than **Rs.16.12 Lakhs (40%)**.  
OR
- b. Two similar works (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Education Institute) each costing not less than **Rs.20.14 Lakhs (50%)**.  
OR
- c. One similar work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Education Institute) costing not less than **Rs.32.23 Lakhs (80%)**.

- i) Performance certificate from the department where the work is completed, (minimum: satisfactory, good & above).
- ii) Should have an average annual financial turnover of 30% and above estimated value during the last three financial years ending 31.03.2020.
- iii) Should not have incurred any loss during the financial year (Financial Year 2019-20)
- iv) Should have a solvency of not less than **40%** of estimate cost, from any Nationalized / scheduled bank valid from 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 (if required).

**B) Eligibility Criteria (Zone-II-Quarter zone)**

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

Experience of having successfully completed similar garden maintenance works during the last 5 (Five) years ending 31-07-2021 that should be either of the following:

- a. Three similar works (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Educational Institute) each costing not less than **Rs.15.22 Lakhs (40%)**.  
OR
  - b. Two similar works (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Education Institute) each costing not less than **Rs.19.03 Lakhs (50%)**.  
OR
  - c. One similar work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Education Institute) costing not less than **Rs.30.44 Lakhs (80%)**.
- ii) Performance certificate from the department where the work is completed, (minimum: satisfactory, good & above).
  - viii) Should have an average annual financial turnover of 30% and above estimated value during the last three financial years ending 31.03.2020.
  - ix) Should not have incurred any loss during the financial year (Financial Year 2019-20)
  - x) Should have a solvency of not less than **40%** of estimate cost, from any Nationalized / scheduled bank valid from last six months.
  - xi) Separate Registration Code No. for ESI, EPF, GST and PAN on contractor's name firm.
  - xii) Contractor has to submit live Agency/Company Registration certificate.
  - xiii) Contractor has to submit Labour license (if required).

**C) Eligibility Criteria ( Both Zone-I & Zone-II)**

If one bidder quotes for both the Zones, then the values of experience and financial criteria shall be cumulative value of both the zones including the value of solvency. In such case, the bidder should clearly indicate in the technical bid stating the name of the zone/zones for which they intent to quote. (i.e. Zone-I or Zone-II or Zone-I & Zone-II)

Experience of having successfully completed similar garden maintenance works during the last 5 (Five) years ending 31-07-2021 that should be either of the following:

- a. Three similar works (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Educational Institute) each costing not less than **Rs.31.34 Lakhs (40%)**.  
OR
  - b. Two similar works (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Education Institute) each costing not less than **Rs.39.17 Lakhs (50%)**.  
OR
  - c. One similar work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Education Institute) costing not less than **Rs.62.68 Lakhs (80%)**.
- iii) Performance certificate from the department where the work is completed, (minimum: satisfactory, good & above).
- xiv) Should have an average annual financial turnover of 30% and above estimated value of both zones during the last three financial years ending 31.03.2020.
- xv) Should not have incurred any loss during the financial year (Financial Year 2019-20)
- xvi) Should have a solvency of not less than **40%** of estimated cost for both zones-I&II from any Nationalized / scheduled bank valid from last six months.
- xvii) Separate Registration Code No. for ESI, EPF, GST and PAN on contractor's name firm.
- xviii) Contractor has to submit live Agency/Company Registration certificate.
- xix) Contractor has to submit Labour license (if required).

**Note:**

The Contract shall be finalized on individual zone wise quoted rate on L1 basis and may be splitted into to two separate contractors on Zone wise quoted lowest rate. The order may also be issued to a single contractor if they quoted rate is lowest for both the zones. The BOQ total shall be arrived on zone wise quoted rate.

Completed Qualified documents and e - tenders received in time will be opened **at 11.00 Hrs on 25.08.2021 at Stores & Purchase section, NIT, Tiruchirappalli** by a committee duly constituted for this purpose. In the event of this day being declared as a holiday, the tenders will be opened at the scheduled time and place on next working day.

2. Completed Qualification Documents and Tenders received only through e-procurement site <https://eprocure.gov.in/eprocure/app>
3. 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.

4. 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.

**5. EARNEST MONEY DEPOSIT:-**

As per Office Memorandum vide Ref.No:F.9/4/2020-PPD, Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division. Dt:12.11.2020

EMD: Nil (Valid upto 31.012.2021 as per above GO)

As per rule 170 of General Financial Rules (GFRs) 2017, Micro and small Enterprises (MSEs) and the firms registered with concerned Ministries/Departments are exempted from submission of Bid Security. Further, in lieu of Bid Security, Ministries/Departments may ask bidders to sign "Bid security Declaration" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents. Similar provisions also exist in the Manuals for Procurement of works 2019 and Manual for Procurement of Consultancy & other services 2017.

In view of above, it is reiterated that notwithstanding anything contained in Rule 171 of GFRs 2017 or any other rule or any provision contained in the Procurement Manuals no provisions regarding Bid Security should be kept in the Bid Documents in future and only provision for Bid Security Declaration should be kept in the Bid Documents.

**Performance Guarantee:**

**Performance Guarantee @ 3% of Contract value, should be submitted before commencement of the work in the following forms:**

- i) **Deposit at Bankers Cheque/Demand Draft of a Scheduled Bank (or)**
- ii) **Government securities (or)**
- iii) **Fixed Deposit Receipt (FDR) of a Scheduled Bank (or)**
- iv) **An irrevocable bank guarantee bond of any scheduled bank or the State Bank of India.**

Performance Guarantee can also be recovered at the rate of 10% from the running bills. How-ever in such cases at least 50% of the Security Deposit should be remitted in advance as mentioned in above forms before commencement of work and the balance 50% may be recovered from the running bills

**Refund of Performance Guarantee:**

**The performance guarantee shall be refunded to the contractor soon after the completion of maintenance period three months of the work. The deposited performance guarantee amount will not carry any interest.**

**Arbitration:**

Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions hereinbefore mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the work or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Director of NITT and if Director is unable or unwilling to act, to the sole arbitration of some other person appointed by the Director, willing to act as such arbitrator. The cases referred to arbitration shall be other than those for which the decision of the Estate Officer / Engineer-in-charge is expressed in the contract to be final and conclusive. There will be no objection if the arbitrator so appointed is an employee of NITT and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference.

The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, Director as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. Subject as aforesaid the provision of the Arbitration & Reconciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

It is a term of the contract that the party involving arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. The arbitrator(s) may from time to time with consent of the NITT enlarge the time for making and publishing the award.

The work under the Contract shall, if reasonably possible, continue, during the arbitration proceedings and no payment due or payable, to the Contractor shall be withheld on account of such proceeding.

The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the Parties fixing the date of first hearings. The arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the NITT in his sole discretion. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.

In the event of disputes or differences arising between one public sector enterprise and a Govt. Department or between two public sector enterprises the above stipulations shall not apply or its amendments for arbitration shall be applicable.

**Force Majeure clause:** : If at any time during the continuance of this contract the performance in whole or in part by either party of any obligations under this contract is prevented or delayed by reason, of any war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, explosions, epidemics, quarantine, restrictions or acts of GOD (hereinafter referred to as events) then provided, notice of happening of any such events is given by either party to other within twenty one days from the date of occurrence thereof, neither party shall by reason of such events, be entitled to terminate this contract nor shall either party have any such non-performance and delay continued when such events have come to an end or have ceased to exist. If the performance in whole or part of any obligation under this contract is prevented or delayed by reason or any such event claims for extension of time, then the same shall be granted for such period as considered reasonable by NITT subject to prompt notification by the tenderer to NITT of the particulars of the events and supply to the NITT if required of any supporting evidence. Any waiver of time in respect of partial installment shall not be deemed to be a waiver of time in respect of remaining deliveries.

The correspondence exchanged against the tender from both tenderer and NITT through email are considered as valid document legally though it is not signed. It is treated as valid confirmations made on behalf of the respective company and very much comes under the legal ambit of the business transaction and hence it is binding on both the parties to the business.

Any transaction pertaining to the tender from both the parties of business done round the clock irrespective of the office or business hours of the companies, are valid legally and binding on both the parties. This applies to the extent only in such cases where deadline time for transaction is not specifically declared by either or both the parties to the business.

In case Letter of Intent (LOI) is issued through email, the PC generated time and date of mail shall be construed as the official time and date of release of LOI. In as much as this date is

within the last date of validity given by the tenderer the LOI is said to have been issued within the validity period and shall be binding on both the parties to the business.

Tenderers participating in the tender should declare in their technical bid that whether they have been black-listed / kept on hold for a specified period / given Business holiday for a specified period by any Public sector undertaking or Government departments. The reasons for such action with details and the current status of such hold shall be clearly furnished to NITT. If no such details are mentioned in the offer then it will be construed that the subject tenderer is not under any such hold. But at a later date if it comes to the notice of NITT about any such hold under enforcement on the subject tenderer, NITT will have every right to reject the offer of such vendors at any point of time and also under any stage of the finalisation of the subject tender irrespective of the status of the subject tenderer in that tender. Such tenderers will not be permitted to participate in the further tender proceedings and will be communicated suitably. They will not be also considered for any ongoing tenders even if participated till the hold is officially lifted and confirmed in writing.

**The format of bid security declaration form has to be submitted in the letter head of the firm/ company/ enterprises along with appropriate sign & seal (enclosed in Annexure-I).**

## SECTION-I

### GENERAL INFORMATION AND BRIEF SCOPE OF WORK ZONE-I & ZONE-II

1. Watering has to be done not less than once in 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 lawn mover and brush cutter periodically as and when required. Trimming should be done once in a month for buffalo grass lawns and once in three months for Mexican grass lawns.
5. Replacing the casualties 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. The contractor has to maintain the following

#### Zone-I

- a.Lawn Maintenance – 20,175 Sq.m
- b.Shrub Maintenance – 3,470 Each
- c.Hedges Maintenance – 4,750 RM
- d.Potted Maintenance – 250 Each

#### Zone-II

- a.Lawn Maintenance – 13000 Sq.m
- b.Shrub Maintenance – 2200 Each
- c.Hedges Maintenance – 2875 RM

d.Potted Maintenance – 1250 Each

9. Felling trees and completely dried trees are to be removed which includes cutting of trunks and branches and removing the roots and refilling the pits, stacking of serviceable materials and disposal of unserviceable materials as directed by the Engineer in Charge.
10. Pruning the unwanted tree branches on roads, attending tree concerned complaints and disposing the waste from the site to yard.
11. The contractor has to arrange consumables and plants to the required minimum tools which will be paid separately (as per Annexure 2 & 3).
12. Regular water and power supply will be given by NIT.
13. Cleaning the compost pond once in a week, including loading compost to the tractor and application of compost around the plants / trees, making basin around the trees in the premises of NIT. The tractor will be supplied by department at free of cost.
14. Nursery maintenance works like preparation of soil mixture, filling soil with poly bags, planting cuttings 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.
15. The maintenance of stock register for the consumables, machinery, etc,. It has to be updated monthly and a copy to be produced during bill submission.
16. The manpower deployment should be as follows.

**Man power deployment schedule (Zone-I).**

Sl.No	Location	Man Days
1	Administrative Block	02
2	Main gate Entrance and bougainvillea flower pots	02
3	Ojas	02
4	Orion inner quadrangle and Chemical	01
5	Golden Jubilee convention hall	01
6	Miya waki forest	01
7	Proposed Orion garden	01
8	Mechanical Engineering Department	01
9	EEE, P.D. Office College avenue road from Mechanical Engineering Department to MIG	01
10	Training & Placement	01
11	Estate maintenance and along the lecture hall road	01
12	Lecture hall complex	01
13	CSG, Twin net and Third I building	01
14	Supervisor	01
Total requirement of manpower		17

**Man power deployment schedule (Zone-II).**

<b>Sl.no.</b>	<b>Locations</b>	<b>Man days</b>
1	Director's Bungalow	02
2	Guest house	02
3	Central Library	01
4	Nursery, front and backside of old library	03
5	IT- Centre and ICE	01
6	Lyceum building	01
7	Hospital and shopping Centre	01
8	KV School	01
9	Production Dept. Civil and college avenue road from library corner to Mechanical Engineering Department	01
10	Management studies and silver jubilee building	01
11	Loading and unloading of micro compost	00
12	Opal and covered path in front of opal	01
13	Supervisor	01
	Total manpower	16

## SECTION – II

### GENERAL INFORMATIONS AND INSTRUCTIONS

#### 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 (format enclosed)
- ii. Financial information in **Form - A** (format enclosed).
- iii. Performance report in **Form - B** of works (format enclosed).
- iv. Details regarding the structure of the organization in **Form- C** (format enclosed).
- v. Details of personnel establishment in **Form - D** (format enclosed).
- vi. **The format of bid security declaration form has to be submitted in the letter head of the firm/ company/ enterprises along with appropriate sign & seal (enclosed in Annexure-I).**

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 incase 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.

**The applicant should sign in each page of the application.**

Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.

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.

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 ee / emd 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 Tiruchirappalli.

b) Applicant means individual, proprietary firm, and firm in partnership, limited company (private, public and corporation).

### **3. Method of Application**

If an individual makes the application, it shall be signed by him above his full type written name and current address.

If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full type written name & the full name of his firm with its current address.

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.

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 are 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 water dispensers located at the Institute and Hostel zones and collect all information that he considers necessary for proper assessment of prospective assignment during working hours with prior permission from the Engineer in charge of Estate maintenance department.

### **7. Performance Certificate**

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 delivered in sealed covers.

### **8. Financial Information**

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

The applicant should have sufficient number of employees for the proper execution of contract. The applicant should submit a list of his employees with their age (Not more than 58 years), Qualification, Experience and Required licenses stating clearly how they would be involved in this work

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 delivered in sealed covers.

Inspection committees may carry out surprise visit to tenderers clients' places and their reports form valuable inputs for the short-listing process.

Even though an applicant may satisfy the above requirements, the bidder would be liable to

disqualification and black-listed if the bidder has:

- a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- b) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures / weaknesses etc.,

### **EXPERIENCE IN SIMILAR WORKS**

The applicant should furnish the following:-

- a) List of all works of similar nature successfully completed during last 3 years and are in Progress in Form – B
- b) Particulars of completed works and performance of applicant duly authenticated/ certified by an officer not below the rank of Executive Engineer or equivalent should be furnished for each work completed or in progress.

### **Organizational Information**

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

- i. Name and postal address including telephone, fax number, E-mail ID, etc.
- ii. Copies of original documents defining the legal status, place of registration and principal places of business.
- iii. Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- iv. Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
- v. Authorization for employer to seek detailed reference from clients to whom works were carried out.

Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form D

### **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 been qualified after evaluation, shall be opened on the date and time to be intimated later, in the presence of the tenderers or their authorized representatives who may be present, by the committee constituted for this purpose.

### **PRE-BID MEETING**

The Tenderers or his authorized official representatives are invited to attend a Pre- bid Meeting which will take place at the Estate Maintenance Department on ---.2021 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 EE/EMD, 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.

### **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.

### **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. **The award can be challenged and the jurisdiction is the District Courts of Tiruchirappalli.** Writ can also be filed before the High court.

### **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.

### **PENALTY CLAUSE**

If any worker deployed by the firm at NITT fails to attend and provide maintenance service on all working days including Government holidays except Sundays, a Penalty of an amount equal to twice the actual payment entitled shall be levied along with a punitive charge @12.5%.

### **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) 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.
- 6) 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 completing all formalities including attaching of copy of statutory remittances.
- 7) 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.
- 8) 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.
- 9) 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.
- 10) **The contractor should pay the labour wages on or before 7<sup>th</sup> of the successive month and delay / failure will attract a fine of minimum Rs.1000/- per day delayed.**

- 11) 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.
- 12) 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.
- 13) The contractor must ensure that no labours shall work without uniform and other safety accessories like mask, shoes and gloves etc. The contractor as to quote the service charge including all this miscellaneous.
- 14) Minimum wages shall be fixed as per the Central Government norms in force.
- 15) **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.
- 16) 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 regard.
- 17) The scope shall cover any other related service / work that might arise depending upon contingency.
- 18) The contractor should produce the P.F. return for all workers during every month.
- 19) The contractor should issue the ESI card to all the workers.
- 20) The contractor should produce ESI, EPF remittance challan for the previous month and Workers monthly pay (acutance) roll to process the current month bill.
- 21) The garden maintenance contractor is directed to furnish Non-judicial stamp paper for a value of Rs.100/- in advance for executing the contract agreement and on receipt of which the contractor will be advised regarding the date on which the contract agreement would be ready for execution.
- 22) The Institute buildings should be kept in spick and span.
- 23) If the performance of contract 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 finalization of new contract by NITT whichever is later.
- 24) 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.

- 25) 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.
- 26) The supervisor must be provided with the mobile phone and the mobile numbers must be given to the Institute authorities.
- 27) Performance of garden maintenance works shall be graded by the departments on monthly basis. Payment will be made on the evaluation of performance.
- 28) NITT will not be liable for any medical attention, injury / loss of life of the person engaged by the contractor.
- 29) 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.
- 30) In case of any lapse in services, quality standards or noncompliance of periodicity / specification or any standing instruction, the contractor shall be penalized accordingly.**
- 31) 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.
- 32) 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 of the contractor.**
- 33) The contract may be terminated due to violations or poor performance or noncompliance of statutory payments in time, with due notice of one month duration.
- 34) 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.
- 35) The cancellation of contract in part or full can be done by NITT for contractor's default as per termination clause mentioned in this tender.
- 36) 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).
- 37) 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.
- 38) 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.

- 39) 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.
- 40) You are requested to post one qualified person in Diploma in Horticulture / any degree with minimum 3 years' experience in Horticulture work for supervisor post.
- 41) The contractor has to deploy a minimum of 16 workers and a supervisor having horticultural maintenance experience with male: female proportion as 25:75.
- 42) 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.
- 43) **WAGES:** All payments to the contractor's workforce shall be as per the terms of contract be credited by the contractor 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. 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.
- 44) **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 Chamber (P&D) of NIT Trichy on 09.08.2021 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.
- 45) **The contractor has to give the full details of the workers before commencement of work. After commencement of the work, adding or removing of the any manpower should be done with prior approval of the Executive Engineer/Dean(P&D) along with valid reasons. After commencement of work any adding or removing the manpower, without prior approval by the Engineer in-charge of Estate Maintenance Department.**
- 46) **The Proprietorship / Partnership / Private Limited. / Public Limited contractor should submit the declaration form that they have not been black listed from any**

**Govt. depts./reputed private Ltd, companies or educational institution/universities during last 3years.**

**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. The contractor has to submit the monthly bill with following documents.
  - a) Invoice
  - b) EPFO for labour.
  - c) ESI for labour.
  - d) Attendance registrar.
  - e) GST R1.
  - f) Bank details for individual.

Note: Without proof for the above document, bill will not be processed.
4. Strict discipline must be observed by the workers.
5. The labourers put in work must be provided with the proper uniform to distinguish them from other staff.
6. The labourers and other staffs must be provided with identity card with the approval of NITT Institute Authorities.
7. The supervisors, under whom the labourers work, shall have to report daily to the Horticulture Section in charge and take instructions.

**Normal Working Hours (all days):**

Normal working hours is 8:30 am 5:30 pm and the attendance will be consider based on biometric sensor (Finger print) 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.

Subject: Annual Maintenance of Lawns and Gardens in NIT campus Tiruchirappalli-  
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).

<b>Sl.No</b>	<b>Details</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
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

**(Annexure – I)**  
**(For E-Tender)**  
**PROCESS COMPLIANCE/ACCEPTANCE OF TENDER CONDITIONS FORM**

**The Form has to be submitted in the Letter Head of the Firm/Company/Enterprises along with appropriate Sign & Seal)**

**The Director,  
National Institute of Technology,  
Trichy – 15**

Sub : Acceptance to the Process related & Terms and Conditions for the- Limited tendering  
Ref. : The Terms & Conditions for e-Tendering mentioned in Tender.  
No. : \_\_\_\_\_  
Sir,

We hereby confirm the following.

The undersigned is authorized representative of the company. We have carefully gone through the NIT Tiruchirappalli, Tender Documents and the Rules governing the Limited Tender along with this document. We have examined and have no reservations to the Bidding Documents, including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contact specified in this tender document. We will honour the Bid submitted by us during the Limited Tender. We give undertaking that if any mistake occurs while submitting the bid from our side, we will honour the same.

Bid Securing Declaration: - We accept that if we withdraw or modify Bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in this bids document, we will be suspended / blacklisted / banned for contracts with National Institute of Technology, Tiruchirappalli

We are aware that if NIT Tiruchirappalli has to carry out e-tender again due to our mistake, NIT Tiruchirappalli has the right to disqualify us for this tender when refloats. Our bid shall be valid for the period from the date fixed for the bid submission deadline & it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender.

If our bid is accepted, we commit to provide a performance security deposit at 3% of purchase value in Bank Guarantee /Fixed Deposits for due performance of the contract as per NIT Tiruchirappalli policy and warranty-guarantee as per tender specification or agrees as per contract. We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of order, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive. We accept that the competent authority in NIT Tiruchirappalli will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept the lowest or any other tender and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender /cancellation of this tender, as per policy/committee recommendations of NIT Tiruchirappalli at any stage without assigning any reason thereof for which no claim from whomsoever will be entertained. I/We the undersigned have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of NIT Tiruchirappalli with respect to this Tender-Result will be fully agreeable and binding on us.

This letter can be treated as signed and acceptance copy of tender documents and the forms submitted as signed by competent authority of firm submitting this tender and there is no need to submit separate signed copy of tender document.

Competent Authority of the Firm/Company/Enterprises to sign:

Name :

Designation :

Contact Details :

Date with stamp & seal of organization:



**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI-620015.**

**ZONE - I**

**TENDER FOR:** Annual Maintenance of Lawns and Gardens in NIT campus  
Tiruchirappalli-15 (Zone-I).

**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/Horti./2021-22/01

Dated: 02.08.2021

**Annexure-1**

<b>Minimum Wages (Zone I)</b>		
<b>Description</b>	<b>Rate</b>	
	<b>Unskilled worker (Rs)</b>	<b>Skilled (Rs)</b>
(As per central Govt. Minimum Wages Act)		
Rate of wages per day W.e.f 01.04.2021	437.00	579.00
Rate of V.D.A. Area wise per day W.e.f .01.04.2021	102.00	135.00
Total wage per day	539.00	714.00
No of days	26.00	26.00
(Basic wages +V.D. A) per month	14014.00	18564.00
EPF @ 13% max limit of 15,000/- (Basic + VDA)	1821.82	1950.00
ESI @ 3.25%	455.45	603.33
BONUS @ 8.33%	1167.36	1546.38
Total monthly wages	17458.64	22663.71
Total Number of Workers	16.00	1.00
Total Amount	279338.24	22663.71
<b>Total manpower charges per month</b>	<b>302001.95*</b>	
<b>Total manpower charges per Year</b>	<b>3624023.40*</b>	

\*VDA will be added subject to revision of Govt of India from time to time.

Signature of Applicant (s) with seal

**Annexure-2**

<b>List of Consumable for Zone I</b>						
<b>S.No.</b>	<b>Name of the consumables</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount per Month</b>	<b>Amount per Year</b>
1	Pesticide (g)	10	Kgs			
2	Pesticide (Liquid)	0.5	Ltrs			
3	Fungicide	0.5	Kgs			
4	Neem coated urea	5	Kgs			
5	DAP	5	Kgs			
Total Amount in Rs.						

- Note:** 1) The quantities are only indicative and minimum requirement. However, the payment will be made based on actual consumable.  
2) Individual items to be filled and the total amount has to be carried out in the Bill of Quantity.

Signature of Applicant (s) with seal

**Annexure-3**

**REQUIREMENT OF EQUIPMENTS**

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

Sl.No	Name of the Equipment	Quantity	Unit	Rate per Machine	Amount per year	Amount per Month
1	<b>Electric Lawn movers</b> (three phase power supply) with powerful 1600w Roto drive 36mm with (Power supply will be given by NITT) <b>(Rate includes cost of service charges)</b>	1.00	Nos			
2	<b>Grass cutting machine</b> 4 stroke side pack crop cutter with 35cc petrol brush cutter, 3T blade. Considering 1 Nos of grass cutting machine @6 working hrs/day and 02 working days in a week for 12 months/year @1 Ltr petrol/1 Hour = 6 hr x 2 days x 4 weeks x 12 months=576 Ltr <b>(Rate includes cost of petrol charges and service charges)</b>	1.00	Nos			
3	<b>Chainsaw</b> with 24 inch, powerful 2 stroke handed petrol chainsaw, with tool kit, Considering 1 No of chainsaw machine @2 working hrs/day and 02 working days in a week for 12 months/year @2 Ltr petrol/1 Hour) 4 litsX2daysX4weeksX12months=384 Ltrs <b>(Rate includes cost of petrol charges and service charges)</b>	1.00	Nos			
4	Power Sprayer 12/16 Ltr capacity Operated through battery, 12V/8Amps double pump. (supply for charger will be given by NITT).	1.00	Nos			
5	Crowbars	2.00	Nos			
6	Spades with handle	5.00	Nos			
7	Rake Big	10.00	Nos			
8	Hand Rake	16.00	Nos			
9	Weed hoe	16.00	Nos			
10	Secateurs	2.00	Nos			
11	Knife	5.00	Nos			
12	Hose pipes (Each roll 30 meters with good quality)	32.00	Nos			
13	Nylane rope (Each roll 30 meters with good quality)	1.00	Nos			
14	Pond medium size	10.00	Nos			
15	Coconut Broom stick	32.00	Nos			
16	Aluminum pond (Annakoodai)	8.00	Nos			
17	Pickaxe	1.00	Nos			
18	Axe	1.00	Nos			
19	Karukkaruva	15.00	Nos			
	<b>Total Amount for (Zone I)</b>					

**Note:** 1) Payment will be based on actual supply of tools & machines.

2) Individual items to be filled and the total amount has to be carried out in the Bill of Quantity.

Signature of Applicant (s) with seal

NATIONAL INSTITUTE OF TECHNOLOGY: TIRUCHIRAPPALLI –  
620 015.

SCHEDULE OF QUANTITIES

**ZONE- I**

**Name of work:** Annual Maintenance of Lawns and Gardens in NIT campus  
Tiruchirappalli-15 (Zone-I).

**BILL OF QUANTITY FOR ZONE-I**

o	Description of Work	Quantity	Unit	Rate
	Horticulture activities in <b>ZONE-I areas</b> . The scope of works like Lawn maintenance, Shrubs maintenance, Hedges maintenance, Potted plants maintenance, New plantation of tree saplings, Maintenance for newly planted trees saplings, Removal of fallen and completely dried trees & Pruning of trees etc., all are as specified and as per the instructions of Engineer in charge. The rate per month shall include all labours as per Central Govt. Minimum wages, statutory payment like ESI, PF, Bonus, Taxes, Duties, establishment and all other incidental charges etc., complete.			
	Cost of manpower. ( As per Annxure-1) (Manpower + VDA)	1.00	Year	<b>3624023.40</b>
	Service charges for manpower per year	1.00	%	
	Cost of Consumables (As per Annexure-2)	12.00	Month	
	Cost of machineries and tools (As pre Annexure-3)	12.00	Month	
	<b>Total Amount per Annum Excluding GST (Rs.)</b>			
	<b>Total Amount per Month Excluding GST (Rs.)</b>			

**Note: The contractor should quote service charges taking into account of the cost of invested fund, manpower & machinery.**

Signature of Applicant (s) with seal

**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI-620015.**

**ZONE - II**

**TENDER FOR:** Annual Maintenance of Lawns and Gardens in NIT campus  
Tiruchirappalli-15 (Zone-II).

**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/Horti./2021-22/01

Dated: 02.08.2021

**Annexure-4**

<b>Minimum Wages (Zone II)</b>		
<b>Description</b>	<b>Rate</b>	
	<b>Unskilled worker (Rs)</b>	<b>Skilled (Rs)</b>
(As per central Govt. Minimum Wages Act)		
Rate of wages per day W.e.f 01.04.2021	437.00	579.00
Rate of V.D.A. Area wise per day W.e.f .01.04.2021	102.00	135.00
Total wage per day	539.00	714.00
No of days	26.00	26.00
(Basic wages +V.D. A) per month	14014.00	18564.00
EPF @ 13% max limit of 15,000/- (Basic + VDA)	1821.82	1950.00
ESI @ 3.25%	455.46	603.33
BONUS @ 8.33%	1167.37	1546.38
Total monthly wages	17458.64	22663.71
Total Number of Workers	15.00	1.00
Total Amount	261879.62	22663.71
<b>Total manpower charges per month</b>	<b>284543.33</b>	
<b>Total manpower charges per Year</b>	<b>3414519.95*</b>	

\*VDA will be added subject to revision of Govt of India from time to time.

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**Annexure-5**

The minimum quantities of <b>consumable</b> items required for Horticulture works.						
S.No.	Name of the material/consumables	Unit	Quantity	Rate Rs.	Cost per month	Cost Per year
01	Pesticide (g)	Kgs	10.00			
02	Pesticide (Liquid)	Ltrs	0.50			
03	Fungicide(powder)	Kgs	0.50			
04	Neem coated urea	Kgs	5.00			
05	DAP	Kgs	5.00			
Total						

**Note:** 1) The quantities are only indicative and minimum requirement. However the payment will be made

based on actual consumable.

2) Individual items to be filled and the total amount has to be carried out in the Bill of Quantity.

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**Annexure-6**

**REQUIREMENT OF EQUIPMENTS**

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

Sl.No	Name of the Equipment	Unit	Qty	Rate per machine	Amount Per year	Amount per month
01	<b>Electric Lawn movers</b> (three phase supply) with powerful 1600w Roto drive 36mm with (Power supply will be given by NITT) <b>(Rate includes cost of service charges)</b>	Nos	1.00			
02	<b>Grass cutting machine</b> 4 stroke side pack crop cutter with 35cc petrol brush cutter, 3T blade. Considering 1 Nos of grass cutting machine @ 6 working hrs/day and 02 working days in a week for 12 months/year @ 1 Ltr petrol/1 Hour = 6 hr x 2 days x 4 weeks x 12 months = 576 Ltr <b>(Rate includes cost of petrol charges and service charges)</b>	Nos	1.00			
03	<b>Chainsaw</b> with 24 inch, powerful 2 stroke handed petrol chainsaw, with tool kit, Considering 1 No of chainsaw machine @2 working hrs/day and 02 working days in a week for 12 months /year @2 Ltr petrol/1 Hour) 4 lits X 2days X 4weeks X 12months=384 Ltrs <b>(Rate includes cost of petrol charges and service charges)</b>	Nos	1.00			
04	<b>Power Sprayer</b> 12/16 Ltr capacity Operated through battery, 12V/8Amps double pump. (supply for charger will be given by NITT)	Nos	1.00			
05	Crowbars	Nos	2.00			
06	Spades with handle	Nos	5.00			
07	Rake Big	Nos	10.00			
08	Hand Rake	Nos	15.00			
09	Weed hoe	Nos	15.00			
10	Secateurs	Nos	2.00			
11	Knife	Nos	5.00			
12	Hose pipes (Each roll 30 meters with good quality)	Nos	30.00			
13	Nylane rope (Each roll 30 meters with good quality)	Nos	1.00			
14	Pond medium size	Nos	10.00			
15	Coconut Broom stick	Nos	30.00			
16	Aluminum pond (Annakoodai)	Nos	7.00			
17	Pickaxe	Nos	1.00			
18	Axe	Nos	1.00			
19	Karukkaruva	Nos	15.00			
	<b>Total amount for Zone II</b>					

**Note:** 1) Payment will be based on actual supply of tools & machines.

2) Individual items to be filled and the total amount has to be carried out in the Bill of Quantity.

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NATIONAL INSTITUTE OF TECHNOLOGY: TIRUCHIRAPPALLI – 620 015.

SCHEDULE OF QUANTITIES

**ZONE- II**

**Name of work:** Annual Maintenance of Lawns and Gardens in NIT campus Tiruchirappalli-15 (Zone-II).

<b>BILL OF QUANTITY FOR ZONE-II</b>					
<b>Item.No</b>	<b>Description of Work</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
1	Horticulture activities in <b>ZONE-II areas</b> . The scope of works like Lawn maintenance, Shrubs maintenance, Hedges maintenance, Potted plants maintenance, New plantation of tree saplings, Maintenance for newly planted trees saplings, Removal of fallen and completely dried trees & Pruning of trees etc., all are as specified and as per the instructions of Engineer in charge. The rate per month shall include all labours salary as per Central Govt. Minimum wages act, statutory payment like ESI, PF, Bonus, Taxes, Duties, establishment and all other incidental charges etc., complete.				
1 a	Cost of manpower. ( As per Annexure-4)	1.00	Year	<b>3414519.95</b>	<b>3414519.95</b>
1 b	Service charges for manpower per year	1.00	%		
2	Cost of Consumables (As per Annexure-5)	12.00	Month		
3	Cost of machineries and tools (As per Annexure-6)	12.00	Month		
	<b>Total Amount per Annum Excluding GST (Rs.)</b>				
	<b>Total Amount per Month Excluding GST (Rs.)</b>				

**Note:** The contractor should quote service charges taking into account cost of invested fund, manpower & machinery.

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