

**CSIR-HUMAN RESOURCE DEVELOPMENT CENTER, GHAZIABAD**

**\*\*\*\*\* NOTICE INVITING TENDERS\*\*\*\*\***

1. Sealed tenders are invited for the work **“Annual maintenance contract of Horticulture works at HRDC, Ghaziabad”** from contractors working with CPWD, Railway, Post & Telegraph Dept, MES, State PWD,s Semi- Govt. Organization or from those who have worked for CSIR or its laboratories and have successfully carried out minimum one/two/three similar nature of maintenance works of amounting Rs. 12,97,906.00 / Rs. 8,11,192.00 / Rs. 6,48,953.00 respectively or above in a single contract during the last seven years need apply with proof of fulfilling above conditions along with attested copies of Sales Tax registration / TIN, PAN card, ESI, EPF certificate/s and work completion certificate while making request for issue of tender documents.
  2. The Estimated cost of the work is **Rs.16,22,383/- /- (Rupees sixteen lakhs twenty two thousand three hundred eighty three only)** based on minimum wages of Govt. of India, Ministry of labour and Employment, Dehradun rates
  3. Time for carrying out the work will be **twelve months** and the date of commencement shall be reckoned from the **10<sup>th</sup> day** of issue of award letter.
  4. Complete Contract documents to be complied with by the tenderer whose tender may be accepted can be seen at the office of the **Executive Engineer, HRDC Ghaziabad.**
  5. Tenders should be on the specified form (Non transferable) which may be obtained from the office of the **Executive Engineer CSIR- HRDC, Ghaziabad** during office hours on payment of **Rs 500/- (Rs. Five hundred only)** through Cash/Demand Draft of a schedule bank drawn in favour of **HRDC, Ghaziabad** (Non – refundable). Sale of tenders shall be from **07.01.2015 to 16.01.2015 up to 3.00 P.M.** on all working days.
  6. Tenders should be submitted in double sealed covers superscribed with the name of the work, date and time of opening written, both on the inner and outer envelopes. They will be received up to **3.00 P.M.** on **19.01.2015** and will be opened at **3.30 PM** on the same day in the office of the **Controller of Administration, HRDC Ghaziabad.** Tender should be dropped in the tender box before the closing date and time indicated. In case these are sent by post these should be sent by Regd. Post/Speed post addressed to the **Controller of Administration, Human Resource Development Centre, Sector 19, Central Govt, Enclave, Kamla Nehru Nagar, Ghaziabad.** Tenderers are to ensure that they post the tender well in advance so as to reach before the closing time and date indicated.
  7. The Earnest Money amounting to **Rs. 32,500/- (Rupees thirty two thousand five hundred only)** as demand draft or pay order of a schedule bank and drawn in favour of **HRDC, Ghaziabad** should accompany the tender. The tenders received without or insufficient earnest money will be rejected.
- i) The tender and the earnest money shall be placed in separate sealed envelopes each marked “Tender” and “Earnest Money” respectively. Both the envelopes shall be

submitted together in another sealed envelope. The envelope marked "Tender" of only those tenders shall be opened, whose earnest money placed in the other envelope is found to be in order.

8. The **Employer** does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
9. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.
10. The tenderer shall not be permitted to; tender for works in the concerned unit of CSIR in which a relative is posted in the grade between Controller of Administration and junior Engineer. (Both inclusive) He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and whose relatives are as mentioned above.

**NOTE: -**

A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family or (b) they are husband and wife or (c) the one is related to the other in the following manner. Father, Mother (including step mother), Son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's, daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

11. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
12. The tenderer shall quote rates both in figures and words. He shall also work out the amount for each item of work and writes in both figures and words. On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed: -
  - (a) When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the tenderer, shall be taken as correct.
  - (b) When the tenderer does not work out the amount of an item or it does not correspond with the rate written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
  - (c) When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.

13. The tenderer should see drawings and in case of doubt obtain required particulars, which may in any way influence his tender from the Engineer as no claim whatsoever will be entertained for any alleged ignorance thereof.
14. Before tendering the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc. conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the CSIR- HRDC in any circumstances.
15. Earnest money will be forfeited if the contractor fails to commence the work as per letter of award.
16. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.
17. Some of the provisions of General Conditions of Contract are given below, Interpretation however shall be as given in the general Conditions of Contract.
  - a) **DEFECTS LIABILITY PERIOD I ONE month from the date of completion as certified by the CSIR-HRDC.**
  - b) **MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE I** Rs 1.75 Lakhs (Rupees one lakh seventy five thousand only) quarterly. Intermediate certificate for a lesser amount can be admitted for payment at the discretion of the Engineer In-charge.
  - c) **SECURITY DEPOSIT:** A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will amount to security deposit of 5% of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as Performance Security within the prescribed period for commencement of work in the letter of award issued to him.
  - d) **COMPENSATION I** Contractor shall pay as compensation an amount equal to one percent or such smaller amount as the HRDC (whose decision in writing shall be final) may decide on the cost of the whole work as shown in the agreement for every week that the work remains un-commenced or unfinished or due quantity of work remains incomplete after the proper dates. Compensation to be paid shall not exceed ten percent of the estimated cost of the work as shown in the agreement.
18. Clauses No. 29 of General conditions of contract i.e. "ESCALATION" will not be applicable in this contract as work is related "Annual Maintenance Contract of Horticulture works at HRDC, Ghaziabad."

19. All tenderers should submit the proof of their registration with the Sales tax Department Government of Uttar Pradesh (U.P.)/Delhi. Deduction of works contract Sale Tax will be made from their running and final bill as per standard norms of the Government.
20. As the work is to be taken up in the running office, the contractor should plan the execution of work in such a way that the working of the office is not disturbed. Nothing extra shall be paid on this account.
21. Payment shall be made on monthly basis on the actual work done at site.
22. The work of Horticulture maintenance is to be executed in HRDC campus at Ghaziabad. The rates to be quoted by the contractor will hold good for all leads and nothing extra will be paid on this account.
23. The contractor will have to execute the work without hampering the residents/occupants of the building.
24. The Security Deposit withheld will be refundable on satisfactory completion of the work/stipulation contract period after the final bill of the work is paid.
25. The payment of manpower's should be made by the Cheque or RTGS only.

**SCOPE OF WORK AND RELATED TERMS & CONDITIONS:****1. SCOPE OF WORK.****1.1 MAINTENANCE WORK:-****(a) MAINTENANCE OF OFFICE LAWN AND OPEN SPACES:**

The scope of work office lawn covers the maintenance of (i) existing lawn area 11 acres (ii) 2000 running meter hedges (iii) Ground cover plants, shrubs plant, bougainvillea / climber plants and fast growing plants / trees, pot plant (a) indoor plant (b) seasonal flower pots (c) perennial pots plant, seasonal flower beds size (4.4 x 1.5 m) , H.T. rose plant. (iv) Clearing/ cutting of grass & jungle around the (Two meters) both side of all roads. (v) Clearing & cutting of grass and jungle behind DHT Lab and work shop area (Aprox.2-3 acres) every six month or in June & December.

**(b) MAINTENANCE OF RESIDENTIAL LAWN OPEN SPACES:**

The scope of work residential colony covers the maintenance of (i) existing lawn area 06 acres (ii) shrubs plant, bougainvillea / climber plant, fast growing plant /trees, seasonal flowers beds size (4.4 x1.5 m) Cana beds size (4.4 x1.5 m), H.T. rose plants. (iii) Clearing & cutting of grass & jungle both side (Two meters) of road and around of Staff Qtrs., Guest house, Trainee hostels and Director Bungalow etc. (iv) Clearing & cutting of grass and jungle covered boundary wall Park area every six month or in June & December.

**1.2 MAINTENANCE OF LAWN:**

- (a) The existing lawn shall be scrapped and forked as required at least once in a year in the month of May / June or as directed by horticulture-in-charge.
- (b) The scrapped surface will be top dressed with 20-25 mm thick layer of cow dung manure and good earth mixture in a ratio of 1: 3.
- (c) Lawn will be mowed with mower regularly at least twice in a month.
- (d) The lawn will be suitably irrigated with water at least once in a week or as per need.
- (e) The surface will be leveled with hand roller after lawn mowing (weight of hand roller shall be 1 ton).
- (f) The thickness of grass shall not be allowed to increase beyond 55-60mm.
- (g) The minimum thickness of grass shall be maintained as 40-50mm from the ground level.
- (h) The grass shall be kept free from unwanted weeds by de-weeding etc.
- (i) The application of fertilizer and manure in lawns shall be done in the months of October and November or as directed by horticulture in-charge.
- (j) The required maintenance will be done as per direction of horticulture in-charge.
- (k) Insecticides, pesticides, fungicides, weedicides, manure and fertilizer will be supplied by the department.

**1.3 MAINTENANCE OF TREES, PLANTS, ORNAMENTAL PLANTS CREEPERS AND SHRUBS.**

- a. The minimum areas of 2 to 2.5 ft. around the small tree and 3 to 3.5 ft. for big trees shall be kept free from all kinds of weeds.
- b. The plants shall be watered regularly as required and as directed by the horticulture in-charge.
- c. The dry and fallen leaves of trees will be collective, cleaned and disposed off as per municipal by laws.

- d. Light pruning, trimming, thinning etc. must be done as per the guide lines of ministry of Environment, in consultation with the horticulture in-charge.
- e. The proper maintenance of shapes of plants, trees etc. to be kept after pruning and removal of unwanted branches of shrubs.
- f. Spraying of chemical, application of manure etc. will be done from time to time as per requirement and direction of horticulture in-charge. The chemicals and manure etc will be supplied by the department.
- g. Gap filling and new plantation of trees shrubs, creepers will be done by the contractor without any extra charge as per direction of horticulture in-charge. The necessary plants, trees, shrubs, creepers etc. will be supplied by the department.
- h. The complete area where the trees, shrubs and creepers etc. are planted in open field shall be kept free from weeds and diseases throughout the year.
- i. Lifting of fallen trees, branches and twinges (dead, dried and de-generated) etc. and storage will be done as per direction of horticulture in-charge.
- j. Potting, repotting, propagation of annual/ biennial/ perennial plants under the supervision and guidelines of horticulture in-charge will be done.

#### **1.4 MAINTENANCE OF HADGES/ EDGES**

- (a) The hedges cutting shall be required twice in a month in a proper height and shape.
- (b) The hedges shall be free from disease and unwanted obnoxious weeds from plants.
- (c) Cleaning of the area around hedge plant shall be done regularly as required and as directed by the horticulture-in-charge.
- (d) Gap filling with same species will be done by the contractor. The institute will bear only the cost of the plants.
- (e) The hedge plants shall be regularly manure with well decomposed cow-dung / Okhla sludge or another chemical fertilizer as required and as directed by the horticulture-in-charge. The chemical, manure, sludge etc. required will be provided by the department.
- (f) After clipping or pruning of hedge, the pruned materials shall be collected by the contractor and disposed of at specified locations as per municipal bye-laws.
- (g) It will be the responsibility of contractor to ensure proper maintenance and upkeep of road and adjoining areas free from grass and other waste materials.
- (h) Irrigation will be required once or twice in a week (excluding rainy season) as per availability of water.

#### **1.5. MAINTENANCE OF FLOWER, FOLIAGE, ROSE AND CANNAS BEDS.**

- (a) The contractor will maintain beds of flowers, rose, cannas and other bulbous plant, etc. including preparation of beds, grafting of plants, rose plants beds annual seeds with the help of using chemical fertilizers, manures , cow-dung, watering, inter culture, weeding, thinning, spraying of insecticide etc. as per direction of the horticulture-in-charge. Necessary chemicals, fertilizer, manure etc. shall be supplied by the department.
- (b) The contractor will ensure that maximum healthy flowers are available throughout the year in these beds.
- (c) The quantity of cow dung manure to be used shall be 2.5 to 3 cum / 100 Sqm. of flower and rose beds area / year in the month of September – October or as per the direction of the Horticulture-in-charge.

- (d) On casualty of rose and other plants due to negligence or poor maintenance, the contractor will healthy and acceptable plants at his own cost. Decision if Horticulture-in-charge / official nominated by the department shall be final and binding on Contractor.
- (e) The flowers beds will be changed / replanted every year as per the direction of Horticulture-in-charge. The flower plants shall be provided by the department.

**2. UNWANTED GRASS AND JUNGLE.**

- (a) Cleaning & cutting of grass and jungle covered boundary wall Park area in residential campus every six month or June & December.
- (b) Cleaning & cutting of grass and jungle behind DHT Lab area in office campus every six month or June & December.
- (c) After cleaning and cutting grass/jungle shall be collected by the contractor and disposed off at specified locations as per municipal bye-laws.

**3. WATER SUPPLY**

The Department will provide a unfiltered water / tube well water on working site free of cost. The Contractor has to acquaint himself with the site conditions for opening and fitting of hydrant along with pipes etc. the contractor will be handed over the available water pumps in running conditions and he will be responsible for its proper maintenance and carrying the water to place of use through pipes which will be provided / arranged by the contractor.

**4. USE OF POWER LAWN MOVER AND OTHER EQUIPMENT**

Power lawn movers along with operating staff will be provided by the contractor required for proper work in the campus. The contractor will also have to dispose off the quantity of garden rubbish / wastes outside the campus as per municipal Bye-laws. The rates quoted by the contractor are inclusive of operation and maintenance of choppers and other power driven equipment like lawn movers, water pumps etc.

**5. PROGRESS REPORT:**

The contractor will have to submit progress report for its monthly work by 7<sup>th</sup> day of each succeeding month.

**6. TAXES:**

All charges including sales tax, excise duty, duties for materials obtained for work etc, or any statutory tax will be paid by the contractor.

**7. HOUSING ACCOMMODATION:**

HRDC, Ghaziabad will be permit contractor to construct a temporary store or, will provide appropriate place (with the written approval of Sc. In-charge, HRDC) only for keeping materials, tools and machines etc. The contractor will make his own arrangements outside the HRDC Campus, for residential accommodation of his laborers etc., if he so desires.

**8. TRANSPORTATION:**

The contractor will make his own transportation arrangement for materials to site of work. No extra charge will be paid for carrying potted plants etc. for decoration of auditorium Library, Reception and other places within the campus for holding meetings / functions/ social functions etc.

**9. PRICES AND RATES:**

No extra charges shall be payable on account of tools and machines, royalties, local and other taxes to the contractor, including their operation and maintenance.

**10. EQUIPMENT TO BE PROVIDED BY THE CONTRACTOR:**

The contractor will provide power lawn mowers, RH pipe, water pumps (if any additional required) and other tools and equipments and will be fully responsible for their operation and maintenance. No amount whatsoever will be paid on account of their maintenance and operation.

**11. VISIT TO SITE:**

The contractor can visit the working site before or after purchase of tender from to see himself the existing site conditions.

**12. REJECTED MATERIALS AND REPLACEMENT OF DEFECTIVE WORK OR METRIALS:**

The Horticulture-in-charge / official nominated by the department has the right to reject such un-specified materials supply by the contractor at the site. The department also reserves the rights for the replacements of defective work and materials as per the norms.

**13. CHEMICALS, FERTILIZERS, COW-DURG / OKHLASLUDGE, WEEDICINES, FUNGICIDES:**

The chemicals, fertilizers, cow-dung / okhala sludge, earthen pots, cements pots flower plants and other plants shall be supplied by the department as and when required.



**SPECIAL TERMS AND CONDITION OF CONTRACT:**

1. Persons engaged by the Contractor for work should not cause any obstruction to the office work. They should be cordial, polite and well behaved.
2. Complaints received from the office staff or observation of deterioration in the standards will be viewed seriously and may lead to subject to termination of contract.
3. The HRDC, Ghaziabad will have full rights to direct the Security Personnel to check, search or examine any or all the employees, agents or representative of the Contractor and their belongings, while entering / leaving the felt necessary, with the help of police.
4. The Contractor along with its agents, representative or employee will be allowed to enter into the premises for the purpose of rendering the said service. The Contractor will be responsible for any loss, damages or theft caused to HRDC, Ghaziabad by contractor agent, representative or employee while rendering the said services which will be recovered from the contractor.
5. All the employee of the Contractor shall wear the identification card whenever on duty in the premises.
6. Minimum number of workers i.e.3 nos. sr. Mali & 9 nos. Mali for office campus and 1 no. sr. Mali & 3 nos. Mali for residential campus) must be always available for carrying out day to day horticulture work.
7. The rates mentioned in the tender are for the duration of one year from the date of commencement of work. Variation in price during the contract period is not such firms.
8. Tenderer should note that different firms / agencies having common partners / directors are not permitted to quote for more than one tender offer from any of such firms.
9. The employees of the Contractor shall not be allowed to remain in the building, other than their duty hours and until or unless permission provided by the EIC.
10. The performance of the work will be closely observed for initial period of three months, and if not found satisfactory the contract will be terminated forthwith forfeiting of security deposit.
11. The Contractor will not sub-let the contract. He will appoint educated, responsible and experienced Senior Mali one of them to supervise the work at site and to co-ordinate with the Officer / Engineer in-charge day to day work.
12. The Contractor will pay rates and wages and observe hours of work and condition of employment as per applicable Rules. It shall be the responsibility of Contractor to ensure that he pays his employee's wages which are not less than the minimum wages act. The Contractor shall make payments in the presence of an authorized representative of the Council.
13. The Contractor has to ensure that the horticulture maintenance services are not disturbed either due to absentees or due to willful act of his staff. Maximum care / precaution shall be taken to avoid any system break down.

14. After award of the work, Contractor will submit the duty chart in respect of all the premises which include the details and planning the activity of premises daily / weekly / monthly basis.
15. The Contractor will also provide the services after office hours and on Sundays / holidays as and when required at least 2 persons may be deployed for the same, no extra payment claim by the contractor.
16. In case of any dispute arises related to work etc. the decision of Horticulture-in - charge will be final & binding on contractor.
17. No child labour \ shall be permitted in the office in this connection. Contractor will have to submit age proof of all their workers, if asked.
18. Any clarification given or decision taken by Horticulture-in – charge or officer deputed will be binding regarding any matter enumerated in the terms & conditions or any matter which is no covered in the terms & conditions and which arises later on.
19. All the workers of the contractor will report duty at a fixed point to be decided by the office and their attendance in terms of numbers of workers will be marked and recorded in contractor attendance register, which will be open for inspection and check by the horticulture –in-charge or the officer by the office. Appropriate record in reference to above shall be maintained by the contractor at his own cost.
20. The contractors are to carry out site inspection prior to quoting the rates.
21. All the engaged personals have to adhere laid down safety guidelines on the subject. Adequate precautions are to be exercised to prevent any kind of loss to men and materials. The contractor should directly responsible for any untoward consequences arising of any such violation by his agency/materials/staff.
22. The contractor will pay rate and wages and observe hours of works and condition of employment as per applicable Act and Rules. Contractor shall abide by all applicable laws including all labor and welfare laws ESI, EPF, Bonus, Income Tax or any other extra tax levied by Govt.), the Company Act etc. and shall adopt all required welfare measure for the contractor employee and discharge all other obligations concerning thereto. The contractor shall furnish adequate proof to HRDC in this regards. All such responsibilities and obligations, whether specified here in or not, shall be the responsibility of Contractor.
23. The contractor employee proposed to be employed by the contractor for providing service envisaged hereunder shall be subject to screening by Horticulture-in-charge or Officer nominated by Employer to ascertain their antecedents, suitability and skills before deploying any contractor employee in HRDC and HRDC reserve the right to interview the contractor's employee(s).
24. HRDC reserve the right to ask the contractor to remove any contractor employee deployed by the contractor without assigning any reason/ notice therefore.
25. Persons engaged in work by the Contractor should not cause any obstruction to the office work. They should be cordial, polite and well behaved.
26. The contractor shall have to submit the EPF account number, ESI Card and also the proof of having deposited that amount of contribution claimed by him on account of ESI and EPF towards the manpower deployed at all the sites in their respective names, to the Horticulture-in-charge or the official authorized, before submitting the second running bill / monthly bill onwards failing which the amount claimed towards ESI and EPF contribution will be withheld till submission of the required documents.

27. The contractor will have to execute the work without hampering the residents/occupants of the building.
28. The contractor supply of the tools/machines in working condition as per site requirements (as per attached list) and keeps his/ their own custody before the handing/taken over the site. No extra payment by department.
29. The recovery for an amount of Rs.500/- per day (in each locations ) shall be made in case the work is found to be unsatisfactory at site .this will be recovered in addition to the daily payable amount worked out based on the quoted rate of the contractor. Contractor shall be required to supply only trained and well experienced supervisor and Mali for maintenance of horticulture work like garden, nursery, Roses beds , flower beds and colony areas etc. supervisor and other workers , whose services, if not found satisfactory, will be removed by the contractor on direction / instruction of horticulture-in-charge / official nominated by the department.
30. The Security Deposit withheld will be refundable on satisfactory completion of the work/stipulation contract period after the final bill of the work is paid.
31. Electricity and water, if required shall be provided departmentally to the firm free of cost.
32. In case the contractor's workers are absent, deductions will be made as follows :

(i)	Mali	-	Rs. 250/-per day
(ii)	Senior Mali	-	Rs. 300/- per day

**LIST OF MINIMUM NUMBER OF TOOLS / MACHINE IN WORKING CONDITION FOR  
HORTICULTURE MAINTENANCE WORK.**

<b>S.N.</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>
1	Power lawn mover	3 nos.
2	Bush cutter side M/c	2 nos.
3	Scissor for hedge cutting	3 nos.
4	Roll cutter for trees pruning	2 nos.
5	Axe	1 no.
6	Dawn	2 nos.
7	Bucket big	4 nos.
8	Hazara	2 nos.
9	Daranti	6 nos.
10	Talwar for grass cutting	10 nos.
11	Khurpa	15 nos.
12	Weeding khurpi	10 nos.
13	Water sprinkler	18 nos.
14	Spray M/c big	1 no
15	Water PVC pipe 1" size or required size	300 mtrs.
16	Ladder big	1 no.
17	Trolley	1 no.