



भाकृअनुप-राष्ट्रीय उच्च सुरक्षा पशुरोग संस्थान  
ICAR-National Institute of High Security Animal Diseases

(एवियन इन्फ्लूएंजा ओ.आई.ई. संदर्भ प्रयोगशाला)  
(OIE Reference Laboratory for Avian Influenza)

आनंद नगर, भोपाल - ४६२०२२ (म.प्र.), भारत  
Anand Nagar, Bhopal - 462022 (M.P.), India



EPABX Tel. No. 0755-2757542, 2750647, FAX: 0755-2758842, Website: www.nihsad.nic.in

F. No. 9-280/16-17/NIHSAD (P&S)

Dated: - 30.12.2016

**TENDER NOTICE**

Director, ICAR-NIHSAD, Bhopal, on behalf of the Secretary, ICAR New Delhi, invites sealed tenders (in two bids) from the reputed/registered firms/agencies having experience in the concerned field of work in respect of day-to-day maintenance of following works on **work contract basis**.

Brief Nature of job work*	Expected Nos. of Services/work points	Bid Security (EMD)	Tender Cost
Annual Maintenance Contract for Horticulture Work	-	Rs. 50, 000/-	Rs. 1, 000/-

The tender document along with all terms and conditions may be downloaded from NIHSAD website [www.nihsad.nic.in](http://www.nihsad.nic.in) and submitted alongwith DD amounting to Rs. 1, 000/- (Tender cost) apart from **EMD of Rs. 50, 000/-** in favour of **ICAR Unit, NIHSAD, Bhopal**. No Tender form will be sold/issued by office of NIHSAD. The schedule of Tender will be as follows: -

Downloading of Tender Forms	31.12.2016 to 20.01.2017
<b>Pre bid Conference</b>	<b>06.01.2017 at 11:00 AM</b>
Last date of submission of filled in tenders	<b>21.01.2017 up to 11:00 AM</b>
Opening date of tenders (Technical)	21.01.2017 at 11:30 AM

The contractor/firm/agency should be registered with EPF, ESI & Service Tax Deptt., having PAN, etc.. They should have at least two years of experience in similar nature of work with annual turnover of not less than **Rs. 10 Lakhs** per year for two financial years. Documentary evidence need to be submitted. The tenderer is required to furnish EMD in the form of Demand Draft/FDR/Banker's Cheque drawn on any Nationalized Bank in favour of ICAR Unit NIHSAD, Bhopal as indicated above. Cheques except Banker's cheque will not be accepted. The tenders should be sent in a sealed cover super-scribing 'Tender for annual maintenance contract for "**Horticulture Work**" due on "**21.01.2017**". Contractor may also drop their tenders in the tender box kept in NIHSAD Office in person or may send by Speed Post so that it may reach timely. Bids received after the due date and time will be rejected.

Bids/Tenders received without prescribed EMD and/or after the specified date & time will not be considered in any case. The tender is to be submitted in two separate sealed envelopes labeled as (A) Technical – Bid (Envelop No. 1) & (B) Price – Bid (Envelop No. 2). The bidders may visit various areas in NIHSAD campus to assess the actual quantum of works involved before submitting the tender, if they wish so.

NIHSAD, takes no responsibility for delay, loss, non-receipt of the tender documents sent by post and the Director reserves the right to accept or reject any of the tenders or all the tenders without assigning any reasons thereof.

In the event of holiday or on account of any reason, the tender shall be opened on the next working day at the prescribed time. The quantity of the tendered items may vary increase or decrease at the sole discretion of the Director.

This Tender document contains **19** pages.

(S. K. Gupta)  
Sr. Adm. Officer



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Dated: 30.12.2016

To

As per list Enclosed

Sub: - Invitation of Tender (in two bids) for the Horticultural work on work contract basis – reg.

Dear Sir,

Director, ICAR-NIHSAD, Bhopal, on behalf of the Secretary, ICAR New Delhi, invites sealed tenders (in two bids) are invited from the reputed/registered firms/agencies having experience in the concerned field of work in respect of day-to-day maintenance of following works on **work contract basis**.

**Work Contract for Horticulture works.**

1. The conditions of the contract which will govern the requirements are stated in the attached schedule.

A). **Essential:** -

- Annual turnover shall not be less than Rs. 10 Lakhs per year for two financial years in similar nature of works.
- Proof of experience for 2 years in similar nature (Farm/Field/Horticulture etc.) of works
- Should be registered with EPF, ESI & Service Tax Deptt.

B). **Desirable:** -

- Having good experience in landscaping/horticulture/maintenance of lawns/nurseries/Farm/Field etc. in Govt. Sector/Public Sector etc.
- The bid security money as mentioned in the separate quotation sheet of the aforesaid items/works must be deposited in the form of 'Demand Draft/FDR/Bank Guarantee' in favour of the "ICAR" UNIT NIHSAD, BHOPAL". The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the D.D./FDR/Banker's Cheque number and date failing which the quotation will not be considered.
- The firm is being permitted to tender/quotation in consideration of the stipulations on his part that after submitting his tender, he will not back out from his offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulations, the tender will not be accepted and the amount of bid security will be refunded to him after he has applied for the same in the manner prescribed by the Institute.
- The Schedule of the tender form along with Annexure-I should be returned intact and **pages should not be detached**. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Quoting firm. In such cases reference to the additional pages must be made in tender form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter alongwith full justification. This tender document contains total of **19** pages.
- The tender is liable to be ignored if complete information as required is not given or if the particulars asked for in the schedules to the tender are not fully filled in a Individual signing the tender or other documents connected with the contract may specify whether he signs it in the capacity of (i) sole proprietor of the agency or constituted attorney of such sole proprietor. Or (ii) as a partner of firm if it be a partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney, or (iii) constituted attorney of the firm if it is a company.

Contd..2.

6. In case of partnership firms where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm. A person signing on the tender form or other documents forming part of the contract on behalf of another shall be deemed to warrant that his authority to bind himself/ herself and if, on inquiry it appears the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure, if any, should be signed by the quoting firm(s) in ink/ball point pen.
7. All tenders should be sent by Registered Post or should be delivered by hand putting in the tender box kept at this office in the purchase section, National Institute of High Security Animal Diseases, Anand Nagar, Bhopal – 462021 **not later than 11.00 A.M on 21.01.2017.**
8. You are at liberty to be present or authorize a representative to be present at the time of opening of tender/Quotation (technical bid) on **21.01.2017 at 11.30 am Hrs.** The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in your tender. Please also state the name and address of your permanent representative, if any.
9. The Institute does not pledge itself to accept the lowest tender and also reserves to itself the right of accepting the whole or any part of the tender or portion of the tender.
10. Lowest rates for complete works will be preferred following the guidelines for minimum wages act, if found workable & reasonable.
11. In case at par rates are quoted by more than one firm, the firm having more experience in the Central Govt. State Govt./ Autonomous organizations Private etc. & having large infrastructure/facilities may be given preference or on the sole discretion of the Competent Authority/NIHSAD.
12. After awarding the job on service contract basis and on observing all codal formalities, the agency should enter into an agreement with NIHSAD on non-Judicial stamp paper worth Rs. 500/- as prescribed by ICAR (NIHSAD).
13. **Earnest Money Deposit:**  
Bidders are required to deposit Demand Draft/FDR/Banker's Cheque of **Rs. 50, 000/- (Rupees Fifty Thousand only)** in favour of **ICAR Unit, NIHSAD, Bhopal**, as Earnest Money Deposit (EMD) along with tender document for this work. EMD will be returned to the unsuccessful bidders after award of the contract. No interest shall be payable by NIHSAD on EMD/Performance Security. Failure to execute the work on award of contract will lead to forfeiture of EMD. Further, on award of the contract, a security deposit of an amount equivalent to 10% of the total annual contract value in the form of Demand Draft/FDR/Bank Guarantee from Nationalized Bank shall be deposited with NIHSAD as security deposit which shall be refunded within three month from the date of successful completion of the contract. After depositing the amount of this security deposit, the EMD amount would be released to the successful tenderer. In the event of the contractor failing to comply with any provision of the contract, the security deposit shall stand forfeited. After awarding the contract the EMD of the other tenderers will be returned.
14. The contractor or representative shall have to be in regular touch at least once in a week either with Sr. Adm. Officer or concerned In-Charge/Officer for any suggestion/requirements.

15. In case the contractor fails to provide services as per agreed terms & conditions specified in tender documents after being declared most eligible to the contract, the EMD will be forfeited. Moreover, if the contractor is unable to provide the services after award of job, the performance security will be forfeited. Further, if the contractor fails to provide satisfactory services i.e. up to the satisfaction of the officer-in-charge/competent Authority, a penalty on pro-rata basis subject to maximum 10% of the total contract value may be deducted from the bill or/and performance security may also be forfeited.
16. Contractor will submit monthly bills supported with check list and log sheets Registers etc. to NIHSAD with the documents showing fulfillment of labour laws etc. like copy of EPF, ESI, Service Tax challan, ECR and proof of payment of wages to the employees deployed at NIHSAD through cheque/e-payment will make payment to the contractor preferably within a month after e-payment receipt of the bills after deduction of applicable taxes etc. However the contractor/agency shall make payment of wages to its personnel before 7<sup>th</sup> of every month.
17. Bid Security / Earnest money  
Bidder has to furnish **Bid Security /Earnest money worth Rs. 50, 000/- (Fifty Thousand Only)** along with the bid in shape of demand draft/FDR/Bank Guarantee in favour of ICAR unit NIHSAD, Bhopal. After award of AMC the successful bidder has to deposit 10% performance security with agreement before starting the work.
18. Director reserves all rights for award/cancellation of the AMC order etc without any reason any time.

**Other Conditions: -**

- A. The wages shall not be less than the minimum wages prescribed as per Labour Laws under existing rules and regulations of state/Central govt. whichever is higher.
- B. ESI facility/EPF shall be provided to each employee deployed for the job at NIHSAD as per the government/ICAR regulations.
- C. All the liabilities arising out of the contract under the Contract Labour Act in respect to the persons engaged shall be the sole responsibility of the contractor.
- D. In case of any accident etc. contractor will be solely liable & Institute will not bear any responsibility/loss/ completion etc.
- E. Rate for 2nd/3rd year may also be quoted (% increase on Lumpsum amount basis).

**Yours Sincerely,**

**(S. K. Gupta)**

**Sr. Adm. Officer**

**NIHSAD, Bhopal**

**Telephone No.: 0755-2754674, 2754672**

**Fax No.: 0755-2758842**

**For & on behalf of the Director, NIHSAD, Bhopal**

**GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE CONTRACT FOR HORTICULTURE WORK**

1. The tenderers are required to submit documents as per the check list enclosed along with tender Documents.
2. Period for carrying out the work will be initially for a period of one year with initial trial period of three months depending on the performance (which can be extended further if the work is found satisfactory). Unless terminated earlier at the option of NIHSAD or on happening of any of the circumstances as herein mentioned or indicated below.

1.	If NIHSAD terminates the contract for any reason whatsoever on giving at least two calendar month's written notice
2.	If the contractor fails or neglects to render the said service or any of them to the satisfaction of NIHSAD or if the contractor commits breach of any of its obligations hereunder and/ or.
3.	If the business of the contractor is wound up, dissolved or if any receiver is appointed or attachment is levied in respect of any of its properties and assets.

3. Tenders (in two bids) should be submitted in double, sealed covers, superscribed with name of work and item no. and time of opening (written both on the inner and outer envelopes). The last date of the receipt of the Tender will be 11.00 am on 21.01.2017 and it will be opened at 11.30 am on in the presence of tenderers, if any. Tenders should be dropped in the tender box before closing date & time indicated. In case tenders are sent by post, these should be addressed to Director, NIHSAD, ANAND NAGAR, Bhopal – 462021. Tenderers are to ensure that they post/ dispatch the tender well in advance so as to reach before the closing time and the date indicated. This Institute will not be responsible for any postal delay.
4. The Earnest Money deposit as per details available on para 1 above, may be deposited through demand draft/FDR/Banker's Cheque in favour of ICAR Unit, NIHSAD, Bhopal should accompany with the tender. Tenders received without earnest money deposit will be invalid.
5. The NIHSAD, Bhopal does not bind itself to accept the lowest or any tender and reserves the right of accepting to whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
6. Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.
7. The contractor shall declare in writing if he is related to any officer of the NIHSAD, Bhopal with details of relationship thereof along with the Tender.

8. Tenders submitted shall remain valid for 120 days from the date of opening.
9. The tenderer should write rates both in figures and in words.
10. Before tendering, the tenderer may inspect the site to fully acquaint himself about the condition in regard to nature of work required to be performed/executed, if they desire to do so.
11. Earnest Money/Security Deposit will be forfeited if the contractor fails to commence the work as per letter of award.
12. **Contractor should quote his/her rate of service charges in percentage separately in financial bid in the Table enclosed with the Tender.**
13. Except writing rates, the tenderer should not write any conditions or make any changes, additions, alterations and modification in the printed form of tenders.
14. SECURITY DEPOSIT: Security deposit shall be 10% of Total value which will be deposited by the contractor at the time of award of work through Demand draft/FDR/Banker's Cheque in favour of ICAR Unit, NIHSAD, Bhopal.
15. The Earnest money deposit of the successful tenderer will form part of the security deposit till the performance Security is deposited by the Contractor.
16. Tenders which do not fulfill all or any of the above conditions or incomplete in any respect are liable to rejection.
17. The Director, NIHSAD, Bhopal reserves the right to accept or reject any tender without assigning any reasons.
18. Incomplete or vague tenders will be rejected. There should be no cutting/overwriting. The cuttings if any should be duly attested. Unattested/ amended/ overwritten figures will not be considered and the tender may be treated as invalid.
19. The successful Tenderers will have to sign the agreement on Non-judicial Stamp Paper of Rs. 500/- and submit it within 07 days from the date of the receipt of the letter of acceptance of the tender. Also, if he does not start the work as per work order, the EMD/Security Deposit is liable to forfeiture.
20. The contractor shall submit the monthly bill by 1<sup>st</sup> day of next month duly supported with documents for payment of ESI contribution, EPF & Service Tax to the respective authorities and the institute will make payment through NEFT transfer in favour of the agency.

21. The contractor shall not sublet this contract or any part thereof to any other party.
22. The Contractor shall deploy only the Adult workers. Engagement of child labour may lead to termination of the Contract. The engaged worker should be within the age group of 21 to 58 years.
23. The workers deployed by the contractor will have to work for 8 hours each day from Monday to Saturday.
24. In case integrity, character and behavior of any of the contractor's laborers is found doubtful, he should be replaced by contractor on receiving instructions from the authorized officer.
25. The contractor shall be fully responsible for the work allotted to him and shall not indulge in any activity other than doing specified job allotted to him. In case of any loss/ damage to institute property or its interest the Director will impose sufficient penalty for the same.
26. The contractor and his deputed manpower will be bound by security regulations of NIHSAD.
27. Any compensation for disengagement on account of death, disability of any labourer(s) provided for deployment in the NIHSAD, campus, even if such disability manifests after the termination of the contract shall be contractor's exclusive liability.
28. In case of irregularity or unsatisfactory performance NIHSAD, Bhopal will be at liberty to terminate contract even before the expiry of the stipulated time under the contract by issue of 60 days notice thereof.
29. Contractor should classify their labourer/workers category wise i.e. unskilled/semiskilled/skilled/highly skilled and **should follow the pay of minimum wages fixed by M.P. State or Central Government whichever is higher.**
30. **The amount of job/service contract will remain fixed for a period of one year. The contractor has to quote the rates keeping in view the expected increase in wages during the contract period (once in April and October as notified by the ministry of labour Govt. of India/State Govt)..**
31. The decision of the Director, NIHSAD, Bhopal regarding any disputes whatsoever arising out of the contract will be final. However, any dispute arising on the decision of Director, the same is to be referred to the Arbitrator to be appointed by the DG, ICAR, and the award of Arbitrator shall be final and binding on both the positions.
32. The Contractor or representative shall have to be in regular touch with Sr. Adm. Officer or with concerned in-charge for any suggestions.

**SPECIAL INSTRUCTIONS & CONDITIONS**

1. The contractor shall be responsible for discharge of all the legal obligations & statutory requirements under various Labour legislations as may be in force from time to time so far as the workmen engaged by the contractor are concerned.
2. **After inspection of office premises and considering quantum of work, the contractor will have to deploy trained workers/ malies with one supervisor for carrying out the assigned responsibilities.**
3. The contractor will ensure that the workers provided by him are well behaved.
4. No employee will be replaced/changed with out the consent/intimation of the NIHSAD Authority.
5. The supervisor deployed by the contractor will be responsible for providing special care to the area earmarked for Horticulture work at NIHSAD, Bhopal.
6. The contractor shall be required to maintain various registers etc. as per the labour laws of all workers deployed during the contract period.
7. Notwithstanding anything contained here in above, either party during the period of contract reserves the right to terminate this agreement by giving notice of two months in advance.
8. The NIHSAD will not be responsible for any injury/ death or any kind of loss to the workers during the execution of Horticultural works.
9. The contractor shall be responsible for the financial liability on a/c of his workers/employees and shall implement all labour laws and fulfill other statutory requirements while carrying out the works.
10. Verification of the antecedents of workers are to be done by the contractors and should submit to the office before commencement of works.
11. The bill shall be submitted in triplicate duly pre-receipted on a revenue stamp in favour of Director, NIHSAD, and Bhopal by first day of the every month after completion of the work satisfactorily, along with copies of proof of wages payments to the engaged workers, ESI, EPF, ECRs & Service Tax challan etc. for releasing the payment.

This work shall be **Lump sum contract for maintenance of horticultural works** to be carried out as per details listed on page 9 & 10.



**PENALTY CLAUSE/LIQUIDATED DAMAGES CLAUSE**

1. **In case of deficiency of services, pro-rata deduction of amount on the services not provided will be made in addition to 10% penalty would be charged after giving due hearing to the contractors explanation by the Director of the Institute.**
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

**RISK CLAUSE:-**

The Agreement of contract can be terminated with two months notice from either side on the technical issues beyond logical solutions. However, in case of Service Provider/Contractor issuing notice, the expenses incurring due to such breach shall be recovered from the security deposit.

The decision of the Director, NIHSAD, Bhopal (competent authority in the Institute).....shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

**Scope of work**

THE DETAILS OF THE HORTICULTURAL WORK TO BE CARRIED OUT AT NIHSAD (institute premises and residential campus).

Manpower to be offered - Supervisor - One  
 Trained malies - ..... (for Office side & Residential campus side)  
 Workers/Labourers - ..... (to be deployed at atleast 10 points amongst those detailed below)

Sl No.	Item	Quantity or area of work (approx.)
1	Providing and sprinkling of water (as detailed below) through tankers of 5000 litre capacity based on need to maintain green belt throughout the year	1400 tankers per annum (approx.)
2	Watering, caring and maintenance of Lawn including replacement of damaged areas for Carpet Grass lawns	
2a	Inside Director's Bungalow premises.	255 Sq. m
2b	In front of Guest House circular area –	36 Sq. m
2c	In front of Administrative Block at two locations	806 Sq. m
2d	At entrance to laboratory	12 Sq. m
3	Watering, caring and maintenance of Lawn including replacement of damaged areas for Duba/ Calcutta Grass	
3a	In front of Administrative Block up to Nala Area	963 Sq. m
3b	Behind punching/check post (in between check post and lab building)	924.60 sq m
3c	In front of SPF building	9.46 sq m
3d	In front of EM unit	146sq m
3e	Children's park in colony	1350 Sq. m.
3f	Around BSL-2 lab	1000 Sq. m
4	Watering, caring and maintenance of planted trees & shrubs/ hedges on either side of roads in residential and laboratory campuses including replacement of damaged plant.	(450 RM + 1010 RM) = 1460 RM
5	Watering, caring and maintenance of pot plants (daily) and painting of pots (twice a year- 1 <sup>st</sup> weeks of August and January)	130 no.
6	Planting of good quality seasonal flowers plants and their watering, care and maintenance in laboratory and residential colony premises. Names of seasonal plants should be mentioned in the tender quote.	315 Sq. m
7	Watering, caring and maintenance of planted rose and flower beds, including replacement of damaged plants in laboratory and residential colony premises	295 sq m
8	Cutting & cleaning of grass, weeds, bushes etc up to 6 feet on either side of tar road on laboratory and residential colony premises to maintain it in good condition – once in 15 days during rainy season (1st July to 31st October) and once in a month for the rest of the year.	(1507 + 513) = 2020 RM

9	Watering, caring, and maintenance of planted root shoot Hybrid trees in Lab & Colony side.	Teak–1164 Nos. Guava–55 Nos. Mango–190 nos. Awala–1604 Nos. <b>Total–3013 Nos.</b>
10	Cutting/ cleaning and removal of weeds, grasses, bushes etc. in between planted root shoot hybrid trees (3013 numbers) in lab & colony side – To be carried out at monthly interval	Within 45 acre land
11	Providing & application of agricultural soil mixed with farmyard manure in 3:1 ratio for lawn, pots, flowerbeds, root shoot hybrid trees, etc. The soil and manure should be supplied <i>in toto</i> in the month of April.	Total quantity for the year (a) Agricultural soil – 3600 cu ft. (b) Farmyard manure – 1200 cu ft.
12	Supply of uniform, shoes and gum boot to labourers	All workers should be supplied with 2 sets of Uniform, one pair of shoes and one pair of gum boot each.

**Note:**

- **The Contractor has to mention the manpower to be offered to carry out the above mentioned works [One Supervisor, Malies (for Office side & Residential campus side) and workers (to be deployed at atleast 10 points amongst those detailed above).**
- **The contractor has to quote the rates keeping in view the expected increase in wages during the contract period.**
- **All the necessary gardening tools such as rubber hose pipe, lawn mower, sprinklers; fertilizers/manure/pesticides, water, uniform, shoes, gumboot, etc. shall be provided by the contractor. Watering should not be done directly using wide bored hoses through motor tankers.**
- **The break-up rates quoted in different items under the scope of work shall be inclusive of all above.**

I have gone through the terms & conditions given in the tender document enclosed herewith and the same are acceptable to me.

Sl No.	DD IN FAVOUR OF	D.D. NO. DATE	ISSUING BANK	AMOUNT

NAME OF FIRM	
POSTAL ADDRESS	
TELEPHONE NO.	OFFICE.....RESIDENCE ..... MOBILE .....

DATE:

**SIGNATURE OF CONTRACTOR**

Contd...11

**TENDER FOR ANNUAL CONTRACT FOR HORTICULTURE WORK AT NATIONAL INSTITUTE OF HIGH SECURITY ANIMAL DISEASES, ANAND NAGAR HATHAI KHEDA ROAD ANAND NAGAR BHOPAL – 462021 (M.P)**

Full name and address of the tenderer in addition to Post Box No. If any, should be quoted in all communication to this office	
Telephone No. & Telegraphic Address	

To

**The Director,**  
ICAR-National Institute of High Security Animal Diseases,  
Anand Nagar, Bhopal – 462021. (M.P.)

Sir,

I/We have read all the particulars regarding the General information and other terms and conditions of the tender form & contract for **HORTICULTURE WORK AT NIHSAD, ANAND NAGAR, BHOPAL – 462021 (M.P.)** and agree to abide by all the Terms & conditions of the Contract and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in this tender and I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

- a. I have gone through the terms & conditions for the contract and shall provide the services strictly in accordance with these requirements.
- b. The following pages have been added to form part of this tender.

Yours faithfully,

**Signature of the tenderer with date and seal**

I/We agree to hold this offer open till 120 days

Date .....

Address .....

.....

Signature of Witness.....

Address .....

Contd..12..

- a. Name of Tenderer :
- b. Address :
- c. Telephone No. & Telegraphic Address :
- d. Business in which tenderer already engaged :
- e. Experience of working :
- f. Registration No with Labour Department/  
other Government Bodies
- g. Income-Tax Certificate (please enclose  
separate sheet for detailed information) :
- h. Any othe licenses held by tenderer :
- i. Details of other contract for which tenderer :  
has already signed the agreement valid  
during next 12 months
- j. Reference (Two) : (1)  
(2)

Signature of Tenderer

Name:  
(with seal)

Place:  
Date:

**CHECK LIST (TECHNICAL BID)**  
**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

<b>Sr. No.</b>	<b>Description of requirement</b>	<b>Yes/No</b>	<b>Page No.</b>
1.	The firm is registered with the Contract Labour (Regulation & abolition) Act, 1970 & 1971 issued by Govt. of India Ministry of Labour Employment, Office of the Asstt. Labour Commissioner (Central) and its validity date.		
2.	Registration certificate of provident fund commissioner enclosed PF registration code allotted by the Regional Provident Fund Commissioner, Govt. of Madhya Pradesh		
3.	Copy of Registration certificate/allotment of service tax number		
4.	Copy of PAN from Income Tax Department		
5.	Registration certificate of ESI enclosed		
6.	Proforma containing details of other organization where such contracts were/are undertaken (attach supportive documents)		
7.	EMD Rs. 50, 000/- only		
8.	Price Bid proforma completed & sealed in separate envelope		
9.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.		
10.	Office address in, Bhopal		
11.	Proof of two years experience in landscaping, horticulture, Field, Farm, maintenance of lawns/nursery etc. (attach supportive documents)		
12.	Documentary evidence for annual turnover not less than Rs. 10.00 Lakhs per year in similar nature (Farm, Field, Horticulture etc ) of works for two financial years.		

Declaration by the Tenderer:

This is to certify that I/We signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself ourselves to abide by them.

**Signature of Tenderer with seal & Date**

**Note: -** Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected.

**Contd...14**

**Check List**  
**तकनीकी बिड हेतु**

क्रमांक	विवरण	हाँ/नहीं	पृष्ठ
1	फर्म श्रम नियमों के तहत पंजीकृत है।		
2	फर्म प्रोविडेंड फंड प्राधिकरण द्वारा पंजीकृत है तथा प्रमाण पत्र/पंजीकरण कोड जो कि फर्म के नाम जारी है निविदा प्रपत्र के साथ संलग्न है।		
3	सर्विस टैक्स नंबर/पंजीकरण प्रमाण पत्र की प्रति संलग्न है।		
4	आयकर विभाग द्वारा जारी पैन नंबर की प्रति संलग्न है।		
5	ESI रजिस्ट्रेशन पंजीकरण की प्रति संलग्न है।		
6	अन्य संस्थान/उपक्रम इत्यादि जहाँ फर्म द्वारा इस प्रकार का ठेका कार्य किया जा रहा है की प्रति संलग्न है।		
7	धरोहर राशि (EMD) रु. 50,000/- ठेके के अनुरूप संलग्न है।		
8	ठेका मूल्य विवरणी (Price Bid) अलग लिफाफे में पूर्ण रूप से बंद करके रखा गया है।		
9	निविदा प्रपत्र की नियम और शर्तें स्वीकार हैं तथा निविदा प्रपत्र के सभी पृष्ठ ठेकेदार द्वारा फर्म की मुहर सहित हस्ताक्षरित है।		
10	फर्म का भोपाल स्थित कार्यालय का पूर्ण पता संलग्न है।		
11	अन्य संस्थान/उपक्रम इत्यादि जहाँ फर्म द्वारा इस प्रकार का कार्य किया है कि प्रति 2 वर्ष की संलग्न है।		
12	दस लाख का प्रतिवर्ष turnover संबंधित कार्य(फार्म/फील्ड/बागवानी इत्यादि) हेतु संलग्न है या नहीं। (2 वर्ष की)		

**ठेकेदार द्वारा जारी वचन**

यह वचन दिया जाता है कि मैंने निविदा की सभी नियम व शर्तों को समझ लिया है तथा सभी नियम व शर्तें मान्य है।

दिनांक:-.....

ठेकेदार के हस्ताक्षर एवं नाम मुहर सहित

**नोट:-**

- 1- उपरोक्त जाँच सूची हेतु सभी दस्तावेज संलग्न होने चाहिए तथा किसी भी उपरोक्त जाँच सूची सम्बंधी दस्तावेज संलग्न न होने पर निविदा निरस्त हो सकती है।
- 2- उपरोक्त जाँच सूची (हिन्दी भाषी) की अस्पष्टता की स्थिति में अंग्रेजी Check List (English version) जो कि पूर्व पृष्ठ पर वर्णित है, का संदर्भ लिया जाय।





**FINANCIAL BID: (NIHSAD, BHOPAL)**

Last date for receipt of tender : **21.01.2017 at 11.00 a.m.**  
Date of opening of tender : **21.01.2017 at 11.30 a.m.**  
To

**The Director,**  
ICAR-National Institute of High Security Animal Diseases,  
Anand Nagar, Bhopal – 462021 (M.P.)

Sir,

I/We wish to submit our tender for providing \_\_\_\_\_  
at NIHSAD, Bhopal

Sl No.	Particulars (For AMC work)	Per Month/Yearly
		..... .....(Rs. in figures) ..... ..... ..... ..... .....(Rs. in words)

I/We agree to forfeit of the earnest money if/we fail to comply with any of the terms and conditions in whole or in part laid down in the quotation form.

We have carefully read the terms and conditions of the quotation and we agreed to abide by these in letter and spirit.

**Note: - [Service Tax amount should be mentioned separately on the quoted rates].**

Signature .....  
Name & Address of the Firm .....  
.....  
.....

Telephone No.....  
Mobile No .....

- Note: -
1. The amount of job/service contract will **remain fixed for a period of one year**. The contractor has to quote the rates keeping in view the expected increase in wages during the contract period (once in April and October as notified by the ministry of labour Govt. of India/State Govt).
  2. Rates for 2nd/3rd year may also be quoted (% increase on Lumpsum amount basis).
  3. **The break-up of quoted rate should be submitted in the financial bid in the format given overleaf (Page 16 to 19).**

Sl No.	Item	Quantity or area of work ( <b>approx.</b> )	Unit	Unit rate	Rate per year	
					Per Tanker Rates to be quoted. Amount will be paid as per the actual number of supplied tankers of water.	
1	Providing and application of water (as detailed below) through tankers of 5000 litre capacity based on need to maintain green belt throughout the year	1400 tankers per annum (approx.)	tankers			
2	Watering, caring and maintenance of Lawn including replacement of damaged areas for Carpet Grass lawns		Sq. m			
2a	Inside Director's Bungalow premises.	255 Sq. m				
2b	In front of Guest House circular area –	36 Sq. m				
2c	In front of Administrative Block at two locations	806 Sq. m				
2d	At entrance to laboratory	12 Sq. m				
3	Watering, caring and maintenance of Lawn including replacement of damaged areas for Duba/ Calcutta Grass		Sq m			
3a	In front of Administrative Block up to Nala Area	963 Sq. m				
3b	Behind punching/check post (in between check post and lab building)	924.60 sq m				
3c	In front of SPF building	9.46 sq m				
3d	In front of EM unit	146sq m				
3e	Children's park in colony	1350 Sq. m.				
3f	Around BSL-2 lab	1000 Sq. m				
4	Watering, caring and maintenance of planted trees & shrubs/ hedges on either side of roads in residential and laboratory campuses including replacement of damaged plant.	(450 RM + 1010 RM) = 1460 RM				
5	Watering, caring and maintenance of pot plants (daily) and painting of pots (twice a year- 1 <sup>st</sup> weeks of August and January)	130 no.	Running meter			

6	Planting of good quality seasonal flowers plants and their watering, care and maintenance in laboratory and residential colony premises. <b>Names of seasonal plants should be mentioned in the tender quote.</b>	315 Sq. m	number		
7	Watering, caring and maintenance of planted rose and flower beds, including replacement of damaged plants in laboratory and residential colony premises	295 sq m	Sq m		
8	Cutting & cleaning of grass, weeds, bushes etc up to 6 feet on either side of tar road on laboratory and residential colony premises to maintain it in good condition – once in 15 days during rainy season (1st July to 31st October) and once in a month for the rest of the year.	(1507 + 513) = 2020 RM	Sq m		
9	Watering, caring, and maintenance of planted root shoot Hybrid trees in Lab & Colony side.	Teak–1164 Nos. Guava–55 Nos. Mango–190 nos. Awala–1604 Nos. <b>Total–3013 Nos.</b>	Running meter		
			Number		
10	Cutting/ cleaning and removal of weeds, grasses, bushes etc. in between planted root shoot hybrid trees (3013 numbers) in lab & colony side – To be carried out at monthly interval	Within 45 acre land	Acre		
11	Providing & application of agricultural soil mixed with farmyard manure in 3:1 ratio for lawn, pots, flowerbeds, root shoot hybrid trees, etc. The soil and manure should be supplied <i>in toto</i> in the month of April.	Total quantity for the year (a) Agricultural soil – 3600 cu ft. (b) Farmyard manure – 1200 cu ft.	Cu. ft		<b>Rates to be quoted for per Cubic foot soil/ manure and will be paid on actual basis.</b>
12	Supply of uniform, shoes and gum boot to labourers	All workers should be supplied with 2 sets of Uniform, one pair of shoes and one pair of gum boot each.	Uniform Shoes gumboot		
13	Profit margin				
14	Service tax				
15	<b>Total</b>				

**Note:**

- **The Contractor has to mention the manpower to be offered to carry out the above mentioned works [One Supervisor, Malies (for Office side & Residential campus side) and workers (to be deployed at atleast 10 points amongst those detailed above).**
- **The contractor has to quote the rates keeping in view the expected increase in wages during the contract period.**

- All the necessary gardening tools such as rubber hose pipe, lawn mower, sprinklers; fertilizers/manure/pesticides, water, uniform, shoes, gumboot, etc. shall be provided by the contractor. Watering should not be done directly using wide bored hoses through motor tankers.
- The break-up rates quoted in different items under the scope of work shall be inclusive of all above.

I have gone through the terms & conditions given in the tender document enclosed herewith and the same are acceptable to me.

SI No.	DD IN FAVOUR OF	D.D. NO. DATE	ISSUING BANK	AMOUNT

NAME OF FIRM	
POSTAL ADDRESS	
TELEPHONE NO.	OFFICE.....RESIDENCE ..... MOBILE .....

DATE:

**SIGNATURE OF CONTRACTOR**

**Signature of Tenderer with seal & date**