

TENDER DOCUMENT
FOR
**“OUTSOURCING SERVICES OF THE MAINTENANCE,
DEVELOPMENT OF HORTICULTURAL FEATURES AND SUPPLY
OF COMMODITIES” AT IARI, (PUSA CAMPUS), New Delhi-12**

**Tender Document Contains
Instructions, Terms & Conditions Governing Contract**

Farm Horticulture and Landscapes Operations Services Unit
[FHLOSU]
Indian Agricultural Research Institute, New Delhi-110012

**Website: www.iari.res.in Email: head_fosu@iari.res.in
Telephone No. 011-25842459 (Off.)**

Farm Horticulture and Landscapes Operations Services Unit [FHLOSU]
ICAR-Indian Agricultural Research Institute New Delhi-110012

File No. **1-19/2019-20/FLS/FHLOSU/870**

Dated: 18.01.2020

E-PROCUREMENT TENDER NOTICE

Director, ICAR-Indian Agricultural Research Institute (IARI) invites online e-tenders from registered/well established/reputed firms for **“OUTSOURCING SERVICES OF THE MAINTENANCE, DEVELOPMENT OF HORTICULTURAL FEATURES AND SUPPLY OF COMMODITIES” AT IARI, (PUSA CAMPUS), New Delhi-110012** for a period of **one year and extendable by further one or more years** subject to satisfactory performance of the Vendor and its willingness to continue on existing terms and conditions, as per requirement.

1. Details of Tender Deposits :-

Tentative Value of Contract: **Rs. 272.00 Lakh (Approximate)**

Earnest Money Deposit: **Rs. 5,44,000/- (Rupees Five lakhs & Forty Four Thousand only)**

Security Deposit: **10% of the estimated value of contract.**

Cost of Tender document: **Rs. 2000/- (Rupees Two Thousand only)**

2. Tender Schedule:

Tender No.	1-19/2019-20/FLS/FHLOSU/
Date of release of tender through e-procurement	18.01.2020
Bid submission start date/time	18.01.2020
Last date & time for submission of bid	10.02.2020 at 1.00 PM
Date & time for opening of technical bid	11.02.2020 at 3.00 PM
Address for Communication	Asstt. Admn. Officer, Division of Floriculture & Landscaping, ICAR-IARI, New Delhi 110012

Tender form, terms & conditions and draft agreement can be downloaded free of cost from the website <http://eprocure.gov.in> and www.iari.res.in. On-line bids complete in all respects should be submitted through CPP portal <https://eprocure.gov.in/eprocure/app> only on or before the last date.

In case, a holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The IARI reserves the right to accept or reject any or all the tenders without assigning any reason.

Please note that only online bids will be accepted.

Asstt. Admn. Officer

Tender Notice
File No. **1-19/2019-20/FLS/FHLOSU/870**
Farm Horticulture and Landscapes Operations Services Unit
[FHLOSU]

ICAR-Indian Agricultural Research Institute New Delhi-110012

Telephone No. 011-25842459 (Off.)

Invitation to online tender and instructions containing terms and conditions for **“OUTSOURCING SERVICES OF THE MAINTENANCE, DEVELOPMENT OF HORTICULTURAL FEATURES AND SUPPLY OF COMMODITIES” AT IARI, (PUSA CAMPUS), New Delhi-110012** for a **period of one year and extendable by further one or more years** subject to satisfactory performance of the Vendor and its willingness to continue.

From: Asstt. Admn. Officer
Division of Floriculture & Landscaping,
ICAR-Indian Agricultural Research Institute,
Pusa, New Delhi-110012

To

Dear Sir(s),

Online tenders are hereby invited by Director, Indian Agricultural Research Institute [IARI], New Delhi on behalf of Secretary, Indian Council of Agricultural Research (ICAR), New Delhi for **“OUTSOURCING SERVICES OF THE MAINTENANCE, DEVELOPMENT OF HORTICULTURAL FEATURES AND SUPPLY OF COMMODITIES” AT IARI, (PUSA CAMPUS), New Delhi-110012** for a period of one year and extendable by further one or more years subject to satisfactory performance of the Vendor and its willingness to continue.

1. The terms and conditions of the contract are those contained in the General Conditions of contract applicable to the contracts placed by the IARI as detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An Earnest Money Deposit [Bid Security] of **Rs. 5,44,000/- (Rupees five lakhs forty four thousand only)** must be deposited in the form of Demand Draft/Pay Order/FDR payable to Director, ICAR-Indian Agricultural Research Institute at New Delhi in **person Asstt. Admn. Officer, Division of Floriculture & Landscaping, ICAR-IARI, New Delhi 110012** on or before the last date/time of submission. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by including the Demand Draft/Pay Order/FDR number and date, failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected outrightly.

3. The tenderer is being permitted to give tenders in consideration of the **stipulations on his part** that after submitting his tenders, he will not **resile from his offer** or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulations the aforesaid amount of **EMD will be forfeited by the IARI**. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the IARI. No interest will be paid on the **EMD**. An undertaking is also required to be submitted by the tendering firm).

4. The schedules of the tender form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases references to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be 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.

6. **If tenderer does not accept the offer, after issue of letter of award by IARI within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.**

7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the IARI shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.

8. Online tenders are invited under **two-bid system** through e-procurement system. EMD must be deposited with **Asstt. Admn. Officer, Division of Floriculture & Landscaping, ICAR-IARI, New Delhi-110012** during working hours i.e. 9.30 A.M. to 4.30 P.M. on all working days (except second Saturday, Sunday and Gazetted Holiday) before the last date/time for submission of bids failing which bids will not be accepted. EMD must be in the form of Demand Draft/Pay Order/FDR payable to Director, IARI at New Delhi. (No cheques will be accepted).

9. The rates quoted by each firm for this job/service contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenders will be opened online by the authorised officer. Bidders have two options to participate in tendering process at the time of opening of bids. Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process or he can visualize the process online without physically being present at the **Division of Floriculture and Landscaping, IARI, New Delhi-110012**

10. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.

11. **An amount equivalent to 10% of the estimated value of contract (as per GFR 171)** is to be deposited by the selected agency/ successful tenderer as Performance Security Deposit only after receiving a communication from the IARI. In the event of non-deposition of the same, the earnest money will be forfeited.

12. No interest on earnest money and security deposit shall be paid by the IARI to the tenderer.

13. The Contractor will be reimbursed for each manpower at the consolidated rates as detailed in **Schedule III**. The Service Provider shall abide by all the laws of land including labour laws (PF, ESIC, Income Tax, GST or any other extra taxes levied by Govt.) Companies Act, welfare measure of its employees and all other obligation that is being instructed in such cases and are not essentially enumerated and defined herein, though any such bounded duty shall be the exclusive responsibility of the service provider and it shall not involve IARI in anyway whatsoever. Compliance of these provisions shall be ensured at the times of making monthly payments.

14. The Firm will not charge placement charges or any other account from the manpower deployed with the IARI. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at a later stage, reports are received that the Contractor/Contracting Firm has charged the manpower on any account.

15. In case of more than one successful lowest bidders (L-1), the work/ contract will be awarded to the firm on merit which will be based on credentials as per point No. 16 below of the firm as given, to the satisfaction of Competent Authority IARI, Pusa, New Delhi.

16. Only those bidders who submit all requisite documents as per this tender and **secure 65 marks** in the technical qualification on parameters mentioned below will be declared as qualified/eligible for opening/considering financial bids:-

- a) Average turnover of the firm in the area of Horticultural and Landscaping activities during last three years:-
 - Exceeding **Rs. 81.60 lakh** & upto **Rs. 108.80 lakh** = 20 Marks
 - Exceeding **Rs. 108.80 lakh** & upto **Rs. 136.00 lakh** = 25 Marks
 - Exceeding **Rs. 136.00 lakh** onwards = 30 Marks

- b) Experience of serving in Govt. (Centre/State) Departments/Autonomous bodies/PSUs/PSES/Bank & Insurance Companies or other equivalent organisations of high repute:-
 - Exceeding 3 years & upto 5 years= 20 Marks
 - Exceeding 5 years & upto 7 years= 25 Marks
 - Exceeding 7 years= 30 Marks

- c) Total no. of people on their rolls
 - Exceeding 100 & Upto 125 = 20 Marks
 - Exceeding 125 & upto 150 = 25 Marks
 - Exceeding 150 = 30 Marks

- d) Quality related marks(as bonus)
 - ISO (upto 2 years)= 05 Marks
 - ISO (Exceeding 2 years)= 10 Marks

- e) At-least 3(three) years' experience (ending month of March prior to the bid opening) is required.
 - f) Each bidder shall submit only one bid for one request for proposal (RfP).
17. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and IARI will not entertain any claim whatsoever in this respect.
18. In accordance with O.M. No 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' consideration/service charges shall be treated as unresponsive and will not be considered.
19. Director, IARI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons and it is not mandatory to be communicated to the tenderer.
20. The decision of Director, IARI shall be final for *any* aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, IARI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution **Act, 1996. The seat of arbitration will be Delhi and arbitral proceeding shall be governed in accordance with arbitration and conciliation Act, 1996 as amended from time to time.**
21. Acceptance by the Institute will be communicated by FAX/ Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX /Telegram, Express letter etc. should be acted upon immediately.
22. The Institute does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.
23. The Institute in its capacity as Principal Employer reserves the right to modify any of the terms and conditions of the contract as mentioned in the **Schedules II & III** of this document, at its discretion, in the interest of the job work.

24. Successful bidder/tenderer will have to enter into a detailed contract agreement with IARI on non-judicial stamp paper of Rs. 100/- (One hundred only) for work.

25. Successful bidder shall not sub-let the contract to any other contractor/sub-contractor.

26. The following documents/vouchers are required to be uploaded with the Technical Bid in following manner:-

- a) Scanned copy of Earnest Money Deposit (EMD).
- b) Scanned copy of Registration certificate of the firm under Company/Shops & Establishment Act of the respective state for this purpose.
- c) Scanned copy of **valid Licence** under the Contract Labour (Regulation and Abolition) Act, 1970/1971.
- d) Scanned copies of EPF and ESI Registration Certificate(s) issued by the appropriate authority.
- e) Scanned copies of registration with Horticulture Department for doing such works(s), as applicable.
- f) Scanned copy of proof of depositing ESI & EPF separately. Minimum **100 number (staff/supervisors)** required with their **latest ECR** for ESI & EPF contributions for the last three months.
- g) Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if claiming exemption for EMD submission.
- h) Scanned copies of proofs of minimum last three year's i.e. **2016-17 to 2018-19 continuous experience** of the firm in the field of providing such services in Central Govt. establishments/ autonomous bodies/corporations / reputed public organizations, with details in enclosed tabular form in chronological order and Scanned copies of the satisfactory services where the tenderer is providing the services for each of the last three or more financial years.
- i) Scanned copies of proof of minimum **turnover of the firm in the area of Horticultural & Landscaping activities not less than Rs. 81.60 lakh (Rupees Eighty One Lakhs Sixty Thousand Only)** per year during each of the last three financial years ending 31 March, 2019.
- j) Scanned copies of Income Tax (PAN), Service Tax /GST Registration Certificates, TIN number, with bank account details.
- k) Scanned copy of Audited Balance Sheet (Balance Sheet & Profit & Loss A/c) of the firm for last 3 (three) financial years i.e. 2016-17 to 2018-19 by the Chartered Accountant.
- l) Scanned copy of valid latest **Bank solvency certificate** for Rs.80.00 lakh. The Bank solvency certificate should not be more than **three months old**.
- m) The firm/agency must enclose a certificate indicating that there is no criminal legal suit pending or contemplated against it.
- n) An Undertaking as per attached Format duly attested by Notary on a non-judicial stamp paper of value of **Rs.100/- (Rupees One Hundred Only)** regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings during the last three years.

- o) Only those firms will be considered for financial bid who will qualify in the technical bid. Copies to be enclosed.
- p) The bidder must have successfully executed/completed similar services, over the last three years ending March-2019:
 - 1) **Three similar completed services** costing not less than the amount equal to **40% (Forty per cent)** of the estimated cost; or
 - 2) **Two similar completed services** costing not less than the amount equal to **50% (Fifty per cent)** of the estimated cost; or
 - 3) **One similar completed service** costing not less than the amount equal to **80% (Eighty per cent)** of the estimated cost.
- q) The bidder shall authorise to seek references from the bidder's bankers.
- r) The tender should accompany the **list of garden equipments** in possession of the tenderer at the time of filing of tender forms (as part of the Technical bid). Enclose the proof of **declaration in form of an affidavit** on Rs. **100/-**-(Rupees One Hundred only) non-judicial stamp paper **duly attested by the notary public**.

Other conditions:

- I. The work may have to be attended at different intervals of times during the contract period as well as during day time which may vary from 8.00 am to 5.00 pm but not exceeding to the permissible hours for each man days.
- II. Implements/items as indicated At Schedule-II & III required for operations will be provided by the vendor and proof of purchasing the same needs to be attached with the monthly bill(s), which will be verified by the concerned officer of the Institute.
- III. The contractor shall provide the list of his workers who shall be working in the beginning of contract.
- IV. Contractor will ensure minimum wages to be paid to the contractual manpower as per Minimum Wages prescribed by Govt. of NCT of Delhi/ Central Govt. (Whichever is higher) from time to time.
- V. Each page of the technical bid must be signed by the tenderer while submitting technical bid. The terms and conditions shown in draft agreements can solely be changed by the Director IARI at his discretion and shall be binding up on the tenderer at the time agreement entered into.
- VI. Income tax & TDS under GST shall be deducted from the monthly bills of agency as per rules in force.

27. **The IARI is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part.** You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.

28. The contract will be initially for a period of **one year and extendable by further one or more years on the same rate, terms and conditions** subject to satisfactory performance of the vender and his/her willingness to continue.

29. Quantity mentioned in the tender document are approximate.

30. The agency should have experienced supervisors & workers in the field of horticultural features maintenance, development and supply particularly for hedge and edge cutting, development of lawns, exhibition quality pot plants and nursery management etc mentioned in specifications for maintenance of horticulture features.

31. Tenderer should be fully equipped with the following equipment's executing the work contract.

EQUIPMENT, TOOLS AND ACCESSORIES

- (i) Tenderer should have fully established own name registered (minimum 2 years old registration) ornamental and flower nursery, in minimum 1 acre area.
- (ii) Three tractors, three trolley (two with two side covered and another trolley with hydraulic carriage for horticultural waste disposal.
- (iii) Two choppers for roadside grass cutting
- (iv) Self-propelled platform for tree maintenance **as when required**
- (v) One water tanker
- (vi) Six lawn mowers (diesel)
- (vii) Four manual lawn mowers
- (viii) Eight Brush cutter (heavy duty)
- (ix) Three Hedge Saw (power operated)
- (x) Two tree cutter (power operated diesel/petrol)
- (xi) 20 mobile garden sprinklers for lawn irrigation in important areas
- (xii) Hose pipe sufficient for all the areas (minimum 5000 meters),
- (xiii) 2 power sprayers and two foot sprayer for insecticides, fungicides and herbicides
- (xiv) Three cycle rickshaws for mobility of pots
- (xv) Sufficient number of other essential garden tools like water cans, spades, pickaxes, *khurpis*, secateurs, baskets, plastic pipes, shovels, metallic rakes, etc have to be provided by the contractor.
- (xvi) Other essential items/tools such as brooms, panni, palli, etc., required for day to day maintenance of the area specified in the tender should also be provided by the contractor. The institute shall not provide such consumables.
- (xvii) The contractor is encouraged to offer energy efficient modern equipment and tools as per the work requirement to enhance the efficiency.
- (xviii) Any other equipment/tools that is primarily essential for the maintenance of the work prescribed in the work schedule should be included in the quote.

Note:

1. The contractor must ensure the supply of required fuel for the above equipment's and vehicles for their day to day operation.
2. The contractor is expected to maintain all the equipment's and tools indicated above in a proper working condition. Repairs if any have to be attended within 24 hours. Any loss accruing to the institute on account of default on the part of the Contractor, suitable deductions commensurating with the non-compliance of such assigned work and loss thereby shall be deducted from monthly bill. The contractor may deploy a trained mechanic to attend such repairs at site to avoid delay.
3. The Institute will provide a **state of the art leaf sucking machine** for the removal of cut grass and fresh /dry leaves. The workforce of the contractor shall work in close coordination with the team on the leaf sucking machine to increase the overall efficiency and ensure cleanliness of the campus and utilize the collected biomass for preparing the FYM at institute level.
4. The competent authority may verify the required equipments & manpower at any time failing which bill may be deducted accordingly basis on the loss of work or tender can be cancelled.
5. Equipments, machinery or tools and manpower etc., whatsoever, will not be provided by the Institute.

32. The authority of IARI will supply (a) unfiltered water/ tube well water on working site free of cost. The contractor has to acquaint himself with the site condition for opening and fitting of hydrant along with R.H. pipe etc. The contractor will be handed over the available water pumps in running condition and it will be his/her responsible for its proper maintenance and carrying the water to places of use through R.H. pipe/tanker which will be provided by the contractor.

33. Tractors/choppers/power lawn mowers along with drivers will be provided by the contractor required for proper work in the campus and carriage of huge quantity of horticultural waste and malba from the campus. The rates quoted by the contractor are inclusive of operation and maintenance of tractor, choppers and other power driven equipment like lawn mowers, water pumps etc.

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

35. The contractor will have to submit work completion report for its monthly work **by 7th of each succeeding month** along with his monthly bill. The progress report should be supported by the '**work satisfactory report**' to be collected by the contractors from various heads of divisions, residents authorized block representatives, FHLOSU supervisors & incharge in token of having work done as per satisfaction of users.

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

37. **CHANGE OF DESIGNS:** The Director, IARI reserves the right to make any changes in the design and plan. No compensation or claim would be allowed on this account.

38. **MODE OF PAYMENT:** Though efforts shall be made by IARI authorities to pay the monthly bills of the contractor within a reasonable time of 15 days after receipt of bill. However, contractor will not be entitled for payment of any extra amount on account of delay, due to any reason whatsoever. The contractor is solely responsible to pay the payments for the labour engaged by him before 7th day of following month. The contractor is solely responsible to fulfill all the administrative formalities for clearing of his bills in a timely manner. In the event of any unrest in the campus due to delayed payments from the contractor if any occurs the institute will be at liberty to assess and recover the loss accrued to the institute on account of default on the part of the Contractor. Such deduction shall be commensurating with the loss accrued to the institute due to default of the contractor on this account which will be assessed by the institute. **The firm shall submit pre-receipted bills duly verified by the officer-in-charge per month in triplicate for the work in the first week of following month in the name of Director, IARI, New Delhi.** The contractor will have to submit following documents with monthly bill:

- 1) List of workers with their attendance of each month.
- 2) The copy of detailed wages sheet showing list of workers with their name, no. of days worked during the month, wages admissible, EPF/ESI deductions, Net amount payable to each employee, statement showing that the wages have been transferred to the bank account of the worker.
- 3) Copy of Separate e-Challan/ ECR for the proof of Provident Fund contribution and ESI contribution deposit along with details of contract workers, PF account No. / ESI No., contributions of contract worker and employer etc. for the previous month, in respect of contract workers deployed by them in IARI through this contract only. Common challans would not be acceptable in IARI.
- 4) Vendors should furnish the correct HSN classification under GST tariff Head against each item in the Body of the Bill.
- 5) In compliance of the Contract Labour Rules, the contractor shall maintain the (a) Muster Roll (b) Wage Register (c) A register of deduction for damage or loss (d) Register of Fines (e) Register of advances (f) Register of Overtime, (g) Wage Slip.

39) **PRICES AND RATES:** No extra charges shall be payable on account of inflation, royalties, local and other taxes to the contractor, for extra tools over the quoted tools and equipment including their operation and maintenance.

40) **VISIT TO SITE:** The contractors are advised to visit the working site before or after purchase of tender form to see himself the site conditions regarding the present status of the horticultural features besides water supply and the actual area etc.

41) **DEDUCTIONS ON ACCOUNT OF NON-SATISFACTORY WORK:** If specified quality work is not maintained, or on account of non-satisfactory work performance, a proportionate deduction for that non-satisfactory work will be made from the bill of the contractor by the competent authority of IARI. No correspondence shall be entertained from the contractor if proportionate deductions are made due to non-satisfactory work. The Director, IARI shall have the full power to either take the works wholly or in part there of out of the hands of the contractor, for any negligence of the contractor.

42) **Modification of Areas:** The Director IARI has the right to upgrade any area to a higher or reduce to a lower level/grade depending on the requirement of the campus cleanliness.

43) **TERMINATION OF CONTRACT:** The contract period will be for a period of one year from the date of award of contract. The contract can be terminated by giving one month notice from either side during the contract period in view of non-satisfactory work/ maintenance. IARI can terminate the contract at any point of time, in case the tenderer commits breach of any of the terms and conditions. *However, if the contractor decides to leave in between the contract period he is liable to pay the contract amount for the remaining period of the contract to the institute as a penalty or the security deposit amount deposited by the contractor whichever is higher.*

44) **PAYMENT OF WAGES AND LABOUR LAWS:** The contract will be awarded absolutely on the basis of job assigned and payment will be made to the contractor on satisfactory work completion report to be obtained from end user. The contractor/service provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of the statutory obligation under all related legislations as applicable to it from time to time including Minimum Wages Act, Workmen Compensation Act, the Contract Labor (Regulation and Abolition) Act, EPF Act, Payment of Wages Act, ESI Act. Etc. or other labour rule, regulation applicable and amended from time to time. The Contractor shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF, EDLI, if applicable at his own level and maintenance of such records as per rule. The contractor will be responsible for opening individual PF account of the employee and linking of UAN's for all the person deployed and complete all the necessary formalities as required under EPF/ESI act. IARI shall not be liable for the same and the Contractor indemnifies IARI in all respects thereof.

45) **DAMAGES OR LOSSES:** The contractor shall be responsible for any type of losses and damage in the Institute/ Campus during the contract period on account of any action or inaction of the contractor itself and/or any of its workers. The contractor shall be liable to pay the losses and damages as decided by the Director, IARI. The amount of losses/damages will be recovered from either bills/ security deposit of the contractor.

46) **IDENTIFICATION OF THE STAFF OF CONTRACTOR:** For Security reasons, the contractor shall be under obligation to provide identity card carrying his signature with the serial number of cards" duly countersigned by Security Officer of IARI. The contractor shall provide a list of his staff to Security Officer for that purpose. The Contractor shall be under obligation to inform the Security Officer, any change in his staff. The contractor's staff shall be allowed to work inside the IARI Campus during the working hours only, However, if need be, contractor may obtain the written permission of Security Officer for detaining his staff after office hours as a special case.

47) **CO-ORDINATION IN WORK:** The contractor shall work co-operatively and amicably with In-charge, residents and other contractors working in the Campus.

48) **VARIATION IN WORK or QUANTITIES OF WORK:** The Director, IARI has the right to increase or decrease the work or quantities of work to be executed or delete any item of work or supplies as a whole or part thereof. Payment of such additional work or reduction thereof will be based on the rates quoted by the contractor. The Director, IARI shall have the full power to either take the works wholly or in part from the contractor (s).

49) **REJECTED MATERIAL AND REPLACEMENT OF DEFECTIVE WORK OR MATERIALS:** The Director, IARI has the right to reject any unspecified material supplied by the contractor at the site. The Director, IARI also has the right to seek the replacement of defective work and materials as per the norms of Govt. of India.

50) All the personnel deployed will perform their duty in proper uniform& shoes. The agency shall, at its own cost, provide suitable uniforms (both summer and winter) to the personnel with identity cards.

51) The tenderers should indicate only the rates proposed on the basis of work contract under the contract. No request for alteration in the rates once quoted will be permitted during the contract period.

52) The agency shall employ good and reliable persons with robust health and clean record. In case any of the personnel so provided is not found suitable, the Institute shall have the right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a written communication, will have to replace such persons immediately.

53) Agency should make payment to the workers employed through cheque/ electronic mode only and submit the proof with monthly bill.

54) The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc. The IARI shall not bear any extra charge on any account whatsoever *i.e.* Uniform, Liveries, OTA etc.

55) Supervisor and workforce must be trained and well experienced for the maintenance of horticulture work like park, garden and bungalows, nursery, rose beds, flower beds and preparation of exhibition quality pot plants and nursery management etc. Supervisors/ other workers if not found satisfactory for their performance by the In-charge FHLOSU will have to be removed by the contractor at the earliest. Any change if desired by the contractor in his staff can be made by written request to the In-charge, FHLOSU through valid reasons acceptable to the In-charge.

56) **Concessional GST:** Indian Agricultural Research Institute, New Delhi-110012 is a Research Institute other than Hospital Registered under Department of Scientific and Industrial Research (DSIR), Govt. of India and is entitled to avail concessional rate of Goods and Service Tax (GST) in terms of Ministry of Finance notification 45/2017 – Integrated Tax Dated 14.11.2017. Institute is eligible for concessional GST@5%. Institute will provide certificate in this regard if specifically asked for.

57) The quantity mentioned in BOQ are only for OHLU, if any unit/Division of IARI place order for the item mentioned in tender, the firm is bound to deliver the supply for them as per approved rate contract. Therefore, keep in mind the rates while quoting the rates in tender.

58) **Liquidated damages clause:**

1. That the contractor shall be responsible for the faithful compliance of the work award order. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit.

2. An amount of ₹5,000/- (Rupees Five thousand only) will be levied as liquidated damages per acre or as per area or amount shall be deducted as per rate basis from the monthly bill whenever and wherever it is found that the work is not up to the mark in any point it will be brought to the notice of supervisory staff of the firm by IARI and if no action is taken within six hours, liquidated damage clause will be invoked.
 3. If specified quality of work is not maintained, on account of non-satisfactory work performance, a proportionate deduction for that non-satisfactory work will be made from the bill of the contractor by the competent authority of IARI. No correspondence shall be entertained from the contractor if proportionate deductions are made due to non-satisfactory work.
- 59) Director, IARI has the right to accept or reject any or all the tenders without assigning any reason thereof.
- 60) The Bid submitted against this Tender should remain valid for not less than 180 days from the last date of submission of bid. Institute may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request without forfeiting the EMD.

Yours faithfully,

Place: IARI, New Delhi
Date:

Assistant Administrative Officer
Division of Floriculture and Landscaping
On behalf of Director, I.A.R.I.

TENDER FOR THE CONTRACT FOR **OUTSOURCING SERVICES OF "MAINTENANCE, DEVELOPMENT OF HORTICULTURAL FEATURES AND SUPPLY OF COMMODITIES" AT IARI, (PUSA CAMPUS), New Delhi-12**

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office Telephone No. Telegraphic Address/FAX/Cellular No.: E-Mail address _____

From _____

To
Asstt. Admn. Officer,
Division of Floriculture & Landscaping
ICAR-IARI, Pusa New Delhi-110012

We have read all the particulars regarding the General information and other terms and conditions of the contract for THE **OUTSOURCING SERVICES OF "MAINTENANCE, DEVELOPMENT OF HORTICULTURAL FEATURES AND SUPPLY OF COMMODITIES" AT IARI, (PUSA CAMPUS), New Delhi-12** 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 Schedule-II to this Tender and I/we agree to hold this offer open till **180 days**. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender _____. The Schedules-I & II to accompany this Tender are at pages

4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order / DD No. _____ dt _____ of Rs. _____ drawn in favour of Director, IARI and payable at New Delhi is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer
Telephone No. office-----
Residence -----
Mobile No. -----
Address -

Witness _____
Phone Residence Address _____
Mobile No. Occupation _____

Signature of witness to contractor's
Signature Address
Name & Signature of Witness:
Address

SCHEDULE-I

[TECHNICAL BID]

FOLLOWING DOCUMENTS TO BE UPLOADED ONLINE IN PDF FORMAT FOR CONSIDERATION OF THE TENDER/BID

Sr. No.	Particulars	Upload scan copy & Indicate Page No. [File Type]
1	Details of Tender Cost amounting to Rs. 2000/-	[PDF]
2	Details of EMD [Bid Security] amounting to Rs. 5,44,000/-	[PDF]
3	Name of the Firm/Agency,	[PDF]
4	Name of Director of Firm/Agency,	[PDF]
5	Full address of operating/Branch Office with Telephone No., Mobile No. & E-mail ID,	[PDF]
6	Name and Full Address of your Banker's (attach certified copy of latest Bank Statement)	[PDF]
7	Attested copy of PAN No./ TIN No./Service Tax No.	[PDF]
8	Copy of GST Registration No. (attach attested copy)	[PDF]
9	Attested copy of Registration Certificate of the firm under Company/ Shops & Establishment Act of respective state for this purpose	[PDF]
10	Attested copy of registration of manpower company/ firm/ agency/ contractor with appropriate authority of the Government including valid license under the Contract Labour (Registration & Abolition) Act, 1970/1971	[PDF]
11	Employee EPF registration certificate issued by local govt. etc. (attach attested copy)	[PDF]
12	Employee ESI registration certificate issued by local govt. etc. (attach attested copy)	[PDF]
13	Scanned copy of proof of depositing ESIC & EPF Separately. Minimum 100 nos. (Staff/Supervisors) required with their latest ECR ESI & EPF contributions for last three months.	[PDF]
14	Attested copy of registration with Horticulture Department for doing such works(s), as applicable.	[PDF]
15	Details for evaluation of Technical Bid	
(i)	Attested copy of minimum turnover of the firm in the area of Horticultural & Landscaping activities not less than Rs.81.60 Lakhs (Rupees Eighty One Lakh Sixty Thousand Only) during each of the last three financial years duly certified by CA.	[PDF]
(ii)	Attested copies of proofs of minimum last three year's i.e. 2016-17 to 2018-19 of continuous experience of the firm in the field of providing such services in Central Govt. establishments/ autonomous bodies /corporations/ reputed public or private organizations, with details in enclosed tabular form in chronological order and Attested copies of the satisfactory services where the tenderer is providing the services for each of the last three financial years i.e. 2016-17 to 2018-19.	[PDF]
(iii)	ISO Certification, if any copies to be provided	[PDF]
16	Scanned copy of valid latest Bank solvency certificate for Rs. 80.00 lakh. The Bank solvency certificate should not be more than three months old. (attach attested copy)	[PDF]

17	Scanned copy of Audited Balance Sheet (Balance sheet (1 Page) & Profit and loss A/c (1 Page)) of the firm for last 3 (three) financial years i.e. 2016-17 to 2018-19 by the Chartered Accountant.	[PDF]
18	The bidder must have successfully executed/completed similar services, over the last three years ending March-2019: 1) Three similar completed services costing not less than the amount equal to 40% (Forty per cent) of the estimated cost; or 2) Two similar completed services costing not less than the amount equal to 50% (Fifty per cent) of the estimated cost; or 3) One similar completed service costing not less than the amount equal to 80% (Eighty per cent) of the estimated cost.(attach attested copy)	[PDF]
19	The tender should accompany the list of garden equipments in possession of the tenderer at the time of filing of tender forms (as part of the Technical bid). Enclose the proof of declaration in form of an affidavit on Rs. 100/- (Rupees One Hundred only) non-judicial stamp paper duly attested by the notary public .	[PDF]
20	An Undertaking as per attached Format duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings during the last three years.	[PDF]
21	Whether the firm has any legal suit/criminal case pending against violation of EPF/ESI, minimum wages act or other laws (give details). The firm/agency must enclose certificate (in technical bid) indicating that there is no criminal/legal suit pending or contemplated against them.	[PDF]
22	Firm should have fully established own name registered (minimum 2 years old registration) ornamental and flower nursery, in minimum 1 acre area.	[PDF]

Note:-

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period contract.
- c) The Earnest Money of Rs. _____ to be deposited by me has been enclosed herewith vide Demand Draft/FDR/Bank Guarantee No. _____ dated _____ drawn on bank __ Branch.
- d) I/We give the right to the Competent Authority of **IARI** to forfeit the earnest Money/Security money deposited by me / us if any delay occur on my part or failed to render service within the stipulated period.
- e) I hereby had undertaken to render the service as per direction given in the tender document.
- f) I shall be vacating any space that may be provided to me by the Competent Authority to carry out the job or otherwise, before I put up the last bill of the contract period for payment.
- g) **The quantity mentioned in BOQ are only for OHLU, if any unit of IARI place order for above items, the firm is bound to deliver the supply for them as per rate contract. Therefore, keep in mind the rates while quoting the rates in tender.**
- h) **Bidder should indicate GST rates in the percentage in BOQ as applicable separately under each of the head in BOQ, if applicable, failing which it shall be presumed that the prices include all such charges and no claim for the will be entertained.**

Date: -
Place: -

Signature of the Bidder: -
Full Name: -
Designation: - (Office seal of the Bidder)

Details of the minimum 3 years experience/work done

Sl.No.	Name of the Deptt./Organization & Name of contact person with Ph.No.	Period		No. of staff deployed	Remarks
		From	To		

(Authorized Signatory)

UNDERTAKING

I/We have read and understood IARI's General Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by INDIAN AGRICULTURAL RESEARCH INSTITUTE.

I/We do hereby also accept that IARI have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to IARI any changes in the condition or working of the firm. **It is certified that we have not been blacklisted by any organization of government including in the last three years.** The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize IARI to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature:.....

Name:.....

Designation:.....

Address:.....

Place:.....

Date:.....

Note: The undertaking regarding the non blacklisting of firm is to be submitted on a nonjudicial stamp paper of Rs. 100/- (Rupees Hundred only).

Schedule -II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE "OUTSOURCING SERVICES OF MAINTENANCE, DEVELOPMENT OF HORTICULTURAL FEATURES AND SUPPLY OF COMMODITIES" AT IARI, (PUSA CAMPUS), New Delhi-12"

SCOPE OF WORK

Scope of Work & (Terms & Conditions):

Thorough cleaning of all the surroundings areas that Includes collection, lifting, transportation and disposal of all horticultural waste (at a site identified by the institute) including fallen leaves, cut/fallen trees in any part of the campus including Loha Mandi and Krishi Kunj (uprooting of roots of fallen/cut trees) and branches, cut grass, foliage and branches of hedges, edges, shrubs etc. The areas of Institute are as under:-

1. **VIP area of the campus**
2. **Guest houses and Hostels**
3. **Divisions**
4. **Residential areas**
5. **Playgrounds and open areas**
6. **Road Side area**
7. **Maintenance of Nursery**

The Campus has to be maintained in utmost cleanly manner on a **day to day basis**. The contractor has to clear all the horticultural waste in the campus irrespective of the source of such material. The work involves complete maintenance of lawns, hedges, edges, shrubs, creepers, trees, climbers, flower beds and potted plants, avenue trees/plants, seasonal flower bed in the existing area, new plantations in the following area, etc.

- The contractor has to decorate the premises of important events of the institute by ornamental pots (approx. 50 important occasions like convocation, Krishi Unnati Mela, National, International seminars, meeting and symposia etc. The ornamental pots will be provided by the Institute.

Note:

1. The Director IARI has the right to upgrade any area to a higher level correspondingly reduce to a lower level of the other area depending on the requirement of the campus cleanliness.
2. Although the Tenders are invited on job basis the payment to the firm will be made on actual work done on monthly basis, after deduction of tax. No payment shall be made for those areas untouched by the contractor or for non-satisfactory work done in a particular area.
3. The rates quoted should include the charges for maintenance and operation of tractor, chopper, power lawn mower and other equipment to be used for day to day maintenance including the man-power and diesel etc. to be used. The charges should also include the maintenance of water pumps and connections which may be provided by the Institute.

4. The contractor has to decorate the premises of important events of the institute by ornamental pots (approx. 50 important occasions like convocation, Pusa Krishi Vigyan Mela, seminars and symposia). The ornamental pots will be provided by the Institute.

SPECIFICATION FOR MAINTENANCE OF LAWNS, TREES, ORNAMENTAL TREES, HEDGES, FLOWER BEDS, ROSE BEDS ETC.

The Division has procured a heavy duty leaf sucking machine for mechanized cleaning of biomass. Another agency is already involved in the general cleaning of open areas and road side areas. However, lifting & disposal of green waste is to be lifted on regular basis. Yard stick of the CPWD/DSR should be followed for maintenance of Horticulture works & these are liable to revise any point of time.

I. LAWNS

1. The existing grass of Office VIP/residential & hostel area shall be scrapped and forked as required at least once in a year in the month of May and June or as directed by the In-charge, FHLOSU. The scrapped surface will be top dressed with 20-25 mm thick layer of cow dung manure and good earth mixed in the ratio of 1:3.
 - a. Lawn will be mowed with mower regularly and at least **twice in a month** and gap filling in lawn must be done as per the requirement.
 - b. The lawn will be suitably irrigated with water **at least twice in a fortnight** as per need.
2. The surface leveller and hand roller used after lawn moving (use of one ton roller).
3. The thickness of the grass shall not be allowed to increase beyond 55-60 mm.
4. The minimum thickness of the grass shall be maintained as 40-50 mm from the ground level.
5. The grass shall be kept free from unwanted weeds by **manual weeding** or **through use of chemicals** etc.
6. The **application of fertilizer and manuring of the lawn** shall be done as directed by the In-charge, FHLOSU or his representative as per required.
7. Insecticides, pesticides, fungicides, weedicides, manures and fertilizers of reputed brands have to be applied by the contractor. The inputs shall be provided by the Institute.

II. TREE PLANTS, ORNAMENTAL PLANTS, CREEPERS, SHRUBS ETC.

1. The minimum area of 2 to 2.5 ft. around the small trees and 3 to 5 ft. for big trees from trunk of the trees shall be kept free from all kind of weeds.
2. The plants shall be watered regularly as required and as directed by the Incharge or his authorized representative.
3. The dry and fallen leaves of avenue trees and bungalows will be collected and cleaned by the contractor.
4. Light pruning, trimming, thinning etc. must be done as and when required as directed by the Incharge, FHLOSU or his authorized representative.
5. The proper shape to be kept after pruning and contractor has to remove unwanted branches of shrubs, trees as and when pruned.
6. Spraying, pruning and manuring etc. to be followed from time to time as per direction of In-charge, FHLOSU or his authorized representative.

7. Every avenue trees as well as area under the trees should be cleaned and well maintained by the contractor as per the instructions of In-charge, FHLOSU or his authorized representative.
8. Gap filling in lawn, new plantation of trees, shrubs and creepers will be done by the contractor without any extra charges as per the instructions of In-charge, FHLOSU. The Institute will bear only the cost of the plants.
9. The complete areas where the trees, shrubs and creepers are planted in open field shall be kept free from weeds and diseases throughout the year.
10. Lifting of fallen trees, branches and twigs etc. and storing as directed have to be carried out.

III. HEDGES/EDGES

1. The hedge cutting shall be required **twice in a month** in a proper height and shape.
2. The hedge shall be free from dodder, cuscuta and unwanted plants.
3. Cleaning of the area around hedge plants shall be done regularly as required and as directed by the Incharge, FHLOSU
4. The hedge plants shall be regularly manured with well decomposed cow dung/Okhla sludge or any other chemical fertilizer as required and as directed by incharge.
5. After clipping or pruning of hedge, the pruned material shall be collected by the contractor's men and disposed of at specified location (preferably dumped in the pits for decomposition)
6. It will be the responsibility of contractor to ensure proper maintenance and keep roads and adjoining areas clean of grass and other waste materials.
7. Irrigation required once or twice in a month (excluding rainy season) as per availability of water.
8. The contractors are required to prune and train the hedges in the form of shapes/patterns/topiary as per the instructions from the incharge FHLOSU

IV. Maintenance of Beds

1. The contractor will maintain beds of flowers, rose, canna and other bulbous plants, etc. including preparation of beds, applying chemical fertilizers, manures, cow dung, watering, inter culture, weeding, thinning, spraying of insecticide etc. as per direction of the In-charge, FHLOSU
2. The contractor will have to ensure that maximum healthy flowers are available throughout the year in these beds.
3. Rose and other perennial plant casualty due to negligence or poor maintenance by the contractor will be replaced by the contractor with healthy and acceptable plants, free of any charges.
4. The canna beds & other ornamental plants will be changed / replanted every year as per the direction of Incharge, FHLOSU

Note: The contractors are advised to visit the working site before or after purchase of tender form to see himself the site conditions regarding the present status of the horticultural features besides water supply and the actual area etc

TERMS & CONDITIONS:

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to the Incharge/designated officer of FHLOSU, ICAR-IARI-New Delhi 110012.
3. The Director, IARI reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Director shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR/IARI for the purpose. All complaints should be immediately attended to by the Agency.
7. The agreement is terminable with one month notice on either side.
8. The contractor shall not sublet the work without prior written permission of the Building Incharge.
9. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
10. *The selected agency will require to deploy approximately 100 workers/staff including superiors at FHLOSU, IARI. However, the number of staff may vary based on requirement of the Institute at any time.* The Contractor will ensure minimum wages to be paid to the contractual manpower as per Minimum Wages prescribed by Govt. of NCT of Delhi/ Central Govt. (Whichever is higher) from time to time. The agency shall employ good and reliable persons. In case any of the personnel so provided is not found suitable by the Incharge FHLOSU shall have the right to ask for his replacement without giving any reason thereof and the agency on receipt of a written communication will have to replace such persons immediately.
11. The persons so provided by the agency under this contract will not be the employee of the IARI and there will be no employer-employee relationship between the IARI and the person so engaged by the contractor in the aforesaid services.
12. Payment for service contract will be made monthly upon submission of pre-receipted bill along with challan & ECRs for EPF & ESIC.
13. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The IARI shall not bear any extra charge on any account whatsoever i.e. EPF & ESIC contribution etc. It would be the sole responsibility of the contractor to pay his manpower as per minimum wages act of the (concerned state) govt.
14. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Council from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision Director, IARI shall be final and binding on the contractor.

15. Income Tax & TDS under GST (if applicable) will be deducted from the payments due for the work done as per rule.
16. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract
17. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt/State Govt, relating to this contract made applicable from time to time.
18. While the contract is normally for one year, there is a possibility of its continuation for another one year after the approval of the competent authority, IARI, New Delhi.
19. Risk Clause; IARI reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred an account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
20. Bids quoting "**NIL**" consideration/service charges shall be treated as unresponsive and will not be considered.
21. That in case service provider fails to make any statutory or contractual payment, then the IARI shall have the right to realize this amount from the Security deposit of the Contractor.
22. The service provider agency shall be solely responsible for the redressal of grievances/resolution of dispute related to personnel deployed and INSTITUTE shall in no way be responsible for settlement of such issues whatsoever.
23. The contractor will furnish to the INSTITUTE the list of the workers with full particulars of the personnel deployed, including details like name, father's name, age, photograph, permanent address, telephone number etc. and will also ensure the verification of the antecedents of such personnel.
24. The tendering agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the INSTITUTE to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
25. Any loss, theft or damage to the life and/or property of the employees of the IARI and/or property of the IARI shall be compensated by the contractor if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the personnel deployed by the firm.
26. In case of breach of any terms and conditions attached to this contract, the security deposit of the contracting agency will be liable to be forfeited by the INSTITUTE besides annulment of the contract.
27. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement which shall be executed between the IARI and successful bidder/ contracting agency.

28. LIQUIDATED DAMAGES CLAUSES:

- a) In case of non-satisfactory work noticed by the Competent Authority, IARI, an amount equivalent to two days of contract amount subject to a minimum of Rs. 5000/- will be levied as liquidated damages per day apart from penalty. Whenever and wherever it is found that the work is not up to the mark in specified point /area it will be brought to the notice of the supervisory staff of the firm by IARI and if no action is taken within one hour liquidated damages clause will be invoked.
- b) The Firm will not charge placement charges and /or on any other account from the manpower deployed at the IARI. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at a later stage, reports are received that the Contractor/Contracting Firm has charged the guards/manpower on any account.
- c) Any misconduct/misbehavior on the part of the guards/manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

29. **PENALTY CLAUSE:** If the number of worker (s) are found less than the minimum required **100 No.** under the contact a penalty of Rs.500/- per worker/supervisor per day will be deducted from the bill. Not with-standing anything above, the Director, IARI reserves the right to reject any or all tenders in whole or in part without assigning reasons therefore. The decision of Director, IARI shall be final and binding on the contractor/agency in respect of any clause covered under the Contract. IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

30. **The IARI is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part.**

31. The agency should have experienced supervisors & workers in the field of horticultural features maintenance, development and supply particularly for hedge and edge cutting, development of lawns, exhibition quality pot plants and nursery management etc mentioned in specifications for maintenance of horticulture features.

32. Tenderer should be fully equipped with the following equipment's executing the work contract.

33. The firm shall be responsible for making timely payment of due wages to the workers employed, depositing of EPF with EPF through ECR and ESI contribution. A copy of ESI Challan and ECR indicating name of the workers with their EPF contribution will be submitted by the firm to the IARI, as proof. IARI will not have any liability on its part over such issues.

(For the ICAR-IARI)

(Name & Address of the firm)

1.....

2.....

SCHEDULE-III

[FINANCIAL BID]

PART- A: MAINTENANCE

Sr. No.	Sub-Heads and Item of work	Approx Area (acre)	Rate per acre/ per month (to be quoted in BOQ online)
1	<p>Thorough cleaning of all the surroundings areas that Includes collection, lifting, transportation and disposal of all horticultural waste (at a site identified by the institute) including fallen leaves, cut/fallen trees in any part of the campus including Loha Mandi and Krishi Kunj (uprooting of roots of fallen/cut trees) and branches, cut grass, foliage and branches of hedges, edges, shrubs etc.</p> <p>The Campus has to be maintained in utmost cleanly manner on a day to day basis. The contractor has to clear all the horticultural waste in the campus irrespective of the source of such material. The work involves complete maintenance of lawns, hedges, edges, shrubs, creepers, trees, climbers, flower beds and potted plants, avenue trees/plants, seasonal flower bed in the existing area, new plantations in the following area, etc.</p>		
	<p>A. Important area of the campus (VIP area) Dr.B.P.Pal Garden, Surrounding area of B.P.Pal garden, Library surroundings, Directorate, Triangular park, Tikona Rose Garden, Round about opposite entomology, Genetics, Phytotran, Phenomics and control environment facility, Dr.B.P.Pal Auditorium B-7, B-8, B-9, B-10, B-11, B-12,Pusa Haritkranti Park, ZTM&BDU, CPCT, ATIC, WTC,</p> <p>B. Guest houses and Hostels(VIP area)</p> <p>Ganga International Guesthouse Godavari Guesthouse Sindhu Guesthouse Farmers Guesthouse Shishir Hostel Vasant Hostel Hemant Hostel Sharad Hostel Saraswati Hostel Greesham Hostel VershaHostel Ritu Raj Hostel P. G. Cafeteria</p> <p>C. Divisions (VIP area)</p> <p>SPU, Agril Engineering, Agronomy, Agril Extension, Economics, CATAT, Microbiology, Plant Physiology and Biochemistry, NRL, Horticulture, Floriculture and Landscaping Plant Pathology, Publication Unit, Entomology, Blue Green Algae, , Seed Science, FOSU, Soil Science, USI, , CPCT old Office + CPCT Unit-I & Unit-II, Library Services, Biomass Utilization Unit(BUU), Cummings lab (Genetics)</p>	<p align="center">29.60</p> <p align="center">12.00</p> <p align="center">15.20</p>	

	D. Residential areas	37.00	
	That includes B type, (except mentioned above at 'A' under VIP area) C type, E type, D type, Scientist Apartment, DII Type, II A and B, Janak Vihar, NRC, Type IV, V, Kaveri Apartments, Parks in Scientist Apartment and Krishi Kunj area, (including parks and surroundings)		
	E. Playground and open area	55.00	
	P.G. School and Kaveri play grounds, community centre, Nehru Experimental Centre park, Faculty Club area, open areas in D and green belt in rear side of Scientist Apartment, P-11, Hauz Khas, E type quarters, Krishi Kunj and <i>Krishi Mela Ground</i> , Glass house area near phytotron, Area opposite Scientist Apartments, water treatment plant near Loha Mandi, Area near MCD school in Loha Mandi, Area adjacent to Inderpuri gate.		
	F. Road Side Area	60.00	
	Maintenance and general upkeep of all Avenues (1,2&3) & streets (1 to 6) including slip roads berms, collection, lifting, transportation and disposal of all horticultural waste (at a site identified by the institute) including fallen leaves, cut/fallen trees and branches, cut grass, foliage and branches of hedges, edges, shrubs etc., in the campus,. The contractor is encouraged to dispose of the same in pits for composting. The area includes IARI main gate to Hill side road to Inderpuri road, Director Office Round about to old Police station, Round about to ASRB (old IARI gate Round about to KisanHostel, Greesham (Mandakini) Hostel to NRL, Godavari to Bougainvillea garden, Library to post office road, Syndicate bank to Janak Vihar, WTC, Kaveri apartment road side, Scientist Apartment to Sharad hostel road sides. Shard, Gresham (Mandakini)/Varsha/Godavri up to P.G.Ground.		
2	Maintenance of Ashoka trees in Research Farm area day to day cultural activities (1000 No.) and Nursery (1.60 Acre) comprising of 10000 pots including their day to day maintenance, propagation of plants, raising of seasonal flowers in nursery, pots and beds as given below:	1.60	
	<p>Maintenance 10,000 potted plants in the nursery and other locations in the Institute of various types for indoor and outdoor display</p> <p>Propagation</p> <p>i. Foliage plants: 500 Nos. in each season in summer, rainy and winter</p> <p>ii. Shrubs and Hedges: 500 Nos. in each</p> <p>iii. Seasonal flowers (a) 5,000 Nos. pots must be readily available for display in each season (b) Seedlings of all kind of seasonal (hybrids and open pollinated) to cover the flower beds for VIP areas, Bungalows& other places in the campus etc. in three seasons i.e. rainy, summer and winter</p> <p>iv. Ground covers in poly bags (6" pots) in each season of summer, rains and winter -1,000 Nos.</p> <p>v. Miscellaneous flowering plants 1,000 Nos. per season must be readily available.</p>		

Note:

1. The Director IARI has the right to upgrade any area to a higher level correspondingly reduce to a lower level of the other area depending on the requirement of the campus cleanliness.
2. Although the Tenders are invited on job basis the payment to the firm will be made on actual work done on monthly basis, after deduction of tax. No payment shall be made for those areas untouched by the contractor or for non-satisfactory work done in a particular area.
3. The rates quoted should include the charges for maintenance and operation of tractor, chopper, power lawn mower and other equipment to be used for day to day maintenance including the man-power and diesel etc. to be used. The charges should also include the maintenance of water pumps and connections which may be provided by the Institute.
4. The contractor has to decorate the premises of important events of the institute by ornamental pots (approx. 50 important occasions like convocation, Pusa Krishi Vigyan Mela, seminars and symposia). The ornamental pots will be provided by the Institute.

SPECIFICATION FOR MAINTENANCE OF LAWNS, TREES, ORNAMENTAL TREES, HEDGES, FLOWER BEDS, ROSE BEDS ETC.

The Division has procured a heavy duty leaf sucking machine for mechanized cleaning of biomass. Another agency is already involved in the general cleaning of open areas and road side areas. However, lifting & disposal of green waste is to be lifted on regular basis. Yard stick of the CPWD/DSR should be followed for maintenance of Horticulture works & these are liable to revise any point of time.

I. LAWNS

1. The existing grass of VIP/residential & hostel area shall be scrapped and forked as required at least once in a year in the month of May and June or as directed by the In-charge, FHLOSU. The scrapped surface will be top dressed with 20-25 mm thick layer of cow dung manure and good earth mixed in the ratio of 1:3.
 - A. Lawn will be mowed with mower regularly and at least **twice in a month** and gap filling in lawn must be done as per the requirement.
 - B. The lawn will be suitably irrigated with water **at least twice in a fortnight** as per need.
2. The surface leveller and hand roller used after lawn moving (use of one ton roller).
3. The thickness of the grass shall not be allowed to increase beyond 55-60 mm.
4. The minimum thickness of the grass shall be maintained as 40-50 mm from the ground level
5. The grass shall be kept free from unwanted weeds by **manual weeding** or **through use of chemicals** etc.

6. The **application of fertilizer and manuring of the lawn** shall be done as directed by the In-charge, FHLOSU or his representative as per required.

7. Insecticides, pesticides, fungicides, weedicides, manures and fertilizers of reputed brands have to be applied by the contractor. The inputs shall be provided by the Institute.

II. TREE PLANTS, ORNAMENTAL PLANTS, CREEPERS, SHRUBS ETC.

1. The minimum area of 2 to 2.5 ft. around the small trees and 3 to 5 ft. for big trees from trunk of the trees shall be kept free from all kind of weeds.
2. The plants shall be watered regularly as required and as directed by the Incharge or his authorized representative.
3. The dry and fallen leaves of avenue trees and bungalows will be collected and cleaned by the contractor.
4. Light pruning, trimming, thinning etc. must be done as and when required as directed by the Incharge, FHLOSU or his authorized representative.
5. The proper shape to be kept after pruning and contractor has to remove unwanted branches of shrubs, tress as and when pruned.
6. Spraying, pruning and manuring etc. to be followed from time to time as per direction of In-charge, FHLOSU or his authorized representative.
7. Every avenue trees as well as area under the trees should be cleaned and well maintained by the contractor as per the instructions of In-charge, FHLOSU or his authorized representative.
8. Gap filling in lawn, new plantation of trees, shrubs and creepers will be done by the contractor without any extra charges as per the instructions of In-charge, FHLOSU The Institute will bear only the cost of the plants.
9. The complete areas where the trees, shrubs and creepers are planted in open field shall be kept free from weeds and diseases throughout the year.
10. Lifting of fallen trees, branches and twigs etc. and storing as directed have to be carried out.

III. HEDGES/EDGES

1. The hedge cutting shall be required **twice in a month** in a proper height and shape.
2. The hedge shall be free from dodder, cuscuta and unwanted plants.
3. Cleaning of the area around hedge plants shall be done regularly as required and as directed by the Incharge, FHLOSU

5. The hedge plants shall be regularly manured with well decomposed cow dung /Okhla sludge or any other chemical fertilizer as required and as directed by Incharge.
6. After clipping or pruning of hedge, the pruned material shall be collected by the contractor's men and disposed of at specified location (preferably dumped in the pits for decomposition)
7. It will be the responsibility of contractor to ensure proper maintenance and keep roads and adjoining areas clean of grass and other waste materials.
8. Irrigation required once or twice in a month (excluding rainy season) as per availability of water.
9. The contractors are required to prune and train the hedges in the form of shapes/patterns/topiary as per the instructions from the incharge FHLOSU

IV. Maintenance of Beds

1. The contractor will maintain beds of flowers, rose, canna and other bulbous plants, etc. including preparation of beds, applying chemical fertilizers, manures, cow dung, watering, inter culture, weeding, thinning, spraying of insecticide etc. as per direction of the Incharge, FHLOSU
2. The contractor will have to ensure that maximum healthy flowers are available throughout the year in these beds.
3. Rose and other perennial plant casualty due to negligence or poor maintenance by the contractor will be replaced by the contractor with healthy and acceptable plants, free of any charges.
4. The canna beds & other ornamental plants will be changed / replanted every year as per the direction of Incharge, FHLOSU

PART- B:DEVELOPMENT

Sr. No.	Items	Unit	Rate should be quoted in BOQ (online)
1.	<p>Lawn(quantity: 5acre) or 20230 Sqm (approximate)</p> <p><i>The cost of supply and planting of different types of grasses including the following activities mentioned below to be undertaken during lawn development:</i></p> <p>Grassing with Selection</p> <p><i>The following activities to be undertaken during lawn development:</i></p> <p>Clearing of grass and removal of the rubbish& disposal outside the periphery of the area cleared.</p> <p>Trenching in ordinary soil up to a depth of 60 cm. Including removals and stacking of serviceable materials and then disposing of by spreading and neatly leveling within a lead of 50m and making up the trenched area to proper levels by filling with earth or earth mixed with sludge or/and manure before and after flooding trench with water.</p> <p>Supply and stacking of sand & good earth (1:1) @ 1 cft/sq.m.at site.</p> <p>Supplying and stacking of well decayed cow dung manure @ 10 kg/sq.m.at site of work including royalty and carriage up to all lead and lifts (½” over the surface).</p> <p>Spreading of sludge, dump manure or/and good earth in required thickness as per direction of Officer-in-charge.</p> <p>Treatment of the ground with insecticides for termite & weedicide against pre-emergence weeds as recommended.</p> <p>Flooding the ground with water including making kiaries and dismantling the clodes.</p> <p>Fine dressing of the ground and planting of grass with the ratio of 1sq. feet carpet grass in 3 sq. feet developed area for lawn.</p> <p>The lawn to be maintained for 30 days or more till the grass forms a thick lawn free from weeds and fit for mowing including supplying good earth& sand if needed including one free moving.</p>	<p>PerSq.m.</p> <p>PerSq.m.</p>	

2	<p>Hedge, Edge and Shrubbery (Quantity: 1000 Running meter)</p> <p>Preparation of beds for hedging and shrubbery by excavating 60 cm deep and trenching the excavated base to a further depth of 30 cm, refilling the excavated earth after breaking clods and mixing with sludge manure in the ratio of 8:1 (8 parts of stacked volume of earth after reduction by 20%: one part of stacked volume of sludge or manure after reduction by 8%), flooding with water, filling with earth if necessary, watering and finally fine dressing, leveling etc. including stacking and disposal of materials declared unserviceable and surplus earth by spreading and leveling as directed, within a lead of 50 m, lift up to 1.5 m complete (cost of sludge, manure or extra earth to be paid for separately) and supply & planting (at distance of 15 cm plant to plant and 15 cm row to row in two row planting system in running area) of suitable hedge, edge and shrubbery as per instruction of Incharge, OHLU for selection of genus and species of plant and maintenance of the hedge, edge & shrubbery 60 days or more till the plants establish free from weeds.</p> <p>Treatment of the ground with insecticides for termite & weedicide against pre-emergence weeds</p>	Per. Running Mtr.	

PART- C: SUPPLY OF COMMODITIES

Sr. No	Items	Unit	Estimated Quantity (in no.)	Rate should be quoted in BOQ (online)
1	Foliage Plants			
	Providing and display of Araucaria Cookie Plant of 2-2.5 feet height, straight, fresh and healthy lush green leaves from bottom to top, well developed in 8 inch earthen pot and as per direction of the officer-in-charge.	Each	150	
	Providing and display of Araucaria Cookie Plant of 2.5-3 feet height, straight, fresh and healthy lush green leaves from bottom to top, well developed in 10 inch earthen pot and as per direction of the officer-in-charge.	Each	100	
	Providing and display of Areca Palm Plant of 4-5 feet height, having 4-5 suckers, well developed, having lush green foliage in 8 inch earthen pot and as per direction of the officer-in-charge.	Each	200	
	Providing and display of Areca Palm Plant of 5-6 feet height, having 5-6 suckers, well developed, having lush green foliage in 10 inch earthen pot and as per direction of the officer-in-charge.	Each	200	
	Providing and display of Croton Golden [Broad leaves] Plant having 2.5-3 feet height with 2-3 branch , full of fresh and healthy leaves, well developed in 8 inch earthen pot and as per direction of the officer-in-charge.	Each	150	
	Providing and display of Croton Golden [Broad leaves] Plant having 3-4 feet height with 3-4 branch , full of fresh and healthy leaves, well developed in 10 inch earthen pot and as per direction of the officer-in-charge.	Each	150	
	Providing and display of Croton Trifoliolate [verigated] Plant having 2.5-3.0 feet height with 2-3 branch , full of fresh and healthy leaves, well developed in 8 inch earthen pot and as per direction of the officer-in-charge.	Each	100	
	Providing and display of Dracaena [Song of India] Plant having 2 feet height & above, three in one, fresh and healthy and good quality foliage, well developed in 10 inch earthen pot and as per direction of the officer-in-charge.	Each	150	
	Providing and display of Money Plant Broad Leaves mounted on 4 feet height moss stick 3-4 plants in each pot , well developed, full of fresh & healthy leaves from bottom to top in 10 inch earthen pot and as per direction of the officer-in-charge.	Each	250	
	Providing and display of Money Plant Golden Leaves mounted on 4 feet height moss stick 3-4 plants in each pot , well developed, full of fresh & healthy leaves from bottom to top in 10 inch earthen pot and as per direction of the officer-in-charge.	Each	200	
	Providing and display of Phoenix Palm plant height 2.5-3 feet well developed having 10-15 or more leaves, in 10 inch earthen pot as per direction of the officer-in-charge.	Each	100	

	Providing and display of Raphis Palm plant height 3-3.5 feet , having 4-6 suckers of equal height, well developed having fresh and healthy foliage in 12 inch earthen pot as per direction of the officer-in-charge.	Each	200	
	Providing and display of Syngonium golden plant mounted on 3 feet height moss stick, 3-4 plants in each pot, full fresh and healthy foliage from bottom to top in 10 inch earthen pot as per direction of the officer-in-charge.	Each	200	
	Providing and display of Syngonium verigated plant mounted on 3 feet height moss stick, 3-4 plants in each pot, full fresh and healthy foliage from bottom to top in 10 inch earthen pot as per direction of the officer-in-charge.	Each	100	
	Providing and display of Difenbachia plant mounted on 3 feet height moss stick, 3-4 plants in each pot, full fresh and healthy foliage from bottom to top in 10 inch earthen pot as per direction of the officer-in-charge.	Each	100	
	Providing and display of Oxycardium plant mounted on 3 feet height moss stick, 3-4 plants in each pot, full fresh and healthy foliage from bottom to top in 10 inch earthen pot , as per direction of the officer-in-charge.	Each	250	
2	Hanging Basket			
	Providing and display of hanging basket of Daisy in flowering condition , full fresh and healthy foliage in 12 inch plastic basket as per direction of the officer-in-charge.	Each	50	
	Providing and display of hanging basket of Daisy in flowering condition , full fresh and healthy foliage in 12 inch plastic basket as per direction of the officer-in-charge.	Each	50	
	Providing and display of hanging basket of Portulaca in flowering condition , full fresh and healthy foliage in 12 inch plastic basket as per direction of the officer-in-charge.	Each	50	
	Providing and display of hanging basket of Pothas in full fresh and healthy foliage in 12 inch plastic basket as per direction of the officer-in-charge.	Each	50	
	Providing and display of hanging basket of Ferns in full fresh and healthy foliage 12 inch plastic basket as per direction of the officer-in-charge.	Each	50	
	Providing and display of hanging basket of Asparagus in full fresh and healthy foliage in 12 inch plastic basket as per direction of the officer-in-charge.	Each	50	
	Providing and display of hanging basket of Asparagus in full fresh and healthy foliage in 12 inch plastic basket as per direction of the officer-in-charge.	Each	50	
	Providing and display of hanging basket of Sedum in full fresh and healthy foliage in 12 inch plastic basket as per direction of the officer-in-charge.	Each	50	
	Providing and display of hanging basket of Kalanchoo in full fresh and healthy foliage in 12 inch plastic basket as per direction of the officer-in-charge.	Each	50	
3	Seasonal Flowers			
	Providing and display of Marigold plant 1-1.2 feet height , in flowering condition, full fresh and healthy foliage from bottom to top in 4/6 inch poly bag as per direction of the officer-in-charge.	Each	500	

	Providing and display of Dahlia double type plant 3-4 feet height , in flowering condition, full fresh and healthy foliage from bottom to top in 4/6 inch poly bag as per direction of the officer-in-charge.	Each	500	
	Providing and display of hybrid Petunia double type plant 0.75-1 feet height , in flowering condition, full fresh and healthy foliage in 4/6 inch poly bag as per direction of the officer-in-charge.	Each	500	
	Providing and display of Ice plant in flowering condition, full fresh and healthy foliage in 4/6 inch poly bag as per direction of the officer-in-charge.	Each	300	
	Providing and display of Ice plant in flowering condition, full fresh and healthy foliage in 8 inch earthen pot as per direction of the officer-in-charge	Each	200	
	Providing and display of Pansy hybrid double (Majestic Type) in flowering condition, full fresh and healthy foliage in 8 inch earthen pot as per direction of the officer-in-charge.	Each	500	
	Providing and display of Phlox-Red in flowering condition, full fresh and healthy foliage in 8 inch earthen pot as per direction of the officer-in-charge.	Each	500	
	Providing and display of Cineraria in flowering condition, full fresh and healthy foliage in 8 inch earthen pot as per direction of the officer-in-charge.	Each	400	
	Providing and display of Salvia in flowering condition, full fresh and healthy foliage in 8 inch earthen pot as per direction of the officer-in-charge.	Each	400	
	Providing and display of Candytuft in flowering condition, full fresh and healthy foliage in 8 inch earthen pot as per direction of the officer-in-charge.	Each	200	
	Providing and display of Daisy in flowering condition, full fresh and healthy foliage in 8 inch earthen pot as per direction of the officer-in-charge.	Each	300	
	Providing and display of Nasturtium in flowering condition , full fresh and healthy foliage in 8 inch earthen pot as per direction of the officer-in-charge.	Each	200	
	Providing and display of Antirrhinum in flowering condition , full fresh and healthy foliage in 8 inch earthen pot as per direction of the officer-in-charge.	Each	200	
	Providing and display of Dianthus in flowering condition , full fresh and healthy foliage in 4/6 inch poly bag as per direction of the officer-in-charge.	Each	200	
	Providing and display of Dianthus in flowering condition , full fresh and healthy foliage in 8 inch earthen pot as per direction of the officer-in-charge.	Each	400	
	Providing and display of Stock in flowering condition , full fresh and healthy foliage in 4/6 inch poly bag as per direction of the officer-in-charge.	Each	200	
	Providing and display of Stock in flowering condition , full fresh and healthy foliage in 8 inch earthen pot as per direction of the officer-in-charge.	Each	500	
4	Open Pollinated Seeds			
	Marigold	1 gm	200	
	Petunia	1 gm	50	
	Ice Plan	1 gm	100	
	Pancy	1 gm	50	

	Phlox-Red	1 gm	100	
	Cineraria	1 gm	100	
	Salvia	1 gm	100	
	Candytuft	1 gm	100	
	Daisy	1 gm	100	
	Nasturtium	1 gm	100	
	Antirrhinum	1 gm	100	
	Dianthus	1 gm	100	
	Sweet Willium	1 gm	100	
	Stock	1 gm	100	
	Sweet Alyssum	1 gm	100	
5	Hybrid Seeds			
	Marigold	1 gm	50	
	Petunia	1 gm	25	
	Pansy	1 gm	25	
	Salvia	1 gm	25	
	Candytuft	1 gm	25	
	Antirrhinum	1 gm	25	
	Stock	1 gm	25	
6	Bulbous Plants			
	Ranunculous: It should be in min. 5" pot, dwarf less than 30 cm plant height, fully spread across the pot at blooming stage with min. 6-8 flowers open at a time. It should be compact and uniform duly spread across the pot	Each	100	
	Primula: It should be in min. 5" pot, dwarf less than 30-45 cm Height, min. 3-4 buds per spike should be open and rest should be in loose bud stage showing colour. Good appearance and bright foliage	Each	100	
	Calceolaria: It should be in min. 5" pot, dwarf less than 30 cm height, showing min. 6-10 coloured buds at a time, golden in colour at flowering stage. Foliage and flowers must be proportionate and good looking conditions	Each	100	
7	Hedge Plant			
	Providing and planting of Golden durantia plant of 1.5-2.0 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	1000	
	Providing and planting of Murraya Exotica plant of 1.5-2.0 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	1000	
	Providing and planting of Clerodendran plant of 1.5-2.0 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	1000	
	Providing and planting of Putranjiva roxburghii plant of 1.5-2.0 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	5000	
	Providing and planting of Dianella plant of 1-1.5 feet height, straight , fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge	Each	500	

8	Edge Plant			
	Providing and planting of Golden duranta plant of 1-1.5 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	1000	
	Providing and planting of Iresine plant of 1-1.5 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	3000	
	Providing and planting of Alterenthera plant of 1-1.5 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	1000	
	Providing and planting of Black grass plant of 1-1.5 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	1000	
9	Climber Plant			
	Providing and planting of Jasmine plant of 1-1.5 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	100	
	Providing and planting of Pyrostegia plant of 1-1.5 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	50	
	Providing and planting of Clerodendran plant of 1-1.5 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	50	
	Providing and planting of Quisqulixindica plant of 1.5-2.0 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	50	
10	Shrubs Plant			
	Providing and planting of Eranthemumnigrum plant of 1.5-2.0 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	50	
	Providing and planting of Galphimiagracilis plant of 1.5-2.0 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge	Each	50	
	Providing and planting of Nerium oleander plant of 1.5-2.0 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge	Each	50	
	Providing and planting of Clerodendran inerme plant of 1.5-2.0 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge	Each	50	
	Providing and planting of Hamelia patens plant of 1.5-2.0 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge	Each	50	

	Providing and planting of Hibiscus plant of 1.5-2.0 feet height , straight, fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge	Each	50	
	Providing and planting of Bogainvillea of different colour plant of 1.5-2.0 feet height , fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	100	
	Providing and planting of ornamental Rose plant of 1.-1.5 feet height , fresh and healthy lush green leaves, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	200	
	Providing and planting of Furcaria plant of 1.-1.5 feet height , fresh and healthy lush green leaves, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge	Each	50	
	Providing and planting of Gilardia plant of 1.-1.5 feet height , fresh and healthy lush green leaves, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge	Each	50	
	Providing and planting of Rat Ki Rani plant of 1.-1.5 feet height , fresh and healthy lush green leaves, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge	Each	50	
11	Ornamental Trees [Providing and planting of ornamental tree plant of 8-10 feet height , firth 4-6 inch fresh and healthy leaves, well develop in poly bag and as per direction of the officer-in-charge			
	Bauhinia blakeana	Each	10	
	Bauhinia Variegated	Each	10	
	Bauhinia Purpurea	Each	10	
	FicusSpp	Each	10	
	Jacaranda Mimosifolia	Each	10	
	MicheliaChampaca	Each	10	
	Cassia riodosa	Each	10	
	Alstoniascholaris	Each	10	
	Azadireachtaindica (Neem)	Each	100	
	Cassia fistula	Each	10	
	Cycascircinallis	Each	10	
	Lagerstormeaspeciosa	Each	10	
	Molshri	Each	50	
12	Ground Cover			
	Providing and planting of Alternanthera plant of 15-20 cm height , fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	1000	
	Providing and planting of Ipomeaspp patens plant of 15-20 cm height , fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	500	
	Providing and planting of Juniperusporstata plant of 15-20 cm height , fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	1000	

	Providing and planting of Ophiopogum plant of 15-20 cm height , fresh and healthy lush green leaves from bottom to top, well develop in 4/6 inch poly bag and as per direction of the officer-in-charge.	Each	100	
13	Lawn grass carpet:			
	Selection-1	Per sq. ft	4000	
14	Yamuna Sand (white colour): Good in quality free from any mixture	Per cft.	1000	
15	Red Dust (Badarpur)	Per cft.	500	
16	FYM: Decomposed, quality, free from any mixture like polythene, wooden etc.	Per cft.	4000	
17	Sandy Loam Soil: Quality soil free from any bricks or stone pieces	Per cft.	500	
18	Terracotta	/kg	500	
19	Supply of Pot/Container			
	Earthen Pot Size 8 inch	Per Unit	1000	
	Earthen Pot Size 10 inch	Per Unit	5000	
	Earthen Pot Size 12 inch	Per Unit	100	
	Cemented Pot Size 14 inch	Per Unit	100	
	Fiber Container Size 12 inch	Per Unit	100	
20	Paint - White Colour	Ltr.	50	
21	Paint - Green Colour	Ltr.	50	
22	Tarpin Oil	Ltr.	60	
23	Brush Size 3-4 inch	Per Unit	10	
24	Supply and Decoration with flowers Cut flowers [Best quality Grade-'A']			
	Rose (Greenhouse)	Per Dozen	200	
	Tuberose-Single	Per Dozen	10	
	Tuberose-Double	Per Dozen	10	
	Gladiolus Mixed	Per Dozen	800	
	Carnation	Per Dozen	800	
	Annual cut flowers	Per Bundle 20 No.	100	
	Chrysanthemum	Per Dozen	100	
	Gerbera	Per Dozen	100	
	Orchids	Per Dozen	100	
	Lilium	Per Dozen	350	
25	Supply and Decoration with flowers Fillers			
	Asparagus	Per Dozen	10	
	Gypsophila	Per Dozen	10	
	Fern	Per Dozen	10	
	Thuja	Per Dozen	10	
	Golden rod	Per Dozen	10	
	Golden bottle brush	Per Dozen	10	
	Dimorphotheca	Per Dozen	10	
26	Supply and Decoration with flowers Loose flowers Ladi/petals			
	Calcutta Marigold Orange and Yellow	Per ft. length	24000	
	Green leaf (ladi)	Per ft. length	8000	
	Rose Petal	Per Kg	260	
	Merigold petals	Per Kg.	420	

	Babona petals	Per Kg	350	
	Hars (circumference: 5ft) - Rose	Per Har	30	
	Hars (circumference: 5ft) - Tuberose	Per Har	20	
	Hars (circumference: 5ft) - Jasmine	Per Har	20	
27	Floral Decoration – Flower basket (best quality)			
	Special (best quality 36 flowers)	Per piece	5	
	Flower vase (Greenhouse Rose 20 Flower each)	Per piece	20	
	Flower vase (15 Nos. flower in single flower vase each) - Carnation	Per piece	20	
	Flower vase (10 Nos. flower in single flower vase each) - Lilium	Per piece	20	
	Flower vase (15 Nos. flower in single flower vase each) - Gerbera	Per piece	20	
	Flower vase (15 Nos. flower in single flower vase each) - Chrysanthemum	Per piece	20	
	Flower vase (15 Nos. flower in single flower vase each) - Gladiolus	Per piece	20	
	Flower vase (15 Nos. flower in single flower vase each) - Orchid	Per piece	10	
28	Flower bouquet			
	Green House Rose with 20 Nos. flower each	Per unit	400	
	Single Rose Flower bouquet	Per unit	300	
29	Dais – Providing/supplying and decorating the main dais with high quality seasonal flowers			
	Full dais [12’]	Per unit	30	
	Half dais [6’]	Per unit	15	
	Quarter dais [3’]	Per unit	6	
30	Floral Arrangement for the podium with flower ladi	Per unit	30	
31	Flower bowl/vase			
	Small	Per unit	90	
	Medium	Per unit	40	
	Large	Per unit	40	
32	Floral Gate [15’ x 10’]			
	Made of seasonal cut flowers of good quality	Per unit	10	
	Made of garlands	Per unit	10	
33	Flower stand with flowers - Wooden Stand [20 Nos. flowers]			
	Rose	Per unit	10	
	Carnation	Per unit	10	
	Lilium	Per unit	10	
	Chrysanthemum	Per unit	10	
	Orchid	Per unit	10	
	Gerbera	Per unit	10	
	Mix cut flower	Per unit	10	
34	Flower stand with flowers - Wooden Stand [30 Nos. flowers]			
	Rose	Per unit	10	
	Carnation	Per unit	10	
	Lilium	Per unit	10	
	Chrysanthemum	Per unit	10	

	Orchid	Per unit	10	
	Gerbera	Per unit	10	
	Mix cut flower	Per unit	10	
35	Flower stand with flowers - Steel Stand [20 Nos. flowers]			
	Rose	Per unit	10	
	Carnation	Per unit	10	
	Lilium	Per unit	10	
	Chrysanthemum	Per unit	10	
	Orchid	Per unit	10	
	Gerbera	Per unit	10	
	Mix cut flower	Per unit	10	
36	Flower stand with flowers - Steel Stand [30 Nos. flowers]			
	Rose	Per unit	10	
	Carnation	Per unit	10	
	Lilium	Per unit	10	
	Chrysanthemum	Per unit	10	
	Orchid	Per unit	10	
	Gerbera	Per unit	10	
	Mix cut flower	Per unit	15	
37	Miscellaneous Items			
	Moss Grass	Per Kg	50	
	Moss Grass Stick 4 feet length	Per unit	200	

Note:

- i. The quantity mentioned in BOQ are only for OHLU, if any unit of IARI place order for above items, the firm is bound to deliver the supply for them as per rate contract. Therefore, keep in mind the rates while quoting the rates in tender.
- ii. Bidder should indicate GST rates in the percentage in BOQ as applicable separately under each of the head in BOQ, if applicable, failing which it shall be presumed that the prices include all such charges and no claim for the will be entertained.
- iii. In case of a tie between L-1 Bidders the selection will be based on the marks obtained by the firms in **Technical evaluation** (point no. 16). If there is still tie on this count, agency with more experience with Govt. Departments for Maintenance of Horticultural features would be chosen. This tender is in three part and rate contract will be awarded on the basis of **L-1 bidder in whole**. The agency who stand **L-1** in the **Part-A Maintenance** will be given preference in case of tie. However, the Competent Authority in the IARI reserves the right to award full contract or any part to any successful agency at its discretions which shall be final binding on the bidders.

(DRAFT SPECIMEN AGREEMENT)

This agreement is made at (place)on (month/year) day of between..(Institute).. ..
..... (hereinafter called Institute) through (designation of the competent authority in the Instts.) which term shall include its successors, assignees etc. on the first part and (name & address of the firm) , (hereinafter called the Firm) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the (Institute) has decided to assign the annual job work contract for providing (nature of job):.....at (Name of the Instts.) , (location). to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f. (date) and will remain in force for a period for one year but can be terminated by(name of the Instts.) by giving one calendar months' notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual job work contract for providing(nature of job)..... at (Location).
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall at all times and for all purpose be deemed to be employee of the firm and the (name of the Instt.) shall have no liability on this account in any manner.
5. That the Firm shall ensure that all persons deployed at (name of the Instt.)..... Premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The (name of the Instt.)..... shall have the right to ask for the removal from the (name of the Instt.) premises any personnel considered by the (name of the Instt.)..... to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the (name of the Instt.).
7. The manpower deployed by the Agency should work as per the working days and timings of the (name of the Instt.)..... No extra wages will be paid for attending office on weekends, holidays and late - sitting.
8. Monthly consolidated charges for job/ work contract for providingservices at (name of the Instt.)..... is as per terms and conditions specified and scope of work as per Schedule-II in the tender document including all the taxes viz. GST and other taxes as applicable will be paid to the firm by the Institute. The firm will raise a bill of this amount on 1st working day of every following month and the payment released by the Institute in the form of crossed NEFT/cheque payment to the firm subject to satisfactory performance / delivery of contracted job / work/ services. Copies of documents such as deposit challans along ECR of persons showing deposit of ESIC and EPF with the concerned agencies are also to be submitted with the bill.

9. The deduction of income tax & TDS under GST from the bills of the Agency will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the (name of the Instt.)..... The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
11. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty (optional).
12. That the firm shall issue identity card to each of the workers engaged for entry into..... (name of the Instt.) premises.
13. That the Firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the (name of the Instt.)..... may cancel the contract.
15. That the Firm agrees to discharge all their legal obligations in respect of their workers in respect of their wages and services conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz. obligations under Contract labour (Regulation & Abolition) Act, 1970, workmen's Compensation Act, 1943, E.P.F., E.S.1. & M.P. Act, 1947 etc. Firm agrees to indemnify and keep indemnified (name of the Instt.) . on account of any failure to comply with the obligations under various laws or damage to (name of the Instt.)..... due to acts/omissions of Firm.
16. It is also agreed that under no circumstances, the volunteers and/ or the employees/ workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the (name of the Instt.) and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the (name of the Instt.) against any claim that it may have to meet towards the employees/ workmen of the Firm. Firm's employees/ workmen shall have no claim to absorption/ regularization and financial benefits etc. that are admissible to regular employees in the office of(name of the Instt.).
17. The contract is subject to the conditions that the firm shall comply with all the laws/minimum wages and by laws of Central Govt./ State Govt. of NCT of Delhi as applicable relating to this contract.
18. In case of any loss or damage to the property of the Council at which is attributable to the firm, the full damages will be recovered from the firm.
19. The Firm shall not transfer its right or sub- contract to anyone else.
20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly.
22. In case of any accident/ loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the Firm.
23. There will be surprise checking by an Officer. Shortcomings, if any, pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.

24. The firm shall provide a Co-coordinator for immediate interaction with the organization.

25. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE

1. An amount of Rs. 5000/- will be levied as liquidated damages should it be per acre or as per area, whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by (Name of the Institute) and if no action is taken within one hour liquidated damages clauses will be invoked. 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. 3. If the required number of workers/supervisor are less than the minimum required as a penalty of Rs. 500/- per worker per day will be deducted from the bill.

The decision of the 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.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above. (Duly sealed and signed).

(Name & Address of the firm)

(For the Institute)

Witness:-

1.....

2.....

Concluded

(TO BE PRINTED ON Rs. 100/- NON JUDICIAL STAMP PAPER BY THE HIRING ORGANIZATION)
AGREEMENT (as per ICAR, circular 4/2010 F. No. 17(1)/2010-Estt.11 dated 11 June 2010)

The Agreement made this day, the.....between Shri/Smt./Kum.....son /daughter ofresiding presently at(the first party) and.....(Designation of hiring authority representing the Institute) the second party.

Whereas the second party has agreed to hire services of first party for ¹.....
.....in short ².....on contract basis for the ³
.....programme funded fully/ substantially by ⁴and the first party has agreed to provide these services to the second party in that capacity for the periodon the terms and conditions herein after contained.

NOW THESE PRESENT WITNESSES AND BOTH THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS:

1. PERIOD OF CONTRACT:

(i) The period of contractual appointment shall be from ⁵to

(ii) The period of contract can however be extended by mutual consent for a period of not more than one year at a time but will not in any case exceed five years in all or the date on which the plan scheme/project closes, whichever is earlier. In case of external funding for project stops before the normal date of closure for any reason whatsoever, agreement shall stand terminated automatically at the end of one month from the date of such intimation by second party to the first party.

2. SERVICES TO BE RENDERED AND CONSIDERATION THEREOF:

(i) The first party will present himself /herself at the place and time designated by the second party and render services to the second party broadly designated as and described in detail in a job chart attached as Annexure-III (a)to this agreement.

(ii) In consideration of the services desired in (i) above, the second party shall pay a consolidated package amount of Rs per month.

3. RAISING OF BILLS AND PAYMENT FOR SERVICES RENDERED:

(i) Monthly package amount shall be paid only on submission of monthly bill of service rendered to the satisfaction of second party or his/ her authorized officer. First party will submit bill on the fifth of the following month and second party will arrange to make payment upto 15th of the following month.

4. OTHER TERMS AND CONDITIONS: As per Annexure-III (c).

5. ANNUAL REVISION: Second party based on quality and efficiency of services rendered in the preceding year, may on its discretion, revise¹⁰ the consolidated package by an amount not exceeding 10% of preceding year's package amount for the ensuing year.

6. ACTION AGAINST FIRST PARTY:

(i) Any misconduct on the part of the first party, if proven, after an enquiry by second party, shall entitle second party to terminate services of first party.

(ii) Any unauthorized or willful absence from duty for a period of 7 days would entitle second party to terminate contract without any notice.

7. TERMINATION OF CONTRACT:

(i) The contract can be terminated with notice of one month on either side or by depositing/ paying one month's package /contract amount in lieu of notice.

(ii) Second party or any authority approving contractual appointment with first party shall be competent authority for termination of contract etc.

(iii) The agreement/Contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. First party will not be entitled for any claim for services rendered after expiry of stipulated date of contract.

8. STANDARDS OF SERVICE:

The first party shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith otherwise will be liable to action under the agreement.

9. GENERAL:

This contract is issued on the understanding that all the information given by the first party in his/her application form and during the interviews/tender process is correct, true and complete, if it is found at any time that the information given when seeking appointment is not complete and true and/or any significant information has been knowingly suppressed, the second party will have the right either to withdraw the award letter before first party joins or terminate appointment at any time the first party has taken up services with the second party without any notice or compensation.

() ()

Signed by first party by Authorized signatory

Signed by the Second party

Name:

Name:

Address:

Address:

Dated:

Dated:

WITNESS

WITNESS

Signature

Signature

Name:

Name:

Address:

Address: