Notice inviting tender to provide Landscaping Service for Bharathidasan University.

Bharathidasan University, Tiruchirappalli – 24 invites sealed offers from firm engaged in the business of providing housekeeping services.

Tender forms can be downloaded or obtained from the Estate Maintenance Department, Bharathidasan University from **08.07.2020 to 28.07.2020** on working days between 10.00 AM to 5.00 PM.

EMD of Rs. 30,000/- (Rupees Thirty thousand only) in the form of Demand Draft favoring Bharathidasan University is also to be submitted along with the Technical Bid.

The last date for receipt of filled in tender form along with Earnest Money Deposit (EMD) is **28.07.2020** up to **15.00 Hours**

REGISTRAR
PROVIDING LANDSCAPING SERVICES AT PALKALAIPERUR CAMPUS,
BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI 620024

CONTENTS

1. TENDER NOTICE
2. ELIGIBILITY CRITERIA
3. TERMS AND CONDITIONS
4. SCOPE OF WORK
   ANNEXURE –I (TECHNICAL BID)
   ANNEXURE- II (FINANCIAL BID)
   ANNEXURE –III(DECLARATION)
I. NOTICE INVITING TENDER

Tender Ref. No. : BDU/EMD/LANDSCAPING MAINT./2020/

I. TENDER NOTICE

Tender for 1 Year Landscaping Maintenance Services in the Palkalaiperur Campus, Tiruchirappalli - 620 024.

1. Bharathidasan University intends to invite tender for Landscaping Maintenance Services in the BDU for a period of 1 year. Only those Agencies / Firms / Contractors shall be eligible to quote who are in similar line of activity/business and have, at present or in past activities, provided services of Landscaping. (Proof is needed)

2. The tender form can be obtained from the office of Bharathidasan University from 08.07.2020 to 28.07.2020 on all working days between 10.00 AM to 5.00 PM Online – downloaded free of cost.

3. EMD of Rs. 30,000/- (Rupees Thirty Thousand Only) in the form of Demand Draft favouring Bharathidasan University is also to be submitted along with the Technical Bid.

4. Submission of tender: The two bids (technical & financial) is to be submitted in two separate envelopes, each sealed and clearly indicating envelop number and contents as indicated below:-

   **Envelope No. 1 (Technical Bid) :** Shall contain the following:
   
   a. Tender Form / Tender documents.
   b. Earnest money deposit of Rs. 30,000/- in the form of demand draft.
   c. Details of work in hand and documentary evidence regarding eligibility.
   d. Technical bid.
   e. Declaration

   **Envelope No. 2 (Financial Bid):** The name and address of the tenderer and the name of the work shall be noted on the cover. Shall contain only financial bid duly filled in and signed by the tenderer. Price should be indicated only in the Prescribed...
Format. Price quoted by you should be all inclusive and shall remain firm and be valid till stipulated Contract period. No commercial or technical condition or qualification of any sort shall be indicated by the tenderer in this envelop. Any other Sheet enclosed along with price bid will not be considered and liable to rejection of the Bidder.

Both the first cover and second cover shall be sealed and super scribed on the cover as "Envelop No. 1 Technical Bid" and "Envelop No.2 Price Bid". Both the covers shall be placed in a common cover duly sealed. Tender duly filled in and signed and sealed, should be submitted in registrar office, Bharathidasan University on or before 15:00 Hours on or before 28.07.2020.

5. Bids if not accompanied with requisite EMD and in the manner described above shall be treated as invalid and shall not be considered at all.

6. Tenders received late on account of any reason whatsoever and telegraphic tenders will not be entertained.

7. Bharathidasan University discourages the stipulation of any condition by the tenders. The conditional tenders shall be rejected.

8. **Opening of Tender:** The Envelop No. 1(Technical Bid) shall be opened at **15:30 Hours on 28.07.2020** before all the representatives of the bidders who wish to witness the opening. Envelop No. 2 (Financial Bid) may also be opened on the same day and, if not, the date for opening of Envelop No.2 will be informed to bidders separately.

9. **Validity of Tender:** The tender shall be valid for a period of 90 days, from the date of opening of Tender.

10. Bharathidasan University is not bound to accept the lowest bid and reserves the right to reject any or all the bids without assigning any reason thereof.
II. ELIGIBILITY CRITERIA

1. The bidder should be a registered company in India under Indian Companies Act, 1956 / partnership firm / proprietorship firm / individual.

2. The Bidder should have minimum three years of experience in providing similar nature of work to various organization.

3. The bidder must have EPF Registration. The bidder must also have GST Registration.

4. The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.

5. The bidder should not have been blacklisted from participating in any of the tenders as per Tamil Nadu Transparency in Tenders Act by Government of Tamil Nadu as on date of submission by way of affidavit duly attested by the Notary Public.

6. With in one month from the date of awarding the contract the successful bidder shall have a valid license under the Contract Labour(R&A) Act, from the licensing authority.

7. The bidder should ensure the total number of persons to be engaged should be commensurate with the nature/type of work and total area involved.

III. TERMS AND CONDITIONS

1. The Successful Bidder should commence work within 7 days of issuance of work Order.

2. The Successful Bidder will be required to remit a Security Deposit of Rs.50,000/- (Rupees Fifty Thousand) exclusive of the EMD amount. The SD should be paid by way of unconditional irrevocable Bank Guarantee valid for a period equivalent to the delivery period. The SD furnished by the Successful Bidder in respect of this tender will be returned to them after Successful fulfillment of work. The SD amount will not bear any interest till it is returned to the Successful Bidder. The Security Deposit will be forfeited if the Successful Bidder fails to sign the Contract and /or fails to perform as per the contract.

3. Contract Agreement will be executed after the payment of Security Deposit by Successful Bidder.
4. In case your services are found un-satisfactory, this contract shall be terminated before completion of contract period with prior notice of 7 days, without assigning any reasons whatsoever. Bharathidasan University shall invoke the bank guarantee / DD submitted by the successful bidder in full and remit the balance amount to the contractor.

5. The tenderer shall inspect the site and fully study the nature of work involved with regard to the quantity and specifications, before tendering for the work. Any clarification in this regard will be given, if required, prior to submission of tender.

6. The contractor shall have to observe and abide by all the prevalent laws, including contract labour laws, safety laws etc.

The tenderer shall submit detailed programme of the daily routine works like watering, weeding etc. along with the tender.

7. Replacement of personnel should be done as and when requirement arise.

8. In case of emergency and residual situations the Landscaping service provider has to make the personnel available to cater for emergency services & urgent works entrusted as and when need arises.

9. The Landscaping service provider should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act, for Tiruchirappalli as prescribed by Govt. of Tamil Nadu. Any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, EPF per head at the current rate should be paid by the Landscaping service provider every month as per the existing rules and copies of paid cash challans should be submitted every month to Bharathidasan University along with the bill.

10. The Landscaping service provider is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.

11. Mode of payment will be monthly and payments to the Landscaping service provider will be through Account Payee Cheques only or direct bank transfer as applicable under the Rule. Tax shall be deducted at source as per the prevailing Income Tax Act from the monthly bills.

12. The Landscaping Service Provider should submit the following proof along with every monthly bill.

1. Attendance sheet certified by the University representative at site.
2. Programme of the Daily work routine carried out certified by the University representative at site.
3. Detailed downloaded statements for the previous month regarding EPF payment confirmation and Employee List along with their EPF numbers.

13. The Landscaping service provider should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the Landscaping agency will be in the employment of the Landscaping Agency only and not of Bharathidasan University.

14. The Landscaping service provider shall indemnify and shall keep the Landscaping Area indemnified against Acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the Landscaping personnel shall be charged to the Landscaping service provider and recovered from its dues/bills.

15. All existing statutory regulations of both State & Central Governments shall be adhered to and complied with by the Landscaping Contractor and all records maintained thereof should be available for scrutiny by Bharathidasan University. The Landscaping contractor shall strictly comply with the terms and conditions of the agreement, which will be executed with the successful Landscaping service provider. Failure by the Landscaping service provider to comply with such statutory requirements and / or the terms of the agreement during the period of agreement of deficiency in services shall result in termination of the contract.

16. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, arbitration only. For purposes of arbitration, it would be by a panel consisting of two representatives from Bharathidasan University and one from the Landscaping Contractor side.

17. Registrar, Bharathidasan University office reserves the right to terminate the services of the Landscaping contractor at any time without giving any notice whatsoever.

REGISTRAR
BHARATHIDASAN UNIVERSITY
TIRUCHIRAPPALLI

I accept all the above terms and conditions.

Contractor’s Name:  Designation:
IV. SCOPE OF WORK

Contract for Providing Landscaping Services at Palkalaiperur Campus, Bharathidasan University, Tiruchirappalli 620 024

1. Annual Maintenance and upkeep of existing as well as future additions of Gardens, Lawns & Landscaping as mentioned below:

   a. Day – to - day watering, trimming, weeding of the various plants like shrubs, hedges, ground covers, trees, lowering pots, grass lines and lawn areas, uprooting of grass/wild growth from all the paver Blocks, path ways, open and undeveloped areas, sweeping, removal of dry leaves and s disposal of all the garden waste in environment friendly way and keeping the entire area clean and pleasant etc. complete as directed by Bharathidasan University Representative.

   b. Supply & stacking of garden earth at site at places pointed out including carriage with all leads and lifts., spreading as and when required to the Plants/trees etc. All labour, tools etc. complete

   c. Supply & stacking of cow dung manure at site at places pointed out including carriage with all leads and lifts., spreading as and when required to the plants/trees etc All labour, tools etc. complete

   d. The application of pesticide, manure, FYM compost etc. shall be done as and when required or as directed.

   e. The contractor shall arrange to remove all weeded debris, dry leaves etc. from the premises and dump the same at places pointed out at least once in a week time.

2. a. Gardeners should be deployed on all days except Sundays and five specified national holidays.

   b. Bharathidasan University may request to post additional Gardeners if needed depending on the site conditions.

3. They should be provided with uniforms and identity cards prominently displayed.

4. The Contractor has to arrange & keep available at site the necessary tools & others accessories like ghoda, axe, spades baskets, rose cane, spraying pump, pruner etc. including supplying of rain coats and safety equipments to the labour during the monsoon period.
5. Water and electricity shall be made available by Bharathidasan University to the extent possible. The responsibility for following relevant rules, regulations and loss in the regard shall be entirely that of the contractor. Watering shall be done daily in the early hours in the morning before 9.00 hrs. and in the evening after 4.00 P.M. or as per water availability.

6. Proper and satisfactory maintenance and up-keep of garden and landscaped area including all lawns, plants, trees etc. within the specified premises is the essence of the contract and no let down will be permitted. Failure to fulfill this condition of satisfactory maintenance will attract non-payment / reduced payment of price quoted on proportionate basis to be decided by the Registrar, Bharathidasan University whose decision is final and binding.

7. The contractor should deploy the minimum number of persons per day as specified. Failure to deploy such stated labour will be considered as breach of contract. However, mere deployment of the specified labour shall not relive the contractor of his contractual obligations.

8. The work shall be carried out without disturbing the operation of Bharathidasan University

9. Any damage to the Bharathidasan University property caused during the maintenance operation shall be made good or compensated by the contractor.

10. Labourers working hours shall be strictly followed as 8.00-13.00 Hrs and 14.00-17.00 Hrs daily and take up the gardening work and a penalty will be levied @ Rs.150/- per labour for absenteeism of labour. No labour shall leave the work spot during working hours without the knowledge of the Bharathidasan University representative for the subject work.

11. The Contractor has to submit the daily progress report of the garden maintenance work to the Bharathidasan University representative at site, along with the number of labour engaged for the work. If labour deployment is less than specified, the deduction will be carried out as specified.

12. The additional special instructions given above shall prevail over those stipulated elsewhere in the tender documents forming part of the contract.
ANNEXURE –I (TECHNICAL BID)

The technical bid shall contain following information in a sealed cover super-scribed “Technical Bid for Providing Landscaping Maintenance Services”. It shall consist of the following documents/ information:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name, Address, Set up Status of organization</td>
</tr>
<tr>
<td>2</td>
<td>Contact person with telephone</td>
</tr>
<tr>
<td>3</td>
<td>Details of experience (with documentary proof).</td>
</tr>
<tr>
<td>4</td>
<td>Details of PAN card of the company (copy to be attached).</td>
</tr>
<tr>
<td>5</td>
<td>GST Registration Number</td>
</tr>
<tr>
<td>6</td>
<td>Details of registration with various bodies (Government bodies , ROC)</td>
</tr>
<tr>
<td>7</td>
<td>Details of Demand Draft</td>
</tr>
<tr>
<td>8</td>
<td>Details of Personnel</td>
</tr>
<tr>
<td>9</td>
<td>List of Clients</td>
</tr>
</tbody>
</table>

A General undertaking that all terms and conditions of this Tender Document are acceptable in the format given in Annexure-III to this document.

Tender documents duly signed in all pages with seal

Signature : 

Name : 

Designation : 

Company with seal : 

ANNEXURE- II (FINANCIAL BID) Tender for 1 Year Landscaping Maintenance Services at Palkalaiperur Campus, Bharathidasan University, Tiruchirappalli 24

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Area in Sq.M</th>
<th>Rate Per /m² (Rupees)</th>
<th>Amount (Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance of lawns including deweeding application of organic and inorganic fertilizers, pesticides, manure. Mowing the lawn once in a month in the existing lawn area including sprinkler operation etc., The rates should be including cost of input, labour charges, Garden tools, transport charges etc., <strong>In addition to that Regular road cleaning work in the foot path and cleaning of the Admin Building should be carried out.</strong> (Rate inclusive of necessary GST, ESI, PF etc.)</td>
<td>8650m²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance of Trees, Plants including deweeding, application of organic and inorganic fertilizers, pesticides, manure. Trimming and pruning the hedges, foliage, and trees in the existing planting area including sprinkler operation etc., The rates should be including cost of inputs, labour charges, Garden tools, transport charges etc., complete. (Foot Path / Main building) (Rate inclusive of necessary GST, ESI, PF etc.)</td>
<td>2900m²</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

Approximate Man Power required to carry out the above works:

- Garden Supervisor : ........ Nos.
- Male : ........ Nos.
- Female : ........ Nos.
- Plant Cutter : ........ Nos.

Signature : ..................................................

Name : ..................................................

Designation : ..................................................

Company with Seal : ..................................................
ANNEXURE –III(DECLARATION)

DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENT

To
The Registrar,
Bharathidasan University,
Trichy – 620 024

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document regarding Landscaping Maintenance Services. I hereby declare that all the provisions/conditions of this Tender Document are acceptable to my Company. I further certify that I am an authorized signatory on behalf of my company and, therefore, competent to make this declaration. I hereby declare that all the stated facts are true and correct to the best of my information, knowledge and belief.

Signature : __________________
Name : __________________
Designation : __________________
Company with seal : __________________
Address : __________________

__________________________