



National Institute of Fashion Technology
(A statutory Institute under the NIFT Act 2006)
Gh-0 Extension Road, Nr. Infocity, Gandhinagar-382 007.
Phone No. 079-23240832, 23240834 Fax No. 079-23240772
Website : <http://www.nift.ac.in/gandhinagar>

**e-TENDER FOR ANNUAL MAINTAINANCE CONTRACT FOR PROVIDING GARDENING/
HORTICULTURE SERVICES AT NIFT, GANDHINAGAR**

e-TENDER NOTICE NO. NIFT/GN/Bldg./AMC/2018/01

Two Bid System

Sr. No. _____

Date of Issue of e-Tender	:	20-03-2018
Last date of bid submission through e-Tender	:	09-04-2018 at 3.00pm
Date and Time of Opening of Technical Bid	:	09-04-2018 at 4.00pm
Date and Time of Opening of Price Bid		The date & time will be communicated later to the qualified tenderer in Technical bid.

Details of EMD (to be attached with the Technical Bid):

Details	Tender Fee	EMD
Amount	Rs. 100/- (Rupees one hundred only)	Rs. 7,000/- (Rupees seven thousand only)
In favour of & payable at	NIFT, Gandhinagar ; Payable at Gandhinagar / Ahmedabad.	NIFT, Gandhinagar ; Payable at Gandhinagar / Ahmedabad.
D.D. / Pay Order No. & Date		
Drawn on		

Date : 20.03.2018

Joint Director

**ANNUAL MAINTAINANCE CONTRACT FOR PROVIDING GARDENING/ HORTICULTURE
SERVICES AT NIFT, GANDHINAGAR**

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National Institute of Fashion Technology

(A statutory Institute under the NIFT Act 2006)

A College of Design, Management & Technology

e-TENDER NOTICE

1. NIFT invites sealed tenders in two-bid system from interested Tenderers having experience of similar works to organizations of similar repute with statutory registrations for providing services for **Gardening/Horticulture Services** at **NIFT, Gandhinagar**. The interested firms should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, Scanned copies of DD of Tender Fee, EMD etc. in support of their bids from 20-03-2018 to 09-04-2018 up to 3.00 P.M. by online mode. Tender documents is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in> and <http://www.nift.ac.in>.

2. **Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted. Tenderer may submit DDs of tender fee and EMD in sealed envelopes super-scribing “EMD & Tender fee for Annual Maintenance Contract for Providing Gardening/Horticulture Services at NIFT Gandhinagar on following address:**

**Joint Director,
National Institute of Fashion Technology,
NIFT Campus, GH - 0 Road, Near Infocity,
Gandhinagar - 382007 (Gujarat)**

3. For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying following fee online:

- Annual Registration Charges of Rs. 2000/- + 360/- (GST @ 18%) = 2360/- (Two thousand three hundred and Sixty only - non-refundable).
- Bid Processing Fee charges of Rs. 280/- + 50/- (GST 18%) = 330/- Three Hundred Thirty only - non-refundable)

4. Due date for submission of bids through e-tender is 20-03-2018 to 09-04-2018 up to 3.00 P.M. Tenders will be opened on 09-04-2018 at 4.00pm. Institute reserves the right to award the work in part or in full or reject any or all tenders without assigning any reason.

5. **The Tender bid should be submitted through on-line mode. Tender fee Rs. 100/- (One Hundred Only) (non-refundable) and EMD Rs. 7,000/- (Rupees seven thousand only) in the form of Demand Draft/Pay Order drawn on scheduled bank in favor of “NIFT, Gandhinagar” payable at Gandhinagar to be submitted to NIFT Gandhinagar.**

The Earnest Money Deposit will be refundable in case of non-acceptance of the tender. EMD of the successful tenderer will be forfeited in case of his refusal to honor the contract offer on any grounds.

6. NIFT does not bind themselves to accept the lowest or any of the tenders. No reason will be furnished for the acceptance or rejection of the tenders.

Seal of Signature of Tenderer

7. In case the tenderer requires any clarification, he may contact Joint Director, National Institute of Fashion Technology, GH – 0, Extension Road, Opp. Infocity, Gandhinagar.
8. Bidding agencies may contact Mr. Sandeep Bhandari, PM, M/s C1 India Ltd on following contact details: Contact Details: 0124-4302037, 088268 14007 E-mail: sandeep.bhandari@c1india.com, niftsupport@c1india@com
9. This Notice shall form a part of the Contract.

Joint Director

National institute of Fashion Technology, Gandhinagar
Gh-0 Extension Road, Nr. Infocity, Gandhinagar-382 007

FORM OF TENDER

Place :

Date :

Joint Director
NIFT Centre,
Gandhinagar – 382 007.

Dear Sir,

Having examined the specifications, designs and scope of work specified in the Memorandum hereinafter set out and having visited and examined the site of the works specified in the said Memorandum and having acquired the requisite information relating thereto as affecting the tender. I/we hereby offer to provide gardener with tools to execute the works specified in the said Memorandum at the rates mentioned in the attached Schedules of item in accordance with the specifications, designs, drawings and instructions in writing referred to in Conditions of Tender, Articles of Agreement, Conditions, Schedule of items as per orders to be issued with respect to requirements during the contract period and conditions of Contract with such manpower and materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

- a) Description of works : Standard approved rates for Gardening/
Horticultural Services of NIFT's properties at
Gandhinagar for providing AMC rate
contract.
- b) Should our tender be accepted, I/we hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to National Institute of Fashion Technology the amount mentioned in the said conditions.

Yours faithfully,

Seal & Signature of Tenderer

ANNUAL MAINTAINANCE CONTRACT FOR PROVIDING GARDENING/ HORTICULTURE SERVICES AT NIFT, GANDHINAGAR

Part-1

1. National Institute of Fashion Technology (NIFT), is pleased to invite bids against this tender enquiry for “**AMC for Providing Gardening/Horticulture Services at NIFT Centre, Gandhinagar.**” as per Compliance and Commercial details mentioned in Parts 1, 2, 3 and Annexures.
2. Tenderers are requested to submit commercial offer in online mode ONLY duly filled in and complete in all respect.
3. The Tenderers are expected to accept all Technical/Commercial terms & Conditions mentioned in the Bid documents.
4. The EMD of the Tenderer will be forfeited if the Tenderer misleads NIFT during the course of evaluation of the tender by providing false and misleading information. **If party become L1 and not willing to accept the offer, EMD will be forfeited.**
5. **PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD and TENDER FEE ARE LIABLE TO BE REJECTED.**
6. The EMD of the unsuccessful Tenderers shall be released by NIFT after receiving the “letter of acceptance” of the Order from the Successful Tenderer.
7. **PRICES, TAXES, DUTIES**
The Agency should quote firm rates inclusive of all taxes for such works/services, **(but excluding GST)** for the Time period as indicated in the bidding document and no variation on above account will be allowed during execution of the Contract.
8. All taxes and duties etc. now or hereafter imposed, increased modified from time to time in respect of subject work shall be included in the quoted unit rate /prices.
9. **BID SUBMISSION**

Original Price tender Bids must be submitted online, the time and date mentioned in the Letter Inviting Tender.
10. It is the responsibility of Tenderers to read all terms & conditions of this tender carefully before filling the tender. Incomplete tender documents / or bids not responsive enough to the tender terms shall be rejected. NIFT reserves the right to split or reject any or all the tenders without assigning any reason thereof. NIFT shall not be responsible for any postal delays.
11. Any vagueness/incomplete details in the offer shall make it liable to be rejected as such shortcomings in the offer shall be interpreted as incompetence and disinterest on the part of the Tenderer to meet tender requirements.

**Joint Director
NIFT, Gandhinagar**

Seal of Signature of Tenderer
Page 6 of 20

Part- 2

INSTRUCTIONS TO TENDERER

National Institute of Fashion Technology invites tenders for the “**AMC for Providing Gardening/Horticulture Services at NIFT Centre, Gandhinagar.**”

1. Offers on online tender will only be considered. Offers submitted by fax or in any manner other than specified above shall not be considered.
2. Tender should be filled with correct entries. Alterations are not permitted in the tender.
3. Failure to comply with these conditions will result in forfeiting of the tender.
4. Incomplete tenders, amendments and additions to tender after opening and late tenders are liable to be ignored.
5. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration /presentation etc. shall be borne by the Tenderer.
6. The Agency submitting tender must attach the certified scanned copies of PAN/TAN number, GST registration, License under the Contract Labour Act, PF registration with the Regional PF Commissioner, ESI Registration/Workmen Compensation Policy as applicable.
7. The tenderer should have experience of minimum 2 Years in dealing with Government Departments/Educational Institutes in the Gardening/Horticulture Services contract.
8. The tenderer should not be blacklisted by any Department of the Central or State Government or any PSU or any other organization.

**** The tenderers shall comply with the requirements under qualifying criteria. Proofs shall be attached with abstract in separate sealed cover of Technical Bid with detail, failing which will disqualify for opening of price bid cover.***

Part- 3

TERMS AND CONDITIONS

1. VALIDITY OF THE OFFER

Bid submitted by agency shall remain valid for a period of 03 (Three) Months from the date of opening of offer. Agency shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such event, the offer shall be treated as "REJECTED" and EMD shall be forfeited without any reference to the Agency.

2. SIGNING OF TENDER:

The individual signing the tender (or the documents in connection with it) must specify whether he/she is signing as:

- (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
- (ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.
- (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.
- (iv) In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the tender papers. In case of partnership firm. Where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution attested by the Principal Officer should be attached.

Each page of the tender form, agreement for purchase and agreement for Supply, Installation and Commissioning should be signed and stamped for the purpose of the tender offer.

3. GENERAL

1. NIFT reserves the right for any reduction/increase in the scope of work and the same shall be awarded to the vendor at the same Unit Rate mentioned in their bid.
2. **(I) This contract shall remain valid initially for one year** and it may be renewed at the discretion of NIFT only in writing on yearly basis or months for further two years on the same or revised terms and conditions mutually agreed by NIFT and Agency.
- (II)** For termination of contract once awarded, contract will have to give prior intimation before 3 months. However, NIFT' can terminate contract by giving one month's notice to the contractor.

NIFT's decisions that a breach has occurred will be final and shall be accepted without demur by the Agency..

2. The Agency submitting tender must attach the certified scanned copies of (a) License under the Contract Labour Act, (b) Workmen Compensation Policy, (c) Allotment of PF code by the Regional PF Commissioner, (d) ESI Registration Code No. and (e) List of clients with their contact person's name and phone numbers.
3. The Agency will be responsible for the payment of wages as per rates prescribed by Central Govt. under the payment of minimum wages Acts 1947 & rules made thereunder. In case of non-payment, the Agency will be responsible for all liabilities arising for the same in future also.
4. Rates quoted shall be firm and fixed and are inclusive of cost of manpower, material, machinery, tools and plant etc. all taxes, duties and levies, insurance etc. no escalation of whatsoever nature shall be payable.
5. **The total amount of Annexure "D " will be given 0.7 weightage and total amount of Annexure "E" will be given 0.3 weightage. The lowest amount after given weightage will consider as L1.**
6. The Contractor shall, except if and so far as the Contractor provides otherwise, indemnify the Employer against all losses and claims in respect of:
 - a) Death of or injury to any person, or
 - b) Loss or damage to any property (other than the Works):

Agency should have an average annual AMC order of **Rs Five Lakhs** during the last three years ending 31st march 2017. Agency should submit a statement of the IT returns duly certified by Chartered Accountant submitted by the applicant to Income Tax Department.
7. Which may arise out of or in consequence of the Repair and Maintenance of the works and the remedying of any defects therein, and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respects thereof.
8. The Institute shall not be liable for or in respect of any damages or compensation payable to any workman for death or injury resulting from any act or default of the contractor under the provisions of the applicable Acts/Laws. The Contractor shall indemnify and keep indemnified the Employer against all such damages and compensation and expenses whatsoever in respect thereof or in relation thereto.
9. The Contractor shall take out appropriate insurance to cover his work and workers and staff employed by him fully. The contractor shall provide evidence to the Engineer/Employer as soon as practicable after the respective insurance has been taken out but in any case prior to the start of work at the Site that insurance required under the Contract have been effected.
10. The Contractor shall not assign transfer pledge or sub contract the performance of services to be rendered by contractor only.
11. The contractor shall be responsible for the payment of wages and allowances as per minimum wages act (central/state sphere whichever is higher) and variance in DA will be applicable as and when the Central Govt. notification it and all other statutory

contributions dues payable under the provisions of various labour laws applicable to the persons engaged by him for providing the services to the Institute.

12. EMD will be forfeited for non-execution of work order by depositing the SD amount
13. The Institute will be entitled to carryout the work from outside agency if the agency which has been awarded the work fails to perform the contract as per contract terms.
14. The tenderer will not be allowed to withdrawn the rates after opening the financial bid.

4. LEGAL TERMS AND CONDITIONS

1. The Agency and his staff must abide by various rules and regulations of NIFT as prevalent from time to time.
2. The Agency shall take full responsibility for the strict adherence of safety regulations by the staff and agree to pay any liabilities that may arise under the provision of workmen Compensation Act 1923 or under any other applicable laws. The Agency shall not claim any compensation on this account form NIFT.
3. The Agency shall submit to NIFT a list of all workers engaged to carry out the contract work, indicating name, age, home address, qualification etc. and would also intimate as and when any change takes place. The Agency shall not at any time engage any minor to carry out the work under the contract. The Agency shall issue proper uniforms to the workers deployed to carry out Gardening/Horticulture Services.
4. The Agency shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
5. In case the Agency wants to terminate the contract, the Agency shall have to give three month notice in advance to this effect to the NIFT's management. Breach in this condition shall empower NIFT to forfeit the whole amount of security deposit without assigning any reasons.
6. The contract shall be valid initially for a period of one year from the date of award of the contract. NIFT may renew the contract for a period of further two years of one year each on mutually agreed terms, depending upon satisfactory services of the Agency.
7. The Agency which gets the contract is responsible for getting the approved draft contract documents and **submits it on non-judicial stamp paper of Rs. 100/- to NIFT for acceptance the Contract.**
8. The Agency is responsible for the supervision of the work and adequacy of output by the staff and loss of material due to negligence and Willful wastage. The "Agency" is liable for penalty in such cases.
9. **Inspection and examination of the site:** The tenderers are advised to inspect and examine the site and satisfy themselves about the nature of work before submitting their tender. A tenderer shall be deemed to have full knowledge of the site, whether they inspect or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed/paid.

10. The notice of tender shall form part of the contract document. The successful tenderer or Agency on acceptance of his tender by accepting authority shall within 15 days from the stipulated date of start of the work sign the contract agreement consisting of Notice Inviting tenders, General conditions of the contract as issued at the time of invitation of tender and acceptance thereof.
11. The Agency shall provide, maintain and replenish necessary tools, tackles and accessories including equipment's and their spares as described in Annexure "A" at page no. 16, including Garden Hose Pipe, Lawn Mover, necessary pumps and all garden tools, tackles etc. as required for the day-to-day working. In case of theft or any kind of loss, NIFT would not be responsible for the same.
12. In case of unsatisfactory performance, NIFT may execute the work through any other Agency or get the work done departmentally at the risk and cost of the Agency. The NIFT shall also impose Penalty at @ 25% of monthly bill, in case of defective workmanship or delay in service than scheduled on the part of agency.
13. If the work found unsatisfactory due to absence of gardener from the quoted manpower, Institute may imposed a penalty @ Rs. 500/- per person per day.
14. Agency shall take all necessary precautions to prevent or eradicate any outbreak of disease or insect attack. However the required pesticides etc. shall be procured by Contractor from the agency that had been selected by NIFT after tendering with prior intimation/permission of NIFT. The same shall be paid by NIFT and applied by Contractor at no extra cost.

5. PRICES:

The Tenderers are required to quote rates only in original Price Bid. Tenderer shall quote the rates in figures as well as words. The figures should be clearly written and there should be no overwriting.

6. FINANCIAL TERMS AND CONDITIONS

1. NIFT will pay to the Agency the contracted amount every month for the work done, normally within 30 days on submitting bills, duly certified by the NIFT's Officer.
2. Income tax or any other statutory taxes which would be applicable as per norms, & prevalent laws, shall be deducted at source while making payment of Agency's bills.
3. The Agency shall deposit **Rs. 30,000/- (Rupees Thirty thousand only) as Security Deposit** with NIFT. No interest shall accrue on the Security Deposit. Security Deposit will be returned after the successful completion of contract and after adjusting dues, if any, of the Agency to NIFT. The EMD of successful tenderer may be adjusted with security deposit, if requested, subject to payment of balance amount in the form of DD of Nationalized Bank. However the Agency may have option to deposit full amount of security deposit in the form of DD of Nationalized Bank. In such case the Earnest Money Deposit shall be returned back to the Agency.

7. JURISDICTION

All disputes shall be subject to Gandhinagar Jurisdiction only.

8. SCOPE OF WORK & SPECIFIC CONDITIONS:GARDENING/HORTICULTURE SERVICES CONTRACT:-

1. Cleaning is required in all Garden/all Lawn area and benches etc. Wherever required cleaning work shall be carried out.
2. Trimming of trees and cutting the branches if required or instructed by authority. Some Plants/Trees outside the main gate are planted by NIFT, which are also included in the scope of work.
3. To collect all litter (plastic garbage, papers, foreign materials and other material) continuously and drop it in the dustbin.
4. The Agency staff has to take care and ensure that any useful materials found lying around during cleaning be handed over to the concerned officials and report to the NIFT's officer.
5. Maintenance should include pesticide spraying, regular watering, trimming, shaping, grass cutting and keeping the area clean in all aspects and to the satisfaction of the Client. During the summers the soil is to be mulched on top with straw and leaves to retain the humidity of the soil, for all kinds of lawns, tree pits, shrub beds etc. In case of all shade loving plants arrangement for shade, till the tree grow to form a canopy, using 50% shade green net to be mounted on poles. Plant is to be staked with a strong bamboo stake of size 2"dia to hold the plant straight against wind and size of stake should be bigger by 2' more than the plant height.
6. The agency has to supply manure/pesticides etc. as required by NIFT on approved rates in Annexure "E". The payment shall be made by NIFT in receipt of bill from the agency. However, it is not mandatory for Institute to procure manure/pesticide from Agency. Institute may procure same from open market, if required.
7. The Agency shall take all precautions and observe adequate safety measure during execution of services, and shall not hamper movement of students/staff in all Garden/all Lawn area etc.
8. Removal of dry refuse and wet refuse obtained on cutting of lawn, trimming of plants, trees and from other horticultural services should dispose-off far away from campus within 2 to 3 days. However, before the refuse is taken out for disposal, the Security Supervisor would need to check it physically in order to ensure that the material being disposed does not contain any useful items.
9. The lawn area/pots may increase or decrease due to any reason in the Campus, so the payment shall be paid on pro-rata basis.

10. The Scope of Work for Maintenances also include: -

- 10.1 Watering the lawn and plants.
- 10.2 Maintenance of the all Lawn (cutting at regular interval, rolling with roller, keeping weed free, ensuring the lawn without any patches and without weeds).
- 10.3 Maintenance of the Planted Shrubs and Trees in the ground.
- 10.4 Maintenance of the Potted plants in Earthen/Metallic Pots and Polybags.

Seal of Signature of Tenderer

- 10.5 Maintenance of the Decorative plants.
- 10.6 Application of pesticides etc. to prevent or eradicate any outbreak of disease or insect attack.
- 10.7 Application of manures, fertilizers etc. to ensure healthy growth of plants.
- 10.8 Adequate protection to existing landscaped areas and safety of the plants.
- 10.9 Keeping all paved surfaces used by gardening crew in a clean and tidy condition
- 10.10 Cleaning, removing all surplus excavations and debris produced due to maintenance operations at site.
- 10.11 All Lawn & Garden area under contract shall be kept clean and refuse materials in the area shall be removed & kept in dustbin.
- 10.12 The Benches of all Lawn & Garden area shall be kept clean.

9 MAINTENANCE OF LAWN AREAS

- 9.1 The Agency shall mow all lawn areas using approved cutting equipment to maintain a close sword to a height of 30 mm for all grass type. Mowing shall be carried out weekly except in dry weather and grass shall not be allowed to flower between cuts.
- 9.2 All grass areas are to be watered during dry weather, as often it is required to keep the grass green and soil moist. The Agency shall provide hoses/ sprinklers for use from water points provided by Institute. In each winter season, lawn must be dressed with good earth and manure mixture in specified proportion (25 mm over the surface).
- 9.3 Manure, Chemical fertilizer, etc. Urea must be sprinkled over the all lawn area regularly when directed/desired, to be supplied by Institute.
- 9.4 Maintenance of all Garden/Landscaping area consisting of lawns, turfs, flower beds, shrubs, decorative plants, trees etc; by carrying out the operations systematically in order to keep it in perfect healthy condition at all times comprising of:
- 9.5 Cleaning of entire area earmarked for maintenance by removing fallen dry leaves and all types of waste materials lying in the garden and disposing the waste as directed including cleaning of benches.
- 9.6 Watering the whole area under contract uniformly by means of sprinkler, sprinkler bucket, pipe or running water.
- 9.7 Composed manure. Farm yard manure or fertilizers the case may be applied in all lawns, flower beds, shrub pits, trees and potted plants as instructed and directed, to be supplied by Institute.
- 9.8 Weeding the all lawns turfs, flower beds, shrubs pits etc. perfectly once in 15 days or as required. Weeded out material should dispose-off far away from the campus.
- 9.9 Mowing the all lawn, turf and trimming the comers neat should be carried out neat and trim with all lawn mowers once in 15 days or as required and directed.

9.10 Replanting of seedlings in flower beds after removing the spilled ones with the plants to be done as and when instructed by the officer-in-charge.

9.11 Insecticides and fungicides to be supplied by Institute sprayed in the all garden carefully. The contractor has to arrange spray pump etc. for the same.

10 MAINTENANCE OF PLANTED AREAS – TREES, SHRUBS AND GROUND COVERS

10.1 The Agency shall carry out watering to all trees, shrubs, ground cover and other planting areas as often as necessary to keep the ground moist all around and to the full depth of the roots of the plants. Watering should be done every day and soil working shall be done twice a week.

10.2 Water shall be applied using an approved hose or sprinkler so as not to cause compaction or washouts of the soil or loosening of plants.

10.3 All plant beds to be kept in a weed free condition with a weeding operation once in a month. The Agency shall remove all the weeds, stones and rubbish collected from this operation from the site.

10.4 After weeding, the soil surface is to be lightly broken up between plants using a pronged fork at least once in a month, taking care not to disturb the root systems.

10.5 All shrubs and ground cover has to be pruned as and when required during the maintenance period to promote bushy growth and good flowering characteristics.

10.6 Selective pruning of flowering plants shall be done where special flowering Characteristics are required and experienced workers shall be engage for this operation.

10.7 The Agency shall allow for regular fertilizer operation. Only approved slow release fertilizer/organic fertilizer shall be applied as per the requirement of different plants.

10.8 The Agency shall make regular checks to ensure that the plant material is insect, pest and fungus free. No pesticides shall be used unless prior approval is taken.

11 MAINTENANCE OF HEDGES

Hedge is to be maintained at a proper height and cleaning of hedge bed is necessary every month. During rainy and winter season, manure is to be poured into hedge beds. Regular and necessary clipping is needed as and when required.

12 REPLACEMENT OF PLANTS

If during the course of the maintenance period trees or shrubs or other plants die because of the negligence by the Agency, the Agency shall replace the plants at no cost to the NIFT.

13 PREPARATION OF SEASONAL BEDS

Before the onset of each seasons, the beds shall be prepared, Seeds, as provided by NIFT planted, proper shade area made with agronet and dry grasses, watered twice every day and finally saplings transferred to respective gardens/places as instructed by NIFT and maintained by applying proper fertilizer, watering, etc.

14 NURSERY UPKEEPMENT

The nursery (if have the campus) is required to be maintained properly by watering the same, weeding, shifting of bags every two weeks, change of bags from smaller bags to bigger bags, as provided by Agency, cleanliness of the nursery area. Agency shall also be required to assist NIFT in the development of any new nursery by all means.

Seal of Signature of Tenderer

Annexure - "A"

The list of tools and equipments, to be kept/made available at site are as follows:

Sr. No.	Name of Equipment / Items	Specification
1	Lawn Mower	Electric (single phase 230 volt, 2HP, blade size 16", cutting height 20-75 mm))
2	Secuteur	Teflon coated high carbon steel cutting blade, sturdy Aluminium alloy steel handle
3	Adjustable Rake	
4	Hedge Shear	(cutting blade 7", handle 9")
5	Branch Cutter	(Teflon coated blade, sturdy handle)
6	Manual high pressure Sprayer	7.5 lts.
7	Plastic spray pump	16 lts.
8	Long Cutter	15"saw blade, 4" sawing, 1" shearing
9	Waste Picker	
10	One man electric chain saw	
11	Garden Pipe ¾ "	
12	Vergin garden pipe ex. Heavy duty 1"	
13	Mobile sprinklers	All dia and various kinds as deemed fit
14	Lock and keys	For the safe custody of the equipments
15	Tapes	To install at places to mark no entry zones for maintenances and development
16	Agronet	For shade required in summer
17	Stakes	For holding and tying the plants to keep the plant straight

ANNEXURE 'B'

UNDERTAKING BY THE GARDENING/HORTICULTURE AGENCY

I/We have carefully gone through the various terms and conditions mentioned in the tender document including all annexures for providing Gardening/Horticulture Services at NIFT, Gandhinagar. I/We agree to all these conditions and offer to provide Gardening/Horticulture Services at NIFT. I/We are making this offer after carefully reading the conditions and understanding the same and without any kind of pressure or influence from any source whatsoever. I/We have inspected the Institute premises and the hostels and have acquainted ourselves with the tasks including quantum of work required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed in the tender document.

Place

Signature of Gardening/Horticulture Agency

Date

Address : _____

Seal of the Agency

ANNEXURE 'C'

TECHNICAL BID

Critical Criteria Specifications of the Technical bid & Commercial Terms & Conditions:

A. Details of EMD (to be attached with the Technical Bid):

Amount	Rs. _____/- (Rupees _____ Thousand only)
In favour of & payable at	NIFT, Gandhinagar Payable at Gandhinagar
D.D. / Pay Order No. & Date	
Drawn on	

B. Brief Description of the Firm:

01	Name of Tendering Company/ Firm			
02	Name of Owner/Partners/Directors			
03	Full Particulars of Office			
04	Address			
A	Telephone No.			
b	Fax No.			
c	E-mail Address			
05	Registration Details			
a	Firm/Company Registration			
b	PAN/TAN			
c	GST			
d	License under the Contract Labour Act			
e	PF			
f	ESI/WCI Policy			
06	Turnover of the Tenderer during last three year 2014 - 2015 2015 - 2016 2016- 2017			

*** Details of Experience, Abstract of Proof & Enclosures as per Technical bid must be attached to qualify, compulsorily, duly attested by tenderer.**

Tentative Estimation of Manpower Considered

I/We _____ hereby propose the manpower to be deployed for rendering services of Gardening/ Horticulture to NIFT Centre, Gandhinagar.

1. Gardeners (Male/Female) for NIFT Campus (unskilled) - ____Nos

Seal & signature of the tenderer

ANNEXURE 'D'

PRICE BID

FOR

GARDENING/HORTICULTURE SERVICES AT NIFT, (NAME OF THE CENTRE)

(Inclusive of manpower, machines/equipment etc.)

Sr. No.	Description	Area	Unit	Rate (in Rs)	Amount (in Rs)
A	Main Campus				
1.	Maintenance of Garden/ Landscaping area consisting of lawns, turfs, flower beds, shrubs, decorative plants, trees etc. complete for a period of one month.	3821.74	Sqmt		
2.	Maintenance and handling of potted plants by regular watering having manure, staking painting and polishing of pots as required with labour and tools etc. complete for a period of one month.	200	No.		
B	Girl's Hostel Compound				
1.	Maintenance of Garden/Landscaping area consisting of lawns, turfs, flower beds, shrubs, decorative plants, trees etc. complete for a period of one month.	1680	Sqmt		
2.	Maintenance and handling of potted plants by regular watering having manure, staking painting and polishing of pots as required with labour and tools etc. complete for a period of one month.	25	No.		
	Total				
	GST				
	Net Total				
Amount in Words: Rs.					

Note:-

- (1) The Contractor shall maintain an inventory and use common miscellaneous sundry materials plums which are required for the work the cost of which in included in the above item.
- (2) The quoted rate must be inclusive disposal of refuse far away from the campus including loading/unloading and transportation.

Signature of the Tenderer

Date:

Seal of Signature of Tenderer

Annexure - "E"

Manure and pesticides and other

Sr.No.	Description	Unit	Quantity	Rate (Rs)	Amount (Rs.)
1	Providing, supplying and application of following materials of standard/approved quality as per requirement. Item rate including stacking, transportation, loading, unloading, stacking/storing in proper place, taking care of the materials etc. complete as required and directed by officer-in-charge.				
A	Manure, soil etc.				
(i)	Farm yard manure - "Best quality" composed, should not contain plastics etc.	Cum	45.00		
(ii)	"Goradu" field soil	Cum	30.00		
(iii)	Caster cake	Kg	200.00		
(iv)	"UREA" fertilizer	Kg	500		
B	Insecticides, fungicides etc.				
(i)	"Rogor"	Lt.	15.00		
(ii)	"Quinalphos 25 % (0.50 Ltr pack)	Lt.	5.00		
(iii)	Cholorophyrphorous	Lt.	25.00		
(iv)	"Foratox / IOG"	Kg	10.00		
(v)	"Folidol"	Kg	35.00		
(vii)	"Fenvalerate 0.4% D.P."	Lt.	5.00		
C	Collecting, removing & disposing of dry or wet refuse of leaves, shurbs, bush and unwanted plants, vegetables and debris by using tractor trolley with all tools, tackles, labour etc. far away from campus.	trip	1.00		
D	Providing extra gardener on requirement of Institute	No.	1.00		
Total					
GST					
Net Total					
Amount in Words: Rs.					

Note:

- 1. The quantities above items are only tentative and optional which may be procured on discretion of NIFT and the quantity may increase or decrease.**
- 2. The quoted rate must be inclusive of loading/unloading, transportation and applicable taxes etc.**