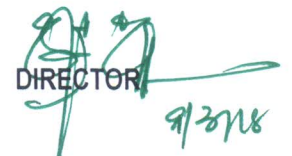


State Institute for Rural Development & Panchayati Raj
Odisha, Bhubaneswar – 751 012

General Terms & Conditions

1. The tenderers are to deposit **Rs. 500/-** towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
2. The tenderers are to deposit **Rs. 10,000/-** as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
3. The authorization letters if any to be enclosed in the tender with due attestation.
4. The quoted rate will be inclusive of all taxes. The percentage of VAT is to be mentioned clearly against each items. The rates to be quoted in tabular form.
5. The contract / rates of the successful bidder for the year 2018-19 may be extendable, up-to two years subject to satisfactory performance review by the undersigned at the end of 1st year of contract.
6. The Service Provider should provide the information such as No. and name of the workers engaged both on day basis and monthly basis, period of working time and complaint No. to ensure better service.
7. The Service Provider should preferably use the materials such as different type of manure, hose pipe, lawn mower, staking materials, Secateurs, Knife, Hedge sear, bamboo baskets etc. for satisfactory & timely execution of the work by procuring the same from SHG Groups / Socially Disabled Groups / Farmers Club.
8. The Service Provider should ensure regarding payment of the minimum wages to the labourers engaged for the works observing the guide lines / executive instructions of the Government of Odisha.
9. No conditional tender will be accepted by the authority from the tenderers.
10. No advance payment will be made to the party after acceptance of tender or execution of order.
11. Selection of items will be followed after screening by the purchase committee of the institute
12. Original documents are to be produced for verification by the members of the committee.
13. If any information / document furnished by the tenderers with the tender papers **as asked for** are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
14. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
15. The undersigned / committee reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned/committee is not bound to accept the lowest rates.
16. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
17. All pages of the bids are to be signed & stamped by the tenderer.
18. Selection of the items will be followed on finalization of samples whenever is necessary.
19. Details of information are to be furnished in the Tender's Profile and following **Two Bid (Technical & Financial)**. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.
20. The Tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as "**TENDER FOR DEVELOPMENT & MAINTENANCE OF LAWN & GARDEN**" on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No Tender will be received by hand. The authority shall not be responsible for any postal delay. The Tender received after due date and time shall not be taken into account for consideration.
21. For any services / supply the firm / organization should not be blacklisted by any Government organization
If found later on, the action deemed to fit will be initiated against the firm as per the law.
22. The Director, SIRD & PR reserves the rights to terminate the contract at any time without notice if the firm fails to provide services according to the terms and conditions.


DIRECTOR

Maintenance & Development of Lawn & Garden: 2018-19

Terms & Conditions

1. Interested Agencies / Tenderers willing to participate in the development & maintenance of gardens in the premises of SIRD & PR, Unit-VIII, Bhubaneswar are requested to visit the site, & make themselves acquainted before quoting the rate if necessary they may discuss with the concerned officer/ consultant before submission of application.
2. The undersigned has right to accept / reject the offer without assigning any reasons.
3. The successful tenderer hence forth called as Service Provider will be issued two types of work order i.e.
 - 1) Maintenance of old lawn & garden which should be started immediately from specified date
 - 2) New work like lawn development, plantation of tree, shrubs etc. have to start the work within 7 days of issue of work order.
4. The period of maintenance of garden surrounding the Administrative, Library and Hostel Building will be for period of one year in SIRD & PR.
5. The service provider should undertake new assigned work within a month. After completion the lawns & other plantation should be maintained for 3 months from the date of completion till the grass & plants are established grown to proper size.
6. The Service Provider should work as per the ToR of SIRD & PR throughout the period of Development & Maintenance.
7. The Service Provider will replace with new plants/ grass patches in case of casualties at his own cost & risk.
8. Maintenance of lawn includes irrigation, weeding, mowing, top dressing twice a year i.e. 1st week of September & March, with a mixture of soil, compost & sand at equal proportion. Fertilizer & pesticides should be applied whenever necessary & advised. Cleaning & Weeding of Plant & Bushes around the Administrative, Hostel, Library Building and open field in the premises of SIRD & PR.
9. Maintenance of Plants, Seasonal & Perennial flower beds include irrigation, weeding, staking, pruning, trimming & manuring etc.
10. The Service Provider will provide required manpower & sufficient quantities of T & P like hose pipe, lawn mower, staking materials, Secateurs, Knife, Hedge sear, bamboo baskets etc. for satisfactory & timely execution of the work.
11. Water & Electric points have been provided at convenient places for easy watering & lawn mowing respectively.
12. There should be three time planting of seasonal flowers i.e. during winter, summer & rainy season as per the recommendation of the consultant.
13. Appropriate Court at Bhubaneswar under the control of Odisha High court shall have exclusive jurisdiction over all matters related to this contract in case of dispute.
14. The Service Provider is requested to quote the unit rates in figures & words, of all the items in the original tender documents with seal & signature on each paper. No overwriting will be accepted.
15. The items of work which has not been covered in the tender document can be supplied by the Service Provider on negotiation of rates.
16. Supply / lifting of any type of materials related to the development & maintenance of garden will have to be signed by the security & garden in charge.
17. No. of skilled, un-skilled & supervisors to be deployed is to be reported to this office to be checked every day.
18. Preference will be given to the firms having own nurseries.
19. The following documents in support of the expertise in the field of land scalping and garden maintenance should be attached.
 - i) Annual turnover of last 3 (Three) years as per Audit Report (Balance Sheet to be attached)
 - ii) Name of the organizations with whom worked.
20. The firm shall at his own cost comply with the provision of labour laws, rules and orders and notification as of central & State Govt. as applicable to this contract from time to time and will be liable for penal action in case of violating of these laws.
21. The activities of the firm will be reviewed through a sub-committee to be constituted for this purpose. As per the recommendation of the sub-committee, due action will be taken for cancellation or continuation of the contract.


DIRECTOR

TENDERER's PROFILE
(To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of name of the firm and address (Registered Office and Operating Branch)	Office:- Residence:- Mobile :- Fax No :- e-mail ID :-
3.	Details of amount towards paper cost.	Rs. 500/- D.D. / B.C. No. _____ Dt. _____ dawn on Bank _____
4.	Details of amount of Earnest Money Deposit	Rs. 10,000/- D.D. / B.C. No. _____ Dt. _____ dawn on Bank _____
5.	Details of up-dated e-filing acknowledgement should be furnished.	
6.	GST Registration No. (Photo copy must be attached)	
7.	EPF Registration No. (Photo copy must be attached)	
8.	ESI Registration No. (Photo copy must be attached)	
9.	Labour License No. (Photo copy must be attached)	
10.	Details of past experience of similar nature of work at least for three years. (Photo copy to be attached)	

DECLARATION

- 1) I Son / Daughter / Wife of Shri Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above and competent to sign this declaration and execute this tender document;
- 2) I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
- 3) The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we / am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized person
Full Name:
Seal:

FINANCIAL BID

1. Creation & Development of New Lawns & Gardens

S. N.	Description	Unit	Rate
1.	Cleaning unwanted Shrubs, Stumps and weeds, disposing thereof & ploughing etc. to give the area a good look	Sft	
2.	Clearance of debris, broken building materials etc. from the garden area of the premises & disposing outside the premises.	Cft.	
3.	Supply of good garden soil & spreading the same uniformly in the garden area, forming mounds as per the drawing & advise of the consultant (Cost & Labour) for new work only	Cft.	
4.	Supply of well decomposed cow-dung manure & spreading the same over the prepared garden area (as mentioned sl.no-3) (Cost & Labour) for new work only / as per requirement and order of the office.	Cft.	
5.	Supply & planting of grass & maintaining for 3 months (Cost & Labour) - Stano staphrun / selection 1 / zoyasia japonica / broad leaf grass	Sft.	
6.	Supply & planting of 2 year old grafted fruit plant likes mango, sapeta, litchi, coconut etc. (Pit size 2.5x 2.5 x 2.5 ft filled with compost, oil cake & PP chemicals)	Each	
7.	Supply & planting of trees like Bottle palm, Bottle brush, Tecoma, Baula, Arjun etc, of size 3 to 4 feet (Pit size 2.5x 2.5 x 2.5 ft filled with compost, oil cake & PP chemicals).	Each	
8.	Supply & planting of ornamental shrubs to be selected by the consultant. (Pit size 2.0 x 2.0 x 2.0 ft filled with compost, oil cake & PP chemicals).	Each	
9.	Supply & planting of specimen plants like Forcaria, Zamia, Sampiaon plam, Nalina, Cycus, Plumeria, etc.(Pit size 2.5x 2.5 x 2.5 ft filled with compost, oil cake & PP chemicals).	Each	
10.	Supply & fixation of new bricks along with the border of seasonal / perennial beds without cement and mortar	Rft.	
11.	Supply & planting of seasonal flowers in the prepared beds with application of manure , oil cake, fertilizer & ppc etc.	Sft.	
12.	Supply & planting of perennial flowers / Ground covers in the prepared beds with application of manure , oil cake, fertilizer & ppc etc.	Sft.	
13.	Supply & Planting of Hedge & Edge in the prepared & specified place selected by the consultant	Rft.	
14.	Supply & application of Neem cake	Qtl	
15.	Supply & application of Vermi compost	Qtl	

Signature of the bidder with office seal

2. Maintenance of Old Lawn & Garden

Sl. No.	Description	Qty	Rate (Per Sq. Ft.)	Amount
01	<p><u>Annual Maintenance of Lawn & Garden</u></p> <ul style="list-style-type: none"> • Maintenance of lawn: Regular watering, mowing at regular interval, weeding, top dressing twice a year with soil & compost (4:1) - April & October, PP Chemicals & anti-termite chemicals, fungicides etc. • Maintenance of Shrubs, fruit tree (new), specimen plants, hedges etc.: Hoeing, weeding, manuring, around base of each plant, pruning, trimming wherever & whenever required or as advised. Besides regular watering is to be ensured. • Flower Beds (1000 sq. ft.) : Flower beds of 1000 sq. ft. is to be maintained by planning 3 seasons in an year (summer, rainy & winter) • Deployment of number of supervisors skilled & unskilled manpower is to be mentioned clearly & to be maintained throughout the period of maintenance. 	90,000 Sq. ft.		

Sl. No.	Description	Quantity to be commensurate with the assignments.
02	<ul style="list-style-type: none"> • No. of Supervisor deployment. • No. of skilled labourer. • No. of unskilled labourer. 	

N.B.: Minimum One Supervisor, Two Skilled Labourer & Five Un-skilled Labourer are to be deployed.

Signature of the bidder with office seal