

# NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

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## TENDER DOCUMENT

Tender Notification No:NITT/EMD/HORTI AMC/25.1(214)2018-20 Dated:01.01.2018

- Name of the work : **Annual Maintenance of Lawns and Gardens at identified Departments, common places, Girls Hostel, Director's Bungalow, Teak plantation, coconut farm and newly planted tree sapling and all horticultural works at NIT.**
- Estimated cost put to tender : **Rs.46, 04,000/-**
- EMD Amount : **Rs. 92,100/- (Rupees ninety two thousand and one hundred only)**
- Last Date of submission of Tender: **22. 01 .2018 up to 3.00 p.m.**
- Address for submission of Tender : **The Director  
National Institute of Technology,  
Tiruchirappalli - 620 015**
- Date and time of pre bid meeting : **Conference Hall (1<sup>st</sup> Floor, Civil Engg.  
Department of NIT Trichy  
On 16.01.2018 at 03.00 PM.**
- Date and time of opening of Tender (Technical Bid):**22.01.2018 at 03.30 p.m.**

**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 Document cost (should be in the form of DD) Demand draft No. Amount Rs. Bank details:	(Bids without EMD will be summarily rejected unless copy of NSIC with valid registration is attached)
2 (b)	Details of EMD (should be in the form of DD) Demand draft No. Amount Rs. Bank details:	
2 (c)	NSIC Registration No: Company Name & Address: Validity : Product for which registered:	
3	Status of the tenderer: Proprietorship / Partnership / Private Limited. / Public Limited	
4 (a)	Details of PAN	
4 (b)	Employees provident fund Registration:	
4 (c)	Employees State Insurance Registration:	
4 (d)	GST Registration:	
4 (e)	Sales Tax Registration:	
5	Copy of Income Tax Return for the last 3 years ending 03/2015	
6	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 2©-8 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 his representative to approach the source of the certificate to verify our competence, if required, for processing the tender.

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

**TECHNICAL BID**

Tender Notification No:NITT/EMD/HORTI AMC 25.1(214)2018-20 Dated:01.01.2018

Name of work	: <b>Annual Maintenance of Lawns and Gardens at identified Departments, common places, Girls Hostel, Director's Bungalow, Teak plantation, coconut farm and newly planted tree sapling and all horticultural works at NIT.</b>
Earnest Money deposit	: Rs .92, 100/- (Rupees ninety two thousand and one hundred only)
Period	: Twenty four months
Cost of Tender Schedule	: Nil
Date and time of pre bid meeting	: Conference Hall (1 <sup>st</sup> Floor, Civil Engg. Department of NIT Trichy On 16.01.2018 at 03.00 PM.
Last date and Time of Receipt of Tender documents	: 22 .01 .2018 @ 03:00 p.m.
Date and Time of Opening Technical bid	: 22 .01 .2018 @ 03:30 p.m.
Date and Time of Opening Financial bid	: 25.01.2018 @ 03:30 p.m. Will be intimated(through e-mail) separately for those who are technically qualified based on the evaluation as per the conditions specified in the tender document

**Amended tender document**

**Contractor**

**Accepting officer**

## **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 33 Pages.

Contractor

# NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

## NOTICE INVITING TENDER

Tender Notification No:NITT/EMD/HORTI AMC 25.1(214)2018-20 Dated:01.01.2018

National Institute of Technology, Tiruchirappalli invites sealed tenders, in **two cover system (Technical Bid and Financial bid) up to 3.00 p.m. on 22.01.2018** for the following work:

Name of work	EMD	Period
<b>Annual Maintenance of Lawns and Gardens at identified Departments, common places, Girls Hostel, Director's Bungalow, Teak plantation, coconut farm and newly planted tree sapling and all horticultural works at NIT.</b>	Rs 92,100/-	Twenty four Months

### 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 5 (five) years ending 31-03-2017 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.18.00 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.20.00 Lakh.  
OR
- c. One similar work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking) costing not less than Rs.35.00 Lakh.

“Similar works” under this clause means garden maintenance work to the government departments, Educational institute, Public sectors, reputed private sectors, 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. 6.90 lakhs during the last three years ending 31.03.2017.

Amended tender document

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Accepting officer

- iii) Should not have incurred any loss in more than two years during the last five years ending 31.03.2017
  - iv) Should have a solvency of Rs. 18.00 lakhs from any nationalized bank.
  - v) Separate Registration code No. for ESI, EPF 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).
  - viii) The Tenderer should be a GST Registered Contractor and should have filed returns with respect to GST and proof of documents should be furnished.  
If the proof of ESI,EPF & GST registration is not furnished the tender of the tenderer will not be eligible for opening price bid and become disqualified.
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. 92,100/- (Rupees ninety two thousand and one hundred 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.
  3. Tender documents received without Cost of EMD shall be summarily rejected.
  4. Completed Qualification Documents and Tenders received in time will be opened at **03:30 p.m. on 22.01.2018 at A12 Hall, NIT, Tiruchirappalli** in the presence of Tenderers or their authorized representatives 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.

## 5. Submission of Tender

The Tender should be submitted in three envelopes as detailed below:-

**Cover 1 – Superscripted as “TENDER – DD towards EMD FOR ANNUAL MAINTENANCE OF LAWNS AND GARDENS IN NIT, TIRUCHIRAPPALLI ”.**

This shall contain the following:-

- a) One DD for EMD as stated in Sl. No. 2 above.

**Cover 2 - Superscripted as “TENDER - TECHNICAL BID FOR ANNUAL MAINTENANCE OF LAWNS AND GARDENS IN NIT, TIRUCHIRAPPALLI ”.**

This shall contain various filled in formats detailing experience on similar work; completion certificates etc as indicated Letter of Transmittal and forms A- E financial status etc. as detailed in the enclosed documents.

**Cover 3 - Superscripted as FINANCIAL BID FOR ANNUAL MAINTENANCE OF LAWNS AND GARDENS IN NIT, TIRUCHIRAPPALLI ”.**

This shall contain the schedule of Quantity with rate indicated for all items, Service charges quoted by the bidder in percentage & related absolute value for matching the rate indicated under item 1 to 9 in the schedule of quantity.

**Master cover:**

**All the above three covers (EMD cover, TECHNICAL BID & FINANCIAL BID) shall be placed in the Master cover superscripting: FOR ANNUAL MAINTENANCE OF LAWNS AND GARDENS IN NIT, TIRUCHIRAPPALLI ”.**

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.
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. 92,100/- (Rupees ninety two thousand and one hundred only) should be in the form of Demand Draft drawn in favour of The Director, National Institute of Technology/ Trichy-15 (Payable at Trichy).

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:

ii) 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 "NIL 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 A SEALED ENVELOPE

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

**TENDER No-NITT/ EMD/HORTI AMC 25.1(214) 2018-20 Dated: 01.01.2018**

## SECTION-I

### GENERAL INFORMATION AND BRIEF SCOPE OF WORK

1. Watering is to be done not less than twice a day. If weather condition are worse watering frequency need to be enhanced.
2. De weeding the unwanted plants and pruning the edge plants at intervals 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 casualties of plants and grass by new are to be done regularly so as to maintain the garden ever green.
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.

**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 Estate Officer / 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 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 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. 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.

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 delivered in sealed covers.

(b) **Evaluation By Scoring**

7.b.1 The applicants, who qualify the eligibility criteria mentioned under clause 1 of Notice Inviting Tender, shall be further evaluated for the following criteria by scoring method based on the details submitted by them.

7.b.2 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.

7.3.3 Only the applicants who fulfill the eligibility criteria as stated earlier shall only be evaluated further for the following criteria:-

(a) Financial strength (Form - A)	Maximum 30 Marks
(b) Experience in similar nature of work During last five years. (Form - B)	Maximum 30 Marks
(c) Performance on works (Form - C)	Maximum 20 Marks
(d) Personnel and Establishment (Form - D)	Maximum 10 Marks
(e) Equipment (Form -E)	Maximum 10 Marks
Total	100 Marks

Note: To qualify, the applicant must secure at least 70% (Seventy percent) marks in aggregate. For qualification norms, refer pages 29 & 30 of tender document. The Director, NITT reserves the right to restrict the list of pre-qualified contractors to any number deemed fit.

7.3.4 Even though an applicant may satisfy the above requirements, he would be liable for disqualification if he 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, not meeting the statutory requirement, or financial failures / weaknesses, terminated in the middle of the contract period etc.

**8.0 Financial Information**

The applicant should furnish the annual financial statement for the last 5 years in Form – A.

**9.0 Experience in Similar Works**

9.1 The applicant should furnish the list of all works of similar nature successfully Completed during last 5 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.

**SECTION – III  
ADDITIONAL 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 7<sup>th</sup> 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 contractor must ensure that no labours shall work without uniform and other safety accessories like mask, shoes and gloves etc.,
- 15) Minimum wages shall be fixed as per the Central Government norms in force.
- 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 regards.
- 17) If after opening the tender, the tenderer revoke 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.
- 18) 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).

**Nature / Scope of Work/ Frequency of Operation:**

- a) The scope shall cover any other related service / work that might arise depending upon contingency
- b) The contractor should produce the P.F. return for all workers, every six months.
- c) The contractor should issue the ESI card to all the workers.
- d) The contractor should produce ESI, EPF remittance challan for the previous month and Workers monthly pay (acutance) roll to process the current month bill.

**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 NITT's approval of 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 Chess 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.

**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.

**Special Conditions:**

- 1) The garden maintenance contractor should execute an agreement in the non – judicial stamp, incorporating the various terms and conditions.
- 2) The Institute buildings should be kept in spick and span.
- 3) If the contractor performance is not satisfactory, the contract will be terminated by giving due notice.
- 4) 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.
- 5) 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.
- 6) The supervisor must be provided with the mobile phone and the mobile numbers must be given to the Institute authorities.
- 7) Performance of garden maintenance works shall be graded by the departments on monthly basis. Payment will be made on the evaluation of performance.
- 8) NITT will not be liable for any medical attention, injury / loss of life of the person engaged by the contractor.
- 9) 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.

- 10) In case of any lapse in services, quality standards or noncompliance of periodicity / specification or any standing instruction, the contractor shall be penalized accordingly.
- 11) 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.
- 12) The contract period will be initially for a period of 3 months and subject to continuous satisfactory performance it will be extended for another 9 months. Again will be extended for another one year based on the satisfactory performance and recommendation from the committee by technical third party inspection and report. Further extension of contract shall be on mutual agreement basis.**
- 13) The contract may be terminated due to violations or poor performance or noncompliance of statutory payments in time, with due notice.
- 14) 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.

Cancellation of contract in part or full for contractor's default:

If the contractor:

- 15) Makes default in carrying out the work as directed and continues in that state after a reasonable notice from NITT or his authorized representative
- 16) Fails to comply with any of the terms and conditions of the contract or after reasonable notice in writing with orders properly issued hereunder
- 17) 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).
- 18) 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.**
- 19) 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.
- 20) 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.
- 21) 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.
- 22) 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.

23) The Contractor must ensure minimum payment paid to the workers abiding Minimum wages Act 2017 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.

**24) 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.**

25) 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.

26) The contractor has to deploy a minimum of 12 workers 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.

27) 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 pf 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.

28) 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.

29) 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.

30) 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 recover as provided in relevant clauses of the said Act shall be applicable into.

31) **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.

32) **PRE BID MEETING:** The Tenderer or his authorized official representative is invited to attend a Pre-bid Meeting & which will take place at Conference Hall (Civil Engg Department, 1st Floor) of NIT Trichy on 16.01.2018 at 03.00 PM. 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.

**QUALIFICATION INFORMATION  
LETTER OF TRANSMITTAL**

To

The Director  
NIT,  
Tiruchirappalli 620 015.

Subject: **Annual Maintenance of Lawns and Gardens at identified Departments, common places, Girls Hostel, Director's Bungalow, Teak plantation, coconut farm and newly planted tree sapling and all horticultural works at NIT.**

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 Balance sheet / Profit and loss account for the last five 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 <sup>st</sup> March of				
		2013	2014	2015	2016	2017
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 5 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**

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

**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.

<b>Sl. No.</b>	<b>Equipment</b>	<b>Numbers</b>
1.	Power Lawn Movers	01
2.	Power sprayer	02
3.	Brush cutter	02
4.	Secateurs	05
6.	Chain saw(wood cutter)	01
6.	Spade, Showel, Pan mortar, Knife, weed hoe, and allied tools.	As per requirement

Signature of Applicant (s) with seal

### NORMS FOR QUALIFICATION

**Name of work:** Annual Maintenance of Lawns and Gardens at identified Departments, common places, Girls Hostel, Director's Bungalow, Teak plantation, coconut farm and newly planted tree sapling and all horticultural works at NIT Tiruchirappalli

<b>ELIGIBILITY:-</b>			
<ol style="list-style-type: none"> <li>1. Separate Registration Code No. for EPF, ESI and PAN on contractor's name / firm.</li> <li>2. Average annual turnover for garden maintenance works in the last three financial years should be at least Rs 6.90 lakh.</li> <li>3. During last five years should have successfully completed either               <ol style="list-style-type: none"> <li>I. Three similar works each not less than Rs.18.00 lakh or</li> <li>II. Two similar works each not less than Rs.20.00 lakh or</li> <li>III. One similar work not less than Rs.35.00 lakh</li> </ol> </li> <li>4. Solvency for at least Rs. 18.00 lakh from Nationalized Bank</li> <li>5. Should not have incurred any loss in more than two years during the last five years ending 31.03.2017</li> </ol>			
	<b><u>THRUST AREA</u></b>	<b>SCORE</b>	<b>QUALIFICATION NORMS</b>
<b>I</b>	<b>FINANCIAL STATUS</b>	<b>30 (Max)</b>	
	<b>i) Nature of Company</b>	<b>5</b>	
		5	Public Limited
		3	Private Limited/Partnership Firm
		2	Sole Proprietor
	<b>ii) Average annual turnover for similar works in the last three years</b>	<b>15</b>	
		15	More than Rs.13.80 Lakh
		9	Rs.6.90 Lakh (Pro-rata for in between cases)
	<b>iii) Solvency</b>	<b>10</b>	
		10	More than Rs. 36.00 Lakh
		6	Rs.18.00 Lakh. (Pro-rata for in between cases)
<b>II</b>	<b><u>Similar Experience (Garden maintenance works)</u></b>	<b>30 (Max)</b>	
	i) Value of garden maintenance works executed in the last three years	30	More than Rs.40.00 Lakh.
		18	Rs.20.00 Lakh (Pro-rata for in between cases)

<b>III</b>	<b>Performance on previous works</b>	<b>20 (Max)</b>	
	<b>i) Number of garden maintenance works successfully completed in the last three years</b>	10	Successful completion of three major works in time. (each costing at least Rs 18.00 lakh)
		8	Successful completion of two major works in time (each costing at least Rs.18.00 lakh)
		6	Successful completion of one major work in time (each costing at least Rs.18.00 lakh)
	<b>ii) Highest value of single work completed</b>	<b>10</b>	
		10	Rs. 20.00 Lakh & more
		6	Rs. 10.00 Lakh. (Pro-rata for in between cases)
<b>IV</b>	<b>i) Qualified staff availability</b>	<b>10 (Max)</b>	
		10	Executive / Area in charge with more than 5 years' experience supported by other personnel listed below
		8	If senior level qualified supervisors (more than 5 yrs. experience), Horticultural assistant & Field staff available
		6	If adequate Supervisors & Field Staff available
<b>V</b>	<b>i) Equipment owned / planned for deployment</b>	<b>10 (Max)</b>	
		10	Power Lawn Mover, Power Sprayer, and Brush cutter Secateurs Tricycle/Push cart with water drum. .
		8	Power Lawn mower, Power sprayer, Secateurs, Tricycle/Push cart with water drum.
		6	Power lawn mower, Power sprayer, Brush cutter, Secateurs.

**NOTE: Minimum score required for qualification is 70 out of 100.**



## **NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI**

**TENDER FOR:** Annual Maintenance of Lawns and Gardens at identified Departments, common places, Girls Hostel, Director's Bungalow, Teak plantation, coconut farm and newly planted tree sapling and all horticultural works at NIT.

### **FINANCIAL BID**

(TO BE SUBMITTED IN A SEALED ENVELOPE)

Tender Notification No:

NITT/ EMD/HORTI AMC 25.1(214) 2018 -20 Dated: 01. 01. 2018

**Amended tender document**

**Contractor**

**Accepting officer**

## NATIONAL INSTITUTE OF TECHNOLOGY: TIRUCHIRAPPALLI – 620 015.

### SCHEDULE OF QUANTITIES

**Name of works : Annual Maintenance of Lawns and Gardens at identified Departments, common places, Girls Hostel, Director's Bungalow, Teak plantation, coconut farm and newly planted tree sapling and all horticultural works at NIT.**

Item No.	Description	Qty	Unit	Rate per Unit	Amount per month in words	Amount (Numerical value)
01.	<p><b>Maintenance works of all Horticultural works in NIT campus as specified below.</b></p> <p><b><u>1. a. Lawns maintenance:</u></b></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 namaticides, 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>	22,400.00	Sqm			

Amended tender document

Contractor

Accepting officer

	<p><b><u>1. b. Shrubs maintenance:</u></b></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 &amp; 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> <p><b><u>1.c. Hedges maintenance:</u></b></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 &amp; 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>	5100.00	Each			
		6200.00	RM			

	<p><b><u>1. d. Potted plants maintenance:</u></b></p> <p>Maintaining the potted plants available at NIT Nursery &amp; 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 an 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> <p><b><u>1. e. New plantation of tree saplings:</u></b></p> <p>Conveying tree saplings / plants from NIT Nursery and planting the same in the pits excavated (in the premises of NIT), all as per instructions of Engineer-in-charge. Rate includes conveyance of saplings / plants, loading, unloading, lifting and planting, initial watering bed forming etc., complete.</p>	1500.00	Each			
		50.00	Each			

Amended tender document

Contractor

Accepting officer

	<p><b><u>1. f. maintenance for newly planted Trees saplings:</u></b> Labour for maintenance and protection of trees at avenue roads, coconut trees at water management site, and teak plantations near STP 800 site etc.in NIT. Maintenance covers watering once in a week, protecting the plants from cattle menace &amp; periodical de-weeding, maintaining the area free from other vegetation growth, mulching the top soil and forming basin and cleaning the area etc. complete All as per instructions by- Engineer-in-charge.</p> <p><b><u>1. g. Pruning of trees:</u></b> Pruning the unwanted tree branches on roads, attending tree concerned complaints from all zones, 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.</p>	1000	Each				
	Total amount of Rupees per month <b>excluding GST</b>						
	Total amount of Rupees for 24 months <b>excluding GST</b>						
	<b>GST</b>						
	Total amount of Rupees for 24 months <b>including GST</b>						