

## **PART - E**

### **Maintenance & Development of Lawns & Gardens**

#### **Terms & Conditions**

1. Interested Agencies / Tenderers willing to participate in the development & maintenance of gardens in the premises of SIRD, Unit-8, 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 contractor 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. Complete the 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.
5. The period of maintenance of old garden & newly developed garden is for a period of one year.
6. The contractor should work as per the direction of the Horticulture consultant of SIRD throughout the period of Development & Maintenance.
7. The contractor 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. 1<sup>st</sup> week of September & March, with a mixture of soil, compost & sand at equal proportion. Fertilizer & pesticides should be applied when ever necessary & advised.
9. Maintenance of Plants, Seasonal & Perennial flower beds include irrigation, weeding, staking, pruning, trimming & manuring etc.
10. The contractor will provide required manpower & sufficient quantities of T & P like hose pipe, lawn mower, staking materials, Secature, 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 Orissa High court shall have exclusive jurisdiction over all matters related to this contract in case of dispute.

14. The contractor 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 contractor 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 everyday.
18. Preference will be given to the firms having own nurseries.
19. The following documents in support of his / their expertise in the field of land scaping and garden maintenance may be attached.
  - i) Annual turn over of last 3 years as per Audit Report  
(Balance Sheet to be attached)
  - ii) Name of the organizations with whom worked
20. Please attach the copies of the Service Tax clearance certificate, Income tax certificate, Provident fund, ESI Registration, Labour license No. & VAT Clearance Certificate.
21. 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.
22. 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, SIRD)**

# State Institute for Rural Development Bhubaneswar - 12

## General Terms and Conditions for the Tender Paper of different items for the year 2010-11

1	The firm should be registered under OST, ACT-1974 and having valid VAT Clearance Certificate etc.
2	Attested copies of valid VAT Clearance Certificate TIN /SRIN No. should be furnished along with the tender paper.
3	<b>Rs. 6,000/-</b> (Rupees Six thousand only) as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, S.I.R.D., Bhubaneswar should be submitted along with the tender paper.
4	The authorization letters if any to be enclosed in the tender with due attestation.
5	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.
6	The rates quoted by the tenders should be valid upto 31.03.2011.
7	No conditional tender will be accepted by the authority from the tenderers.
8	No advance payment will be made to the party after acceptance of tender or execution of order.
9	Delivery of the items should be made in the office of the Director, State Institute for Rural Development, Unit-VIII, Bhubaneswar after getting proper requisition order within a day or two and minimum 1 day well in advance.
10	Selection of items will be followed after screening by the purchase committee of the institute
11	Original documents are to be produced for verification by the members of the committee.
12	The tenders are to submit the current price list of the brand product & specification (i.e. Name of the brand and other details) along with the tender.
13	If any information/document furnished by the tenderers with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
14	It is the responsibility of the tenders for timely delivery of the articles to the S.I.R.D., Bhubaneswar at their own cost.
15	The tenders should furnish in a sealed cover (to be sealed on sealing wax) duly superscribed as " <b>TENDER FOR</b> _____ <b>YEAR 2010-11</b> on the top to the sealed cover.
16	The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
17	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.
18	In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
19	All pages of the bids are to be signed & stamped by the tenderer.
20	Selection of the items will be followed on finalization of samples whenever is necessary.
21	The duly filled in Tender's Profile as enclosed is submitted along with tender.
22	For any services / supply the firm / organization should not be blacklisted by any Govt. orgn. If found later on, the action deemed to fit will be initiated against the firm as per the law.
23	The Director reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to make the supply within the specified time or in accordance with the specifications & samples

**Director**

**Tenderer's Profile (To be filled in & returned).**

1	Full Name of the Firm (In Capital letters)	
2	Firm Address	
3	Telephone No  Fax No	Office: -  Residence: -  Mobile : -
4	Name/ Names of Proprietors Partners/ Directors.	
5	Sales Tax / VAT Regd. No. (Last Sales Tax/ Vat Clearance Certificate must be furnished). The Tax clearance must cover transactions against printing by the firm.	
6	Income Tax account number / PAN Number(Last Income Tax Clearance certificate to be attached)	
7	Details of similar past work and experience of similar nature. (Certificate from the past employer should be enclosed)	

I do hereby certify that the above mentioned particulars are true and correct.

(Signature of the bidder)

## TENDER BIDDING

### 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 SIRD	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)	Nos.	
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).	Nos	
8.	Supply & planting of ornamental shrubs to be selected by the consultant. (pit size (2.0x 2.0 x 2.0 ft filled with compost, oil cake & PP chemicals).	Nos	
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).	Nos	
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	

## 2. Maintenance of Old Lawns & Gardens

S. N.	Description	Qty	Rate	Amount
01	<p><b><u>Annual Maintenance of Garden</u></b></p> <ul style="list-style-type: none"> <li>• <b>Maintenance of lawn</b> : Regular watering, mowing at regular interval, weeding, top dressing twice a year with soil &amp; compost (4:1) - April &amp; October, PP Chemicals &amp; anti-termite chemicals, fungicides etc.</li> <li>• <b>Maintenance of Shrubs, fruit tree (new), specimen plants, hedges etc.</b> : Hoeing, weeding, manuring, around base of each plant, pruning, trimming wherever &amp; whenever required or as advised. Besides regular watering is to be ensured.</li> <li>• <b>Flower Beds (1000 sq. ft.)</b> : Flower beds of 1000 sq. ft. is to be maintained by planning 3 seasons in an year (summer, rainy &amp; winter)</li> <li>• Deployment of number of supervisors skilled &amp; unskilled manpower is to be mentioned clearly &amp; to be maintained through out the period of maintenance.</li> </ul>	90,000 Sq. ft.		

## 3. Creation of Water Fountain, Sprinkler & supply of fiber dustbins & Garden chairs etc.

S. N.	Description	Rate per each item
01	<p>For the above items of the work the contractor is requested to submit the design, specifications, brochures, brand names, rates etc. as the rate of those items differ from design to design, material to material.</p> <p>The selected design will be chosen and rates will be approved for supply after discussion &amp; negotiation.</p>	

(Director, SIRD)