

NOTICE INVITING TENDERS

(Box Tenders/Open Tenders)

**(FOR ANNUAL MAINTENANCE CONTRACT FOR PROVIDING
HORTICULTURE/LANDSCAPE/GARDENING WORKS AT NIT ANDHRA PRADESH,
TADEPALLIGUDEM)**



National Institute of Technology- Andhra Pradesh,

Beside Chennai - Srikakulam Highway, Near Kondruprolu,

Tadepalligudem, West Godavari District,

Andhra Pradesh-534101.

Phone No:08818-284710

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Tender Notice



NIT Andhra Pradesh, Tadepalligudem

File No: NIT/ANDHRA/ESTATE/APRIL/HORTICULTURE – AMC/2021-2022/04

Date: 02.06.2021

Box Tenders/Open Tenders are hereby invited from reputed Registered Firms /Agencies/Contractors/Suppliers for providing the following services at NIT-Andhra Pradesh, Tadepalligudem, West Godavari district.

“ANNUAL MAINTENANCE CONTRACT FOR PROVIDING HORTICULTURE/LANDSCAPE/ GARDENING WORKS AT NIT ANDHRA PRADESHTADEPALLIGUDEM.”

Tender Schedules can be downloaded from NIT-Andhra Pradesh website from **02.06.2021** onwards.

The last date for submission of tenders is 24.06.2021 up to 05:00PM.

For further details regarding Tender notification & specifications, please visit www.nitandhra.ac.in.

Date: 02.06.2021

**NIT Andhra Pradesh,
Tadepalligudem.**

Time Schedule of various tender related events
(ANNUAL MAINTENANCE CONTRACT FOR PROVIDING HORTICULTURE/LANDSCAPE/
GARDENING WORKS)

Bid Document downloading Start date/ Time	02.06.2021 at 11:00AM.
Bid Document downloading End Date / Time	23.06.2021 up at 05:00PM.
Pre-Bid meeting	10.06.2021 at 11:00AM.
Last Date and Time for receipt of Bids	24.06.2021 at 05:00AM.
Technical Bid Opening Date /Time	25.06.2021 at 11:00AM.
Financial Bid Opening Date / Time	Will be intimated later
Contact Person	The Executive Engineer, NIT Andhra Pradesh, Tadepalligudem. Email: ee@nitandhra.ac.in with CC to purchase@nitandhra.ac.in & ad_pd@nitandhra.ac.in
Reference No:	NIT/ANDHRA/ESTATE/APRIL/HORTICULTURE – AMC/2021- 2022/04, date: 02.06.2021

Signature of the Bidder with stamp

CLARIFICATIONS

Queries, if any, can be made through e-mail only to ee@nitandhra.ac.in on or before **09.06.2021**. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum/corrigendum related to tenders, it shall only be published on NIT-Andhra Pradesh website (www.nitandhra.ac.in).The Bidders are advised to check NIT-Andhra Pradesh website regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

The Technical bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of financial bid only shall be considered.

**I/C REGISTRAR
NIT-ANDHRA PRADESH**

For any clarification and further details on the above tender, please contact.

Office Phone Number: 08818-284710

BID

File No: NIT/ANDHRA/ESTATE/APRIL/HORTICULTURE – AMC/2021-2022/04

Date: 02.06.2021

**Sub: Annual Maintenance Contract for Providing Horticulture/Landscape/Gardening Works at
NIT Andhra Pradesh, Tadepalligudem.**

Sir/Madam,

Bids are invited on the Box/Open Tender platform from the reputed registered Firms/Agencies/Contractors/Suppliers from the experienced premises of manpower services. The details of bidding conditions and other terms can be downloaded from the NIT Andhra Pradesh website.

The attested copies of all the documents of technical bid, signed undertaking of Bidder should be submitted offline mode only to the Director, NIT Andhra Pradesh, Tadepalligudem, on or before opening of bid.

The participating Bidder/s shall have to pay tender processing fee (non-refundable) and EMD for the amounts specified in the Statement related to bids, in the form of DD drawn in favor of the Director, NIT Andhra Pradesh, Tadepalligudem.

Further, the Successful Bidder shall furnish a part of a bid as Performance Guarantee specified in the Statement related to bids, **to be paid in the form of BG as mentioned in the Tender Schedule.**

NIT Andhra Pradesh, Tadepalligudem, will not accept the tenders from blacklisted companies or undependable suppliers, whose past performance with NIT-Andhra Pradesh was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of sub-standard quality/poor services, as defined in the other parts of the bidding documents.

For any clarification and further details of the above tender, please contact. Office Phone Number:
08818-284710

Signature of the Bidder with stamp

STATEMENT RELATED TO BIDS

Bid Document Fee/ Tender Processing Fee (Non-refundable)	Rs. 5,000/- by way of DD from any Nationalized bank drawn in favor of the Director NIT-Andhra Pradesh, Payable at Tadepalligudem.
EMD	Rs. 1,00,000/- by way of DD from any Nationalized bank drawn in favor of the Director NIT-Andhra Pradesh, Payable at Tadepalligudem.
Bid Validity Period	90 days from the date of opening of financial bid
EMD Validity Period	90 days from the date of opening of financial bid
Contract Agreement	One year from the date of giving work order
Period of furnishing Performance Guarantee	Within 7days from date of receipt of LOA
Performance Guarantee in case of award of contract	05 to 10% of contract value as approved by competent authority
Performance Guarantee Validity Period	14 months from the date of signing the contract
Period for signing the contract agreement	Within 14 days from date of receipt of Contract/ Work Order

TENDER SCHEDULE

PREMEABLE:

National Institute of Technology, Andhra Pradesh is the 31st NIT among the chain of NITs started by the Government of India. NIT Andhra Pradesh is established in the state of Andhra Pradesh in the academic year 2015 – 2016.

Sealed tenders are invited under two bid system i.e., technical bid and financial bid from reputed a firm/ Proprietor/ company/ Agencies for Annual Maintenance Contract at NIT Andhra Pradesh, Tadepalligudem.

SCOPE OF WORK:

1. The bidder shall be responsible for the maintenance of the landscaping services which shall include, but not limited to the replacement of the dead or dying plants, trimming and pruning of plants, implementing and growth of the plants at its own cost, maintenance of turf area including irrigation, weeding, mowing, cleaning, manure / fertilizer application, plant protection, replacement of dead or dying grass/turf area & pesticide / fungicide during the maintenance period including required deployment of machinery, tools and tackles & manpower to attend and maintain services including up keep of irrigation system.
2. The bidder shall take over all the planter and plants in the service area as per direction of NIT Andhra representative.
3. The work of gardening services shall be required on all days in a month irrespective of holidays and the manpower deployed for this work should be prepared to work in shifts as may be required.
4. Monthly Maintenance Schedule shall be prepared forecasting maintenance operations for the coming month. This shall be submitted for approval to NIT Andhra before 25th of the preceding month.
5. Bidder shall do mortality replacement immediately by procuring plant of the same specifications with the consent of Site-Horticulturist.
6. All spraying of pesticides and fertilizer applications will be performed at optimum temperatures and wind drift negligible. No pesticide/ fertilizer/manure will be applied to landscape areas without the express approval of NIT Andhra.
7. Anti-termite treatment (by imidacloprid 17% SL only) is the part of contract; no additional cost will be paid against it.
8. Watering the whole area of lawns/garden, turfs, flower beds under the contract daily at the rate of 7 to 8 liters per sqm area, uniformly, using all tools and tackles like rubber hose, sprinkler. Water will be made available at watering points.
9. Applying manure (Supply of manure measured separately) by properly diluting and making into thin solution all as per direction of NIT Andhra, once in a month or as directed by NIT Andhra.

10. Maintenance of potted plants both indoors and outdoors available at NIT Andhra as per detailed specification, all including watering daily, changing the location of indoor pots as required or directed, maintenance of pots at all as per specifications and directions of NIT ANDHRA. Jungle clearance activity: Clearing jungle, including uprooting of rank vegetation, grass, brush wood, removal of parthenium weeds and other unwanted plants/tall weeds, at ground level, clearing trees/saplings of girth up to 30 cms measured at a height of 1m above ground level, removal of vegetation in rain water drains of roads, dressing the berm of road side etc. including disposal of rubbish at a distance of 50M, all as per detailed specification and as per instructions of the NIT ANDHRA.
11. Basin preparation, weeding, soil loosening, branches pruning, fertigation & other horticulture practices suggested by NIT ANDHRA.
12. Removal of dry refuse and wet refuse obtained on cutting of lawn, trimming of plants, trees and from other horticultural services should dispose-off far away from campus within 2 to 3 days. NIT Andhra wever, before the refuse is taken out for disposal, the Security Supervisor would need to check it physically in order to ensure that the material being disposed does not contain any useful items.
13. The Bidder has to ensure proper attendance and weekly off of the manpower deployed. The Bidder shall be fully responsible for prevalent labour contract laws for the manpower deployed and ensure that this does not become an excuse in effective daily routine service.
14. It will be the responsibility of the Bidder to arrange a suitable substitute of manpower in time. The Bidder shall provide replacement of personnel, in case of absenteeism, casual/sick leave, etc., so as to ensure full staff at all time. In case of absence/leave by any particular person, the Bidder shall make alternate arrangement immediately, failing which a penalty, which may extend up to wages at double the rates may be deducted per day per person of absence.
15. The Bidder will be required to depute one of its representatives as may be needed to supervise and guide the workers for proper execution of the work as per directions/instructions laid out by of the Estate Section of NIT Andhra nominated by Institute to administer the contract.
16. **Verification of character and antecedents:** The persons deployed for work should not be involved in any police case. Police verification certificate for the persons
17. The bidder shall take note of the availability of the Irrigation System in landscape areas.
18. The condition of operation and maintenance of Quick Coupling valves, hose pipe connector and hose pipe are to reviewed by the bidder.
19. The repair of damages occurring (if any) to Irrigation system during horticultural operation is responsibility of bidder.
20. The bidder shall manage the use of irrigation water in an optimum manner to ensure the healthy growth and maintenance level of the plants, providing a high level of appearance.
21. The bidder shall be responsible for protection of sprinklers, placement of drip lines in their original position after each horticulture operation.

22. In case of, any failure of irrigation systems or low level of water supply or in case irrigation water is for any other reason unavailable, the bidder shall immediately make arrangements for manual watering by water tanker, or by other approved arrangement. All plants shall be maintained in a well-watered and healthy state at all times.

23. The water tankers to be used shall be in good condition and fixed with necessary safety features such as safety blinking lights. Water from water tanker shall be dispensed to the landscapes using an appropriate pump fitted properly with hose and sprinkler shower head approved by NIT ANDHRA. The movement of water tankers on road shall not obstruct the passenger movement.

24. The bidder shall carry out routine works on a daily or regular basis in accordance with the requirements of NIT ANDHRA, the list of works shall include but is not limited to the following.

S. No	AREA	WORK	FREQUENCY	REMARKS
1.	Ornamental trees, shrubs, foliage, hedges, turfs, ground covers climbers and creepers	Weeding	Regular Basis	Frequency may vary as per the climate condition
2.	Landscaped site.	Cleaning	Regularly/as when required	All rubbish e.g. waste paper; plastic etc shall be removed off.
3.	Ornamental trees, shrubs, foliage, hedges, climbers and creepers.	Soil loosening	Weekly basis	Frequency may vary as per the climatic requirement for proper leaching of the necessary inputs.
4.	Turfs	Dethatching / scraping	Annually	As per requirement with the consent of NIT ANDHRA
5.	Ornamental tree, shrubs, foliage, landscaped sites, hedges, climbers, creepers.	Chemical Fertilization	Minimum 2 times / year or accordingly	3.0 kg NPK (12:32:16)/ 100 sqm. in two split.
6.	Semi-mature and mature ornamental trees	Chemical Fertilization	Half yearly	3.0 kg NPK (12:32:16) / 100 sqm. in two split.
7.	Turfs Chemical	Fertilization	8-10 weeks interval	3.0 kg NPK (12:32:16) / 100 sqm. in two split.
8.	Ornamental tree, shrubs, foliage, landscaped sites, hedges, climbers, creepers.	FYM	Minimum 2 times/ year or accordingly	Application rate and time will be as per schedule by NIT ANDHRA
9.	Semi-mature and mature ornamental trees	FYM	Half yearly	Application rate and time will be as per schedule by NIT ANDHRA
10.	Turfs	FYM	Minimum 2 times / year or accordingly	Application rate and time will be as per schedule by NIT ANDHRA
11.	Landscaped sites	Irrigation / Watering	Regular & requirement basis	Watering of all plants has to be done through irrigation system, installed at site.

12.	Ornamental tree, shrubs, foliage, landscaped sites, hedges, climbers, creepers	Irrigation	Regular & requirement basis	Watering of all plants has to be done through irrigation system, installed at site.
13.	Ornamental tree, shrubs, foliage, landscaped sites, hedges, climbers, creepers.	Anti-termite treatment by Imidacloprid 17% SL	As per requirement	Entire site is termite prone area hence frequency may vary to prevent from termite.
14.	Shrubs, foliage, hedges, turfs, climbers and creepers.	Trimming /pruning / training	Regularly.	Frequency may vary as per the climatic condition.
15.	Big trees / palms / foliage plant Medium trees, Small trees	Trimming / Pruning, training and Staking	Regularly.	Should be done by mechanized tools and Tackles.
16.	Big trees/ palms	Basin maintenance	Regularly basis	Should be weed free, clean, well edged all times.
17.	Turf	Mowing	On need basis to maintain the lawn height at 15-40 mm. followed by cleaning of lawn by removing grass clippings. Ensure that no more than 1/3 of the leaf blades are removed per mowing.	Frequency may vary as per the climatic condition. Mowing has to be done by branded mechanized lawn mower. Specialized lawn mower. Specialized lawn mower is to be used for angular mound surfaces. Mower blades will be sharp at all times to provide a quality cut.
18.	Landscaped sites	Washing	Regular basis	Frequency may vary as per the climatic condition
19.	Overgrown vegetation / grass (Jungle cleaning – anywhere in the premises)	Trimming	As and when required	All should be finished by mechanized tools with the written consent of NIT ANDHRA

ELIGIBILITY CRITERIA:

1. Bidder must be a firm/ Proprietor/ company/ Bidder that should be CPWD class II (Horticulture) registered with appropriate authorities on or before 1/4/2016.
2. Bidder must have EPF and ESI* registration with competent authority as on 31/12/2020.
3. Bidder must have Valid Labour license as on 31/12/2020.
4. Bidder must have PAN Card on the name of firm/ proprietor/Company as claimed against Clause 1.
5. The bidder should have ISO Certification as on 31/12/2020.
(Enclose self-attested copies of all of the above certificates)
6. The bidder shall have completed **36 months of experience (with or without overlay)** in gardening and horticulture services of on or before **31.12.2020**
7. The tenderers should have successfully completed the following work in any organization last 3 years on or before **31.12.2020** and one in which applications are invited should be either of the following: -
 - Three Horticulture/Landscape/Gardening works costing not less than the amount equal to Rs.56,00,000/- (Rupees Fifty-six lakhs only).
OR
 - Two Horticulture/Landscape/Gardening completed works costing not less than the amount equal to Rs.72,00,000/- (Rupees Seventy-two lakhs only).
OR
 - One Horticulture/Landscape/Gardening work costing not less than the amount equal to Rs.1,12,00,000/- (Rupees One crore twelve lakhs only).

The following documents must be submitted in supporting the experience claimed.

1. Should submit relevant work order(s), work completion and satisfactory certificates.
2. The Average annual financial turnover during the **last 3 years** ending 31st March 2020 should not be less than **100 Lakhs** and the same has to be certified with Chartered Accountant along with UDIN number. Without UDIN number the document is treated as Invalid.
3. Should submit income tax returns of the assessment years 2018-2019,2019-2020,2020-2021 along with Audited financial statements, Profit and Loss Account, Balance sheets, Form26A and 3CA&3CB of financial years 2017-18, 18-19, 19-20.
4. Each page of the tender document along with all other submitted documents must be duly signed by Authorized signatory with Bidder's signature and seal.

Name and Signature of bidder with seal

PERIOD OF CONTRACT:

The contract shall be initially for a period of **(01) One Year**, subject to satisfactory performance of services and compliance of all terms and conditions of the agreement. The contract is extendable by one more year based on satisfactory performance and as per the norms of Government of India. The Competent Authority may allot the contract in full or a part of such contract to the next firm(s) out of the panel available with it at any time in the event of non-compliance or breach of any terms and conditions of this contract by the awarded Bidder or otherwise, if it is deemed fit to do so in the interest of the Institution, in order to ensure effective supply/supervision of these services by more than one Bidder even after the award of contract.

If the Successful Bidder has an existing contract with NIT Andhra Pradesh, for Operation & Maintenance of Horticulture/ Landscape it shall stand automatically terminated and the new contract will commence.

Signature of the Bidder with stamp

METHOD OF SUBMISSION OF BIDS:

1. The bid documents can be downloaded from the Institute website <http://www.nitandhra.ac.in/main/tender> .
2. The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e.: (a) Part-I Technical bid, (b) Part-II Financial bid.
3. Two separate sealed covers should be specifically super-scribed as **(a) "Technical bid for Annual Maintenance Contract Horticulture/Landscape/Gardening Works at NIT Andhra Pradesh, Tadepalligudem"** and **(b) "Financial bid for Annual Maintenance Contract Horticulture/Landscape/Gardening Works at NIT Andhra Pradesh, Tadepalligudem"**. Both the sealed envelopes (a) and (b) are to be kept in another Master envelope, which should also be sealed and submitted.
4. The Master envelope should be super-scribed with **"Tender for Annual Maintenance Contract Horticulture/Landscape/Gardening Works at NIT Andhra Pradesh, Tadepalligudem"** and shall be addressed to The Tender Box, C/o Director, National Institute of Technology Andhra Pradesh, Beside Chennai - Srikakulam Highway, Near Kondrupolu, Tadepalligudem, West Godavari District, Andhra Pradesh-534101.
5. **Last date for submission of bid documents is 24.06.2021 up to 05:00 P.M.**
6. Bids received after the due date and time shall be summarily rejected.
7. Incomplete bids or bids not submitted in prescribed format are liable for rejection.
8. Institute will not be responsible for postal delay.

EVALUATION PROCEDURE:

1. At the first stage, the Technical Bids shall be opened in the presence of Bidders, who may like to be present on **25.06.2021 at 11.00 A.M.** in **Administrative/ Purchase section** of NIT-Andhra Pradesh, Tadepalligudem.
2. A Committee duly constituted by the Competent Authority would evaluate the technical bids submitted by the Bidders.
3. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions

such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honor the terms and conditions of contract etc. will be deemed to be material deviations.

4. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. Only those Bidders whose technical bids have been found to be substantially responsive would be evaluated.
6. The Financial bids of those Bidders only shall be opened who qualified in the Technical Evaluation. The Institute will award the contract to the Successful Bidder, whose Financial bid is the lowest price bid among all the quoted bids. The decision of the Director, NIT Andhra Pradesh, Tadepalligudem, is final in this regard.
7. The Bidder should quote the monthly Service charge in the Financial bid in figures as well as in words.
8. The validity of the bids shall be for a minimum period of 90 days.
9. Tenders with revised/modified rates/offer after opening of the tenders shall be summarily rejected and the entire Earnest Money Deposit (EMD) submitted with the tender shall be forfeited.
10. The tender is not transferable under any circumstances.
Telegraphic, conditional or incomplete tenders shall not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the Bidder.
11. Institute reserves the right to reject any or all the tenders at any stage or accept them in part or reject the lowest tender without assigning any reason thereof and the decision of the Institute in this respect shall be final.
12. The Institute reserves the right to cancel the tender process at any stage without assigning any reason. For further details, please contact the NIT Andhra Pradesh Administration on 08818-284710.

Name and Signature of bidder with seal

TIE BREAKING PROCEDURE:

In case of a tie in the least quoted price, tie-breaking points shall be given for the following.

S.No	Description	Points
1	No. of years of work experience in Government Higher Educational Institutions (From 26AS must be submitted for the period of Experience claimed)	2 point per each running year
2	No. of years of work experience in Pvt Institutions/Organization. (From 26AS must be submitted for the period of Experience claimed)	0.5 points per each running year
3	Financial turnover of the Firm certified by Auditor with UDIN.	0.5 Point for each crore

Note:

- 1) The contract will be awarded to bidder, who score highest points in the above table.**
- 2) In case of further tie, the bidder will be selected by a coin toss.**

I / we accept all the terms and conditions of the tender notice.

Date:

Place:

Name and Signature of Bidder with Seal

PAYMENT:

The **Payment** will be made every month by 07th of proceeding month after submission of the bills in duplicate in the last working day of previous month with the attendance reports, daily wise job chart of outsourced manpower and upon proof of payment made towards all applicable statutory bodies.

RESOLUTION OF DISPUTES:

In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, NIT Andhra Pradesh, Tadepalligudem, or any other officer nominated by the Director, NIT Andhra Pradesh, Tadepalligudem, for arbitration whose decision shall be final and binding on both the parties. The Agency agrees that the arbitrator could be an employee of the Institute and shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.

TERMINATION OF THE CONTRACT:

The contract may be terminated in any of the following contingencies: -

- a. On giving three months' notice by the Agency **OR**
- b. On the expiry of the contract, without any notice **OR**
- c. On giving one month notice by the Institute, at any time during the tenancy of contract, in case the services rendered by the Agency are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for this services **OR**
- d. On Agency being declared insolvent by the competent Court of Law, without any notice **OR**
- e. On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Agency to any third party or for sub-letting the whole or a part of the contract to any third party, without any notice.

Provided that, during the notice period for termination of the contract, in the situation contemplated above, the Agency shall keep on discharging his duties as before till the expiry of notice period.

In case of termination of contract on the grounds mentioned at **Sr. No (c)** above OR in case the Agency decides to conclude the contract before the expiry of 12 months contract period without giving three months' notice as mentioned at **Sr. No (a)** above, the Agency shall forfeit the Performance guarantee held with the Institute and the Agency shall not have any claim/right against the Institute in satisfaction of this condition.

MANPOWER REQUIREMENT

Bidder intend to carry out the subject work by resorting to engage the minimum workforce as per the following for all the days in a month.

S. No.	Category of personnel	Min. No of Persons per day
1.	Supervisor (Diploma in Horticulture/ Agriculture)	03
2.	Gardeners (Male 50% & Female 50%)	35
TOTAL		38

PENALTY:

For engaging a smaller number of persons specified in tender penalty will be levied.

1. For Supervisor @ Rs. 1500/day
2. For Gardner @ Rs. 1000/day
3. Bidder shall do mortality replacement immediately by procuring plant in case fails the penalty will be imposed as per the Institute norms.
4. If a bidder secures a penalty, 6 times during the contract shall be liable to be cancelled and the firm will be put in to the black list.

Statutory obligations

The Bidder will strictly observe and follow the following statutory regulations/acts as well as any new rules / changes as applicable, during the period of this contract. He shall be solely responsible for failure to fulfil these statutory obligations. The successful bidder shall indemnify / is deemed to have indemnified NIT Andhra against all such liabilities which are likely to arise out of the Contractor's failure to fulfil such statutory obligations. All documents, registers pertaining to this contract shall be maintained meticulously and shall be provided periodically for inspection. The salient features of the statutory regulations/acts are listed below and it is the responsibility of the selected Bidder that these regulations/acts and their amendments from time to time are strictly adhered to in totality. Even if the Bidder appointed for this contract may be exempt from any or all of the following employee-friendly legislation, it is incumbent on all Contractors to cover all their employees / workmen cover by this tender with these cover / benefits.

The Contract Labour (Abolition & Regulations Act, 1970):

The Bidder shall obtain and produce license from the Labour Commissioner's office. They will maintain and submit to us for inspection on demand such records as Muster Roll, Payment Register, Advance Register, Fines Register, etc.

Payment of Wages Act:

It is necessary that the Contractor's employees are paid their wages payable for one month of working by 7th of the succeeding calendar month. The Bidder will receive payment from us only after you have disbursed in full the wages payable to his employees. The wages shall be distributed in our premises and one of the representatives from the NIT Andhra will be nominated to witness the disbursement of the wages, and sign the disbursement report.

Provident Fund Act:

The contracts shall cover their employees under the Provident Fund Scheme. The premia shall be paid as per existing rule partly deducted from their employees and the balance shall be from contribution from the successful bidder, proof of such payment shall be submitted (including employee's and employer's contribution) every month as provided under Section 12 of the Act and Employer's contribution will be restricted to Rs.15000/- (Basic + VDA) as a maximum ceiling.

Employees State Insurance Scheme:

The contract shall cover all your employees under Employees State Insurance Scheme as provided for under the relevant rules and shall remit the premium without default.

Minimum Wages Act:

The bidder shall pay well above the minimum wages as per recent central wages to each of their employees. Such rates shall be the rate implied or agreed between NIT Andhra and the Contractor.

Workmen's Compensation (ELI):

All employees/ workers shall be covered for injury / death under Workmen's Compensation Act 1923 by an Employer's Liability Insurance in the name of the Bidder to cover all employed by the Bidder in NIT Andhra. ELI premia is of the order of 3% on salary + DA subject to a maximum salary of Rs. 4,000.00

Payment of Bonus Act, 1965:

Bonus shall be paid to all employees who have worked for a minimum of 30 days in the relevant accounting year shall be paid bonus. Bonus will be limited to 8.33% of total salary earned in the relevant accounting year or Rs. 7000/- whichever is less. Bonus shall be paid very year one week before Diwali.

Andhra Pradesh Labour Welfare Fund Act 1987.**COMMENCEMENT OF WORK:**

The Successful Bidder should start the work with effect from the date of commencement of Agreement by mutual consent. In case, it is found that the work has not been taken up from the date of commencement of Agreement, the NIT Andhra Pradesh, Tadepalligudem, at its sole discretion may cancel the work order and the Performance guarantee shall be forfeited without any further reference to the Bidder. Further, the work order will be awarded to next least quoted bidder with the same terms and conditions.

DISCLAIMER:

Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.

NIT-Andhra Pradesh not their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for the NIT-Andhra Pradesh to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tenders Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender Schedule and obtain independence advice from appropriate sources.

The Registrar, NIT-Andhra Pradesh reserves the right to change any or all of the provisions of this request for Proposal. Such changes would be intimated to all parties procuring this request for Proposal.

The Registrar, NIT-Andhra Pradesh reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.

JURISDICTION:

The Court of Tadepalligudem alone will have jurisdiction to try any matter/dispute or reference between the parties arising out of this agreement/contract

Signature of the Bidder with stamp

PART-A (TECHNICAL BID)

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mention point-wise confirmation with regard to technical specifications given in our Enquiry.

S No.	Particulars	Details
1	Bidder's name	
2	Registered Office and address	
3	Working Place of the office	
4	Year of Establishment	
5	Type of Firm (Ownership, Partnership, Pvt Ltd or Ltd Co.	
6	Details of ownership (Name and Address of the Board of Director, Partners etc.,)	
7	Name of the authorized signatory who is authorized to sign all the relevant documents (power of attorney, if any to be submitted)	
8	Registration Numbers:	
	Firm Registration No.	
	Service Tax No.	
	GST No.	
	EPF No.	
	ESI No.	
	Labour License No.	
	Any other registration which is mandatory for such agencies stipulated by Concerned authorities:	
9	Latest ISO certified company	YES/NO
10	PAN Number	
11	Total Annual Turnover for last three years	2018-19: Rs 2019-20: Rs 2020-21: Rs
12	Whether Agency has been blacklisted by any Govt or Semi-Govt. organization or any other organization? If yes, provide details	YES/NO
13	DD Number, Amount and Date of EMD submitted	
14	Bank Particulars	
	Account name	
	Type of A/C: (SB/CA/CC)	
	A/C No.	
	IFS code	
	Name of the Bank	
	Branch	

Enclose all certificates in support of the above statements.

Date: Authorized Signatory
Name:
Place: Designation:
Company:
Contact No:
Company Seal:

Annexure-II

EXPERIENCE DETAILS

S. No.	Year	Name of the Client	Order No. & Date	Contract value per year	No. of personnel deployed
01					
02					
03					
04					
05					

Note: Supporting documents are to be attached along with the **Annexure-V**

Date: Authorized Signatory
Name:
Place: Designation:
Company:
Contact No:
Company Seal:

DECLARATION

(To be provided on letter head of the Bidder and submit along with technical bid)

I / We _____ do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State Board Universities, since inception of the firm / company.

All the terms and conditions given in the tender draft with **File No: NIT/ANDHRA/ESTATE/APRIL/HORTICULTURE-AMC/2021-2022/04 Date: 02.06.2021** "**For Annual Maintenance Contract for Providing Horticulture/ Landscape /Gardening Works**" issued by the NIT Andhra Pradesh, Tadepalligudem, are acceptable to us.

We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (NIT Andhra Pradesh, Tadepalligudem) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No:

Company Seal:

CHECKLIST

(The Bidder may use the checklist below, to ensure that the tender submitted is complete in all respects)

S. No	Particulars	Yes	No
1	Copy of original tender draft downloaded from the NIT Andhra Pradesh website.		
2	Crossed Demand Draft from National Bank towards Tender Processing Fee		
3	Crossed Demand Draft from National Bank towards EMD		
4	Copy of firm registration		
5	Copy of Service Tax certificate		
6	Copy of GST registration		
7	Copy of EPF registration		
8	Copy of ESI registration		
9	Copy of Valid labour License		
10	Copy of PAN card		
11	Copy of Latest ISO Certification		
12	Copy of relevant work order(s)		
13	Copy of work completion certificate(s)		
14	Copy of Work satisfactory certificate(s)		
15	Copy of Financial turnover certificate issued from Chartered Accountant with UDIN on his letter head.		
16	Copies of Income Tax Saral form>Returns along with Audited financial statements, Profit and Loss Account, Balance sheets, Form 26AS and 3CA&3CB for last 3 years subjected to financial statement submitted to firm/proprietary/company.		
17	Declaration in the format given by the Institute		
18	Financial bid cover		
19	Form 26 AS must be submitted for the period of experience claimed (for each year of work done).		

Note: All the pages of the original bid document along with other hard copies should be serially numbered and attested by the Bidder.

Signature of the Bidder with stamp

PART-B (PRICE BID)

Name of the work: For Annual Maintenance Contract for Providing Horticulture/ Landscape / Gardening works at NIT- Andhra Pradesh, Tadepalligudem.

S.NO	Description	Rate in Rs. Per month (in Figures)																									
1	Operation&Maintenance Horticulture/Landscape/Gardening Works at NIT Andhra Pradesh, Tadepalligudem Charges towards Rendering Annual Maintenance services as mentioned below: <table border="1" data-bbox="365 680 1142 1043"><thead><tr><th>S.No</th><th>Description of items</th><th>Units</th><th>Qty</th></tr></thead><tbody><tr><td>1</td><td>Turf Grass (Korean)</td><td>Sq.mt</td><td>8,150</td></tr><tr><td>2</td><td>Lawn Grass (Dibbling)</td><td>Sq.mt</td><td>25,100</td></tr><tr><td>3</td><td>Shrubs/Hedge/Plantation</td><td>No's</td><td>42,815</td></tr><tr><td>4</td><td>Avenue Tree Plantation</td><td>No's</td><td>4,952</td></tr><tr><td>5</td><td>Pots with Plants</td><td>No's</td><td>500</td></tr></tbody></table> <p>Total quantity may varies as $\pm 10\%$</p>	S.No	Description of items	Units	Qty	1	Turf Grass (Korean)	Sq.mt	8,150	2	Lawn Grass (Dibbling)	Sq.mt	25,100	3	Shrubs/Hedge/Plantation	No's	42,815	4	Avenue Tree Plantation	No's	4,952	5	Pots with Plants	No's	500		
S.No	Description of items	Units	Qty																								
1	Turf Grass (Korean)	Sq.mt	8,150																								
2	Lawn Grass (Dibbling)	Sq.mt	25,100																								
3	Shrubs/Hedge/Plantation	No's	42,815																								
4	Avenue Tree Plantation	No's	4,952																								
5	Pots with Plants	No's	500																								

Offered Price (in words): Rupees _____ only. **(Inclusive of all taxes)**

NOTE:

- a. **TDS & TDS on GST** as per applicability shall be deducted monthly from the gross billed amount to be paid to the contractor.
- b. The contract shall be awarded to the bidder whose monthly quoted charge is lowest among all the submitted bidders.
- c. If further tie between firm/Agencies/company the L1 will be finalized by Coin Toss.

Signature of the Authorized Signatory

Name:

Designation:

Address:

Tel./Mobile No.:

E-mail ID:

Date:

Seal of the Firm: