

TENDER FOR

ANNUAL CONTRACT FOR MAINTENANCE OF LAWNS & GARDENS IN NIB CAMPUS NOIDA.

Tender No. 05/NIB/2017-2018/Engg. (Civil)

SCHEDULE FOR INVITATION OF BIDS

1.	Date of start for issue of Tender document	18.08.2017 to 07.09.2017
2.	Last Date of submission of Tenders	08.09.2017 at 3:00 P.M.
3.	Pre Bid meeting	31.08.2017 at 3:00 P.M.
4.	Date of Opening of Technical Bids	08.09.2017 at 4:00 P.M.
5.	Opening of Price Bids	To be intimated separately only to technically qualified bidders
6.	Tender Fee	Rs. 525/- (Rs. Five hundred twenty five only) including 5% GST, by demand draft in favour of "National Institute of Biologicals, Noida" payable at Noida.

Name of bidder		
Address of Bidder		
Bidders Phone Nos.	i- Landline Nos. ii- Mob. Nos.	
E-mail Id		
Contact Persons: Name and Phone Numbers	i- Name: ii- Name: iii- Name:	i.Mob. No. ii. Mob. No. iii. Mob. No.

AUGUST – 2017



NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health & Family Welfare)

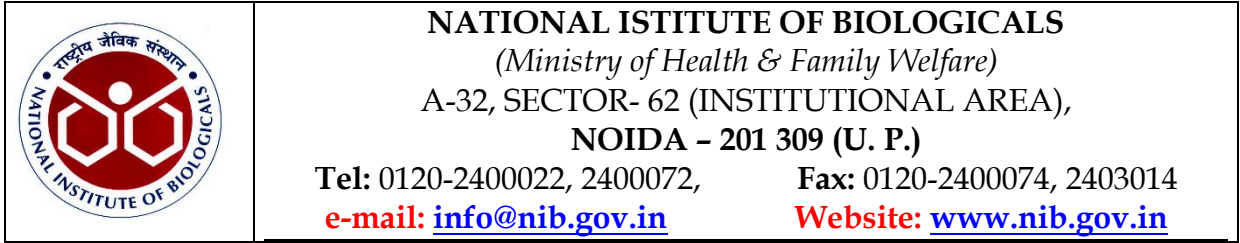
A-32, SECTOR- 62 (INSTITUTIONAL AREA),

NOIDA – 201 309 (U. P.)

Tel: 0120-2400022, 2400072, Fax: 0120-2400074, 2403014

e-mail: info@nib.gov.in

Website: www.nib.gov.in



Tender No. : 05/NIB/2017-2018/Engg. (Civil)

TENDER FOR “ANNUAL CONTRACT FOR MAINTENANCE OF LAWNS & GARDENS” IN NIB CAMPUS NOIDA.

1. Introduction

“National Institute of Biologicals (NIB) is an autonomous institution under the Ministry of Health & Family Welfare, Government of India, established on 27th January, 1992 and is to be the Central Drugs Laboratory for quality control of all indigenously produced and imported biological products. Presently, eight laboratories of the Institute are notified as Central Drugs Laboratory under provision of Drugs & Cosmetics Act and Rules. Institute plays a vital role in collaboration with CDSCO to strengthen the regulation of biologicals in India by averting the Not of Standard Quality Biologicals reaching the consumer, thereby promoting and protecting public health.”

NIB invites sealed tenders from well experienced agencies in two bid system, on the prescribed tender document for “ANNUAL CONTRACT FOR MAINTENANCE OF LAWNS & GARDENS” IN NIB CAMPUS NOIDA.

The bidders are advised to visit NIB campus, to survey the lawns, gardens, indoor plants and green areas and to see the lawn & gardens site before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved.

2. Eligibility Criteria for bidders:-

a) Experience of having successfully completed similar works in Government Sector or large reputed Private Sector Enterprises during the last seven years ending last day of month previous to the one in which bids are invited (31st July-2017) should be either of the following:-

- i) **Three similar completed works each costing not less than Rs. 13.80 lakh.**
or
- ii) **Two similar completed works each costing not less than Rs. 20.60 lakh**
or
- iii) **One similar completed work costing not less than Rs. 27.50 lakh**

b) Similar work means, successful completion of “Maintenance of Lawns & Gardens” in any Government/ Semi Government/ PSU’s or large private organization etc.

for minimum 01 (one) year. If the bidder have only experience in horticulture development works and not in maintenance work for minimum one year, it will not be treated as similar work experience.

- c) The contractor should have registration under the law with statues such as ESI, EPF, GST (if applicable) and Labour Department etc. pertaining to engagement of labour for such works. The bidder shall attach documents in support of registration details:
- d) The firm should have minimum 5 (five) years' experience in the Horticulture works to be reckoned up to **31st July, 2017.**

3. Financial Capability:

The average annual financial turnover during the last three years ending 31st March -2017, should be at least Rs. **50.00 lakh** for carrying out similar nature of work particularly annual contracts for Maintenance of Lawns & Gardens.

4. Earnest Money Deposit (EMD):-

The bidders are required to deposit Demand Draft of **Rs. 70,000/-** (*Seventy thousand only*) in favour of the "**National Institute of Biologicals**, payable at **Noida**, as Earnest Money Deposit (EMD) along with original tender document for this work. EMD will be returned to unsuccessful bidders after award of the contract. No interest shall be payable by NIB on EMD. EMD will be returned on acceptance of work order and deposit of performance security by the successful bidder.

EMD can also be deposited in NIB's account by way of NEFT/RTGS and bidder need to indicate transaction ID details with Date & Time etc. Bank details of NIB are as below:

For Payment of EMD through Bank transfer:

NAME OF BANK	BANK OF BARODA, SEC-29, NOIDA (U.P)
NAME OF ACCOUNT	NATIONAL INSTITUTE OF BIOLOGICALS
S.B. ACCOUNT	26290100001774
IFSC CODE	BARB0NOIDAX (5 th digit is zero)

5. Tender Document Fee: -

Complete tender document containing terms & conditions, technical bid, scope of work, specifications, price bid proforma etc. can be obtained from the Accounts Section of this Institute on all working days by submitting a written request by the agency on the letter head of the firm and on payment of tender fee mentioned in the advertisement, only through crossed demand draft/pay order (non-refundable) in favour of "**National Institute of Biologicals**", payable at **Noida**. Before obtaining the tender document, bidders are advised to go through the tender document particularly eligibility criteria, scope of work etc. in their own interest.

Alternately the tender document can be downloaded from NIB website www.nib.gov.in or Central Public Procurement Portal but **tender fee must be deposited with the technical bid.** Tender/Bid received without tender fee is liable to be rejected.

6. Procedure for submission of tender:

The tenders are invited under two bid system i.e. Technical Bid and Price Bid

6.1. Technical Bid (Envelop No -1) shall contain:

The tender document in original including a copy of unfilled PRICE-BID (**FORM-II**) each page duly signed and stamped as a token of acceptance of complete document including Bill of Quantity (BOQ).

- i) Self attested copies of experience certificates or work completion certificates issued by the client in support of experience of similar nature of works as per eligibility criteria particularly annual maintenance contracts for Lawns & gardens in Government/ Semi Government/ PSU's or large private organization etc.
- ii) The attested copies of the balance sheet/ audited statement of accounts or any other relevant document in support of minimum average financial turnover as per eligibility criteria during the last three financial years for annual contracts for Maintenance of Lawns & Gardens.
- iii) Demand Draft for Earnest Money Deposit.
- iv) Copies of PAN card, ESI, PF, Goods & Service Tax Registration, Labour Licence registration etc.
- v) Envelope 1 should super- scribe as "Technical Bid" for **Annual Contract for Maintenance of Lawns & Gardens in NIB, campus Noida**" and Due date for opening **01.09.2017**.

6.2 Price Bid (Envelop No. 2) shall contain:

The Price Bid only on the **FORM-II** given in the tender document after filling the Price duly sealed and super-scribed on the envelope name of the tender. Please note that conditional Price Bid will not be accepted.

The Envelop No. 1 & 2 shall be sealed separately and placed in a third Envelope which also shall be sealed and duly super-scribed the name of the tender and Due date for opening **01.09.2017**.

Complete bid in all respects must be addressed to the **Director, National Institute of Biologicals, A-32, Sector -62, Noida**, and should be dropped in the tender box, kept at reception of Admn. Building. The bid should reach before the scheduled date & time of submission as mentioned in the advertisement/ tender document. **Late bids either by hand or by post will not be accepted.**

7. Pre-Bid Meeting and Clarification of Bids:

7.1 A Pre-Bid meeting will be organized by NIB, as indicated in the tender document. In the said meeting Bidders may ask clarification(s), if any, from NIB about the tender.

The clarification shall be asked in writing. If required NIB may issue Corrigendum to clarify the queries of the bidders.

8. Bid Opening:

(i) Bids shall be opened in the office of this Institute at Noida, by the Tender opening Committee on the prescribed date and time in presence of bidder(s) who shall remain present during opening of the bids.

(ii) The technical bid (Envelope No. 1) shall be opened first. The Price Bid (Envelope No 2) of only those bidders whose technical bid is evaluated to be responsive as per the eligibility criteria given in the tender will be opened later and they shall be intimated separately about the date & time of opening.

(iii) Total number of Bids received will be announced to the bidders at the time of opening.

9. Bid Validity:

90 days from the date of opening of the tender (Technical Bids).

10. Evaluation of Tenders:

a. Technical Bids will be evaluated by NIB as per the Eligibility criteria given in the tender.

b. The bids not accompanied with requisite experience certificate, balance sheet, registration certificate etc. as per the tender conditions shall be treated as non-responsive and ineligible.

c. During evaluation of bids, NIB at its sole discretion may ask clarification from the bidder (s), if any, in their bid and the bidder is required to respond within the stipulated time period failing which NIB will take suitable decision in this regard.

d. All the bidder also to submit price break-up to assess reasonability of the quoted price.

e. NIB may also ask the lowest responsive bidder to arrange a visit of their ongoing work/s site in National Capital Region, as a part of evaluation process before award of work.

f. After evaluation of the Technical and Financial Bids etc. approval of the competent authority will be sought for award of work to the lowest responsive (L-1) bidder.

11. Award of Contract:

- (i) NIB will notify the successful bidder that his tender has been accepted and work order will be sent to the bidder describing the works to be carried out and the same shall be returned duly acknowledged affirmatively by the bidder as a token of acceptance.
- (ii) Period of Contract - Initially for one year. However, the contract can be extended on the existing terms & conditions and agreed rates from year to year for another two years purely on the basis of satisfactory performance as assessed by NIB.
- (iii) **Foreclosure of contract due to abandonment or reduction in scope of work** - If at any time after acceptance of the tender, National Institute of Biologicals, decides to abandon or reduce the scope of the work for any reason, whatsoever, and does not require the whole or any part of the work to be carried out, the Institute shall give one month's notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise, whatsoever, on account of any profit or advantage which he might have derived from the execution of the work in full but for the foreclosure of the work.
- (iv) Subletting- The contractor shall not assign or sublet the work.

12. Termination of Contract for non-performance and subsequent putting the contractor on holiday.

If in the opinion of contract awarding authority the contractor fails to perform the works as per the contract, violates contract terms & conditions despite giving written instructions, so cause notice etc. The authority may penalize the contractor and even terminate the contract as a whole.

In case of termination of contract except under conditions of Force Majeure and termination after expiry of contract, the contractor shall be put under holiday [i.e. neither any enquiry will be issued to the party by NIB against any type of tender nor their offer will be considered by NIB against any ongoing tender (s) where contract between NIB and that particular contractor (as a bidder) has not been finalized] for three years from the date of termination by NIB.

13. Right to accept any tender and to reject any or all tender:

Director NIB, reserves the right to accept or reject any tender, and or to annul the bidding process and or reject all tenders at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for NIB's action.

14. Performance Security:

- 14.1 Within one week of receipt of work order from NIB, the successful firm shall furnish the Performance Security equivalent to 10% of the contract value in the form of Bank Guarantee (from any Nationalized/Scheduled Bank) valid for 60 days beyond expiry of the contract period, in the format given at **Appendix-A** or in the form of Demand Draft/Pay Order in favour of “**National Institute of Biologicals**” payable at “**Noida**”.
- 14.2 Failure of the contractor to comply with the requirement of contract shall constitute sufficient grounds for the annulment of the award of work and forfeiture of the EMD. Further if the contractor fails to fulfill the contractual obligations during the period of the contract in such event NIB may get the work done at the risk & cost of the Contractor and performance security will also be forfeited.

15. Signing of Contract Agreement:

Upon receipt of the performance security, a Contract Agreement will be entered into by both the parties. The contract agreement form is enclosed at **Appendix-B**. The contractor will present a signed copy of the same to NIB on stamp paper of appropriate value.

16. Payment:

- 16.1 Payment shall be made if the work is done to the entire satisfaction of NIB. Contractor will submit monthly Pre-Receipted Bills (*affixing the Revenue Stamp*) duly supported with necessary check list, log sheets, material bills/ vouchers etc. along with the proof of payment of wages/levies and deposit challans of **ESI, PF, GST (if applicable)**, etc. NIB will make payment to the contractor within 15 days after receipt of the bills, after deduction of applicable taxes/TDS etc. It may be noted that payment to the contractor will be released only after disbursement of wages by the contractor to the manpower deployed in NIB for performance of the contract.

Disbursement of wages in cash shall not be allowed. The agency will be required to submit copy of bank statement as a proof of payment of wages. Disbursement of wages should be done within 10th day of following month otherwise a penalty @ Rs. 1,000 per day will be imposed for late period.

- 16.2. If the check list, log sheets are not maintained properly and instructions given by the Institute pertaining to the work are not complied by the contractor as per the schedule; NIB will make suitable proportionate deduction from the contractor's bills. If the contractor fails to maintain the lawns & gardens and do not render the services as per contract, in such event, NIB will deduct the actual expenditure incurred to rectify the deficient services plus 10% extra for departmental service charges from any amount payable to the contractor.

- 16.2 Branches of trees fallen due to storm and dead plants/ trees shall be removed from the garden area within a week's time failing which penalty will be levied as per discretion of NIB.
- 16.3 In case of deficiency in the maintenance work, Institute will make suitable/ proportionate deduction from the bills on the basis of the rates quoted by the contractor.
- 16.5 **Levy/ Taxes payable by contractor** - Taxes on purchase of materials in respect of this contract shall be payable by the contractor and NIB shall not entertain any claim whatsoever in this respect.

All tendered rates shall be inclusive of all taxes and levies payable under respective statutes. However, pursuant to the Constitution (46th Amendment Act, 1982), if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions if any and the contractor thereupon necessarily and properly pays such taxes/levies, the said amount so paid by the contractor shall be reimbursed by NIB. .

- 16.6 The wages of labour shall be revised by the contractor based on the revision in minimum wages as notified by the concerned labour department from time to time. Due to revision in wages, if there is difference in quoted rates of wages and revised wages, the same shall be paid/ reimbursed by NIB.

17. Applicable Law:

- 17.1 The contract shall be interpreted in accordance with the Laws of the Union of India. Contractor shall be solely responsible for compliance of all labour laws, payment of fair wages/ salaries and allowances to his personnel that might become applicable under any new act, law or order of the State Government / Central Government. NIB shall have no liability whatsoever in any manner.
- 17.2 Minimum wages act to be complied with - The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act, 1970, and rules framed hereunder and other labour laws affecting contract labour that may be brought into force from time to time.

18. Resolution of Dispute:

All disputes arising out of this contract shall be referred to arbitration. Each party shall nominate one arbitrator and the two arbitrators shall then appoint an umpire before proceeding with the reference. Award shall be final and binding on both parties. The Arbitration shall be governed under the Indian Arbitration Act 1996, the Arbitration and conciliation (Amendment) Act 2015 (3 of 216) or any statutory modifications or re-enactment thereof and rules made there under and for the time being in force shall apply to the arbitration proceeding under this contract.

19. Force Majeure:

- 19.1 Notwithstanding the provisions stated above, the service provider shall not be liable for forfeiture of its performance security, penalty or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure.

- 19.2 For purpose of this clause "Force Majeure" means an event beyond the control of the service provider and not involving the contractor/service provider's fault or negligence and not foreseeable. Such events may include, but are not limited to acts or the service provider either in its sovereign or contractual capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 19.3 If a force Majeure situation arises, the contractor/service provider shall promptly notify the NIB in writing of such conditions and the cause thereof. Unless otherwise directed by the employer in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

FORM-1

TECHNICAL BID

Note: Documentary evidence are required to establish fulfillment of all condition mentioned herein.

1. TENDER DOCUMENT FEE: Rs. 560/-
(Details of DD amount, Bank name, DD No.)-----
2. EMD Rs. 68,000/-
(Details of DD amount, Bank name, DD No.)-----
3. Weather **Form-A** and **Form-B**, Signed and submitted. Yes/ No-----
4. Name of the Company/Firm/Agency:
The Bidder company/Firm/Agency should have been registered under the law as applicable. (Attach relevant documents of Registration Details).
5. Address of Head Office: -----

6. Address of Regional Office, if any: -----
7. Branch Office nearest to NIB, Noida: -----
8. Details of Company's past experience (Minimum five years in the field)

Srl. No	Period (Year)	Name of the client with the address And contact number	Contract Value (Rs.)
1.			
2.			
3.			
4.			
5.			

9. Details of any three running contracts in the field of maintenance of Lawns & Gardens. (Please enclose proof)

Srl. No	Period (Year)	Name of the client with the address And contact number	Contract value (Rs.)
1.			
2.			
3.			

10. Details of documents related to company:

	Registration Number	Date of Issue/Registration
PAN		
GST No.		
ESI		
PF		
Labour department		
Any other registration		

11. Do you have access to stock and use of permissible insecticides, pesticides for use in the horticulture area. Yes/ No.

12. I/we declare that none of our contract has been cancelled during the period of past three years.

Note: Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender or contract later on.

I/we certify that all the terms and conditions of the tender documents are acceptable to me/ us.

Signature of the authorized person of the company

Name & Designation-----

Date:

Place:

Company Seal

20. SCOPE OF WORK:

Area of operations for Maintenance of Lawns & Gardens are as follows:

Srl. No.	Brief Description
1.	Entire horticulture area in NIB campus (as per BOQ.). Maintenance of trees, lawns, plants, shrubs, creepers, hedges and kitchen garden etc.
2.	Display & maintenance of Potted indoor/ outdoor plants.
3.	Providing & raising seasonal flowers.
4.	Supply & use of consumables etc. as and when required.
5.	Providing all T & P on hiring basis.
6.	Removal of garden waste etc. from NIB premises and disposal at municipal designated dumping yard.

The contractor shall provide following horticultural services for maintenance of, lawns, gardens, trees, hedges, shrubs creepers, in house nursery, potted plants, seasonal flowers etc. in NIB campus. The contractor shall undertake suitable curative and preventive measures to maintain the lawns and plants in lush green and healthy condition.

- ❖ To maintain the grass lawns, on regular basis by weeding, mowing, watering, manicure, forking the ground, top dressing with manure mixed soil, mixing the same with forked soil, cleaning the areas etc.
- ❖ To maintain trees, shrubs, creepers and ground covers etc. (including any new plantation) spread over the entire campus by weeding, hoeing, mixing manure, watering, pruning etc.
- ❖ To maintain the plants in the planters of Administrative building by regularly carrying out necessary horticulture operations.
- ❖ Shifting of potted plants as and when required during meetings, seminars, visits of VIP's as per direction of NIB.
- ❖ To supply seedlings & bulb seeds of seasonal (Winter & Summer) flowers, growing & developing good number of flower beds all around the campus as per direction of NIB.
- ❖ Preparing and maintaining seasonal flower pots for display in the buildings and meeting venues.
- ❖ To develop flower seedlings in nursery and also supply grown up Dahelia, Guldawari etc. flowers in pots for display.
- ❖ To maintain all soft areas in between the existing trees, shrubs, creepers, ground covers and lawns where plants are not there.

- ❖ Uprooting and disposal of wild growth and weeds from sides of all building.
- ❖ To spray pesticides, insecticides, fungicides to protect the plants from diseases as and when required to spread urea and manures. Cost of the pesticides, insecticides, fungicides shall be paid for separately but the spray equipment shall be provided by the contractor.
- ❖ To take appropriate measures for rodent control in horticulture areas.
- ❖ To collect garden waste consisting of wild growth, weeds, waste generated by pruning & cutting operations, pebbles, dead trees, dry leaves etc. surfaced as a result of day to day horticulture operations. There may be 10-15 tractor trolley waste per month.
- ❖ To dispose-off garden waste at designated municipal dumping ground. To provide Transport, Tractor with trolley, Labour etc. for this work.
- ❖ To provide and maintain required implements, tools & plants.
- ❖ To provide uniform, gum boots, gloves etc. personal protective equipment (PPE) to the garden workers deployed in NIB campus. If the staff is not present in uniform, penalty @ Rs 35/per day/per person will be levied and deducted from the bill. The choice & colour of the uniform will be decided in consultation with NIB.
- ❖ To issue Identity Card to the workers.
- ❖ To maintain proper decorum, punctuality, discipline and work output.
- ❖ **To convert dry leaves and garden waste etc. into compost manure by maintaining compost pits in the campus.**
- ❖ **Any other job related to maintenance of Lawns and gardens not covered above but which in opinion of NIB is necessary for proper maintenance will also be carried out by the contractor.**
- ❖ **NIB will not be responsible for any kind of injury or death of manpower deployed at site. It shall be the responsibility of the contractor to deal and compensate for such incidents.**

21. Specifications:

- i) The specification for the entire work shall be in accordance with latest CPWD specification with up to date correction slips.

Wherever CPWD specifications are silent, the same shall be governed by sound horticulture practices and the decision of the NIB in matter of interpretation shall be final and binding on the contractor.

- ii) The chemicals, pesticides, insecticides, fungicide certified by Govt. of India will be used. It would be the responsibility of the contractor that horticulture operations carried out by them does not make any adverse effect to the Environment.
- iii) The following operations schedule shall be followed in general:

MAINTENANCE OF GRASS LAWNS & GRASS BELTS:

Srl. No.	Description	Operation frequency
1.	Weeds removal.	Minimum once in seven days during rainy season and 10 days in other seasons. If extra manpower is required to clear the wild growth & weeds during rainy season the same shall be deployed by the contractor.
2.	Cutting with lawn mower.	Once in a week in rainy season, once in two weeks in other seasons.
3.	Hoeing and minor digging.	15 days (fortnightly).
4.	Manure/ fertiliser etc.	Every four months or as mutually decided.
5.	Watering.	Regularly and immediately after mowing of lawns.
6.	Cleaning of lawns/ removal of foreign materials.	Regularly whenever foreign material surface. Sweeping and removing grass after mowing.

MAINTENANCE OF TREES, SHRUBS, CREEPERS AND GROUND COVERS ETC.

Srl. No.	Description	Frequency of operations
1.	Pruning of trees.	Major: during rainy season and minor as per requirement.
2.	Pruning of shrubs.	Once in 30 days in rainy season and 45 days in other season.
3.	Pruning of Creepers.	During non-flowering season or as directed by NIB.
4.	Pruning of ground covers etc.	Once in ten days during rainy season and three weeks in other seasons.
5.	Weeding of plant base and surroundings.	Once in ten days during rainy season and three weeks in other seasons.
6.	Mixing manure and fertilizers.	As and when required or directed by NIB.
7.	Hoeing.	Twice a year.
8.	Spraying of insecticides, pesticides etc.	As and when required or as directed by NIB.
9.	Watering.	Regularly.

MAINTENANCE OF POTTED PLANTS:

Srl. No.	Description	Frequency of operations
1.	Watering	Regular watering.
2.	Putting soil, manure, fertilizers.	Once in two months and as and when required.
3.	Support & dressing.	The plant shall be given proper support and dressing.
4.	Cleaning/ washing of Plants	The foliage shall be cleaned/ washed once in a week.

MAINTENANCE OF FLOWERS BEDS:

Srl. No.	Description	Frequency of operations
1.	Digging.	Digging to a depth of 4" and removing unwanted growth.
2.	Spraying insecticides, pesticides and hormones etc.	As directed or as and when needed.
3.	Watering	Regularly.
4.	Manure	Spreading manure as per requirement.

22. Manure, Fertilizers & Insecticides:

Manures, fertilizers, insecticides, pesticides etc. will be supplied by the contractor as per direction and in consultation with NIB. Supplied items shall be used in the garden/ lawn. Payment shall be made on the basis of measurement. Deduction of 8% for voids in cow dung manure and Okhla sludge. 20% of stacked volume will be deducted for voids in garden soil. The estimated quantities of consumable mentioned in the tender are only for the guidance and may vary substantially.

23. Tools & Plants:

All implements, tools & tackles such as Cycle Rickshaw, Long Cutters, Scissors, Long ladders, Sickles, Khurpi, Spade, ropes, Pallis for collecting waste, Rubber pipe bundles, sprinklers etc. will be provided by the contractor on hiring basis.

24. Watering of Plants:

Water supply in the garden area is through Bore-wells. Piping network with garden hydrants is spread over the garden area. Minimum 3 to 4 outlets (Garden Hydrants) will be opened when Bore-well is running. Switching on during demand and switching off thereafter will be done by the garden worker. This arrangement should be seen by the bidder in advance.

25. Man Power Deployment:

As per tentative assessment of manpower deployment, 3 (*Three*) Gardeners/ Mali 12 (*Twelve*) helpers and 01 (*One*) Supervisor will be required for maintenance work. The supervisor will plan and control day to day deployment of manpower and horticulture operations at site. He will also ensure compliance of the instructions given by NIB from time to time.

(Signature & Stamp of Bidder)

AFFIDAVIT

(On a Rs 100/- non judicial stamp paper duly notarized)

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.

2. The undersigned also hereby certifies that our firm M/s _____ have neither abandoned any contract awarded to us nor such works have been rescinded, during the last five years prior to the date of this application.

3. The undersigned also hereby confirmed M/s _____ have not been blacklisted/ debarred/ penalized by any government agency or public sector undertaking or judicial authority/ arbitration body.

4. The undersigned hereby authorize (s) and request (s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.

5. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the NIB.

Signed by an Authorized Officer of the Firm

UNDERTAKING

'I/ We have not altered/ modified the BOQ attached in the NIB tender portal. If it is found during the tender stage or later that the BOQ is modified by us, the NIB shall have the right to reject our bid'.

Name & Signature of Authorized signatory of bidder

Date :

Note: The Undertaking should be in the company's Letter Head.

APPENDIX - A

**FORM OF AGREEMENT
(On appropriate value Stamp Paper)**

AGREEMENT

This agreement made the day of -----two thousand seventeen between the *National Institute of Biologicals, Plot No. A-32, Sector-62, NOIDA*, (hereinafter called "NIB") of the one part, which expression shall include his successors and assigns and M/s
(hereinafter called "The contractor") which expression shall include his heirs, executors, administrators and assigns of the other part.

Whereas NIB is desirous that certain works should be executed by the Contractor, viz
.....for National Institute of Biologicals at NOIDA - 201 309 (U. P) ("the works") and has accepted a Bid of the Contractor for the execution and completion of the works and the remedying of any defects therein.

Now this Agreement witnesses as follows:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract herein after referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a- Tender No. dated:
 - b- Letter No. to M/s
 - c- NIB Work Order letter No. dated:
3. In consideration of the payment to be made by the NIB to the contractor as hereinafter mentioned, the Contractor hereby covenants with NIB to execute and complete the works and remedy any defects therein in conformity in all respect with the provisions of this agreement.
4. The National Institute of Biologicals hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein the Contract Price or such other sum as may become payable at the times and in the manner prescribed by this agreement.

In Witness whereof the parties hereto have this Agreement to be executed the day and year first before written.

Signed, Sealed and Delivered by the Said _____

Binding signature for and on behalf of
National Institute of Biologicals,
A-32, Sector -62, NOIDA.

Binding Signature of Contractor _____

In the presence of

Witness (1):

Witness (2):

APPENDIX - B

PROFORMA FOR PERFORMANCE BANK GUARANTEE

(On stamp paper of appropriate value from any Nationalized Bank)

To,

M/s National Institute of Biologicals
Plot No. A - 32, Sector - 62,
NOIDA - 201 309.

Dear Sir,

In consideration of *National Institute of Biologicals* (hereinafter called as the Employer which expression shall include his successor and assigns having awarded to (here in after referred to as the said Contractor or Contractor' when expression shall wherever the subject of context so permits include its successors and assigns) a contract No. In terms inter alia, of the NIB's Letter No. dated. and the General Conditions of Contract and upon the condition of the contractor's furnishing security for the performance of the contractor's obligations and discharge of the contractor's liability under in connection with the said contract up to a sum of Rs..... (Rupees.....only) amounting to 10 % (*Ten*) percent of the total contract value.

1. We (here in after called "The Bank which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to The Employer in rupees forthwith on demand in writing and without protest of demur or any and all moneys anywise payable by the contractor to The Employer under in respect of or in connection with the side contract inclusive of all The Employer's losses and damages and costs, (inclusive between attorney and client) charges and expenses and other moneys anywise payable in respect of the above to this guarantee up to an aggregate limit of Rs./- (Rupees.....only).
2. We Bank further agree that The Employer shall be sole judge of and as to whether the said contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by The Employer on account thereof and the decisions of The Employer that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by The Employer from time to time shall be final and binding on us.
3. The Employer shall be at liberty without reference to the bank and without affecting the full liability of the bank hereunder to take any other security in respect of the Contractor's obligations and liabilities hereunder or to vary the contract or the work to be done thereunder vis-à-vis the Contractor or to grant time or indulgence to the

Contractor or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/ or any other security (ies) now or hereafter held by the Employer and no such dealing (s) reduction (s) increase (s) or other indulgence (s) or arrangements with the Contractor or release or forbearance whatsoever shall absolve the Bank of the fail liability to The Employer hereunder or prejudice the rights of The Employer against the bank.

4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Contractor but shall in all respect and for all purposes be binding and operative until payment of all monies payable to The Employer in terms thereof.
5. The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the bank in terms hereof shall not be anywise affected or suspended by reason of any dispute or dispute having been raised by the Contractor stopping or preventing or purporting to stop or prevent any payment by the bank to The Employer in terms hereof.
6. The amount stated in any notice of demand addressed by the Employer to the bank as liable to be paid to the Employer by the Contractor or as suffered or incurred by The Employer on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to The Employer of suffered or incurred by The Employer as the case may be and shall be payable by the bank to The Employer in terms hereof.
7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of the Employer and liabilities of the contractor arising up to and until midnight of.....
8. This guarantee shall be addition to any other guarantee or security whatsoever that The Employer may now or at any time anywise may have in relation to the contractor's obligations/ or liabilities under and/ or in connection with the said contract, and The Employer shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which The Employer may have or obtain and no forbearance on the part of The Employer in enforcing or requiring enforcement of any other security shall have the effect or releasing the Bank from its full liability hereunder.
9. It shall not be necessary for the Employer to proceed against the said Contractor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the bank notwithstanding that any security which the Employer may have obtained or obtain from the contractor shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealized.
10. We the said Bank undertake not to revoke this guarantee during its currency except with the consent of the Employer in writing and agree that any change in the constitution of the said contractor or the said Bank shall not discharge our liability hereunder.

11. We.the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.

12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs... (Rupees.....) and this guarantee shall remain in force till and unless a claim is made on us within 3 (*Three*) months from that date, that is before all the claims under this guarantee shall be forfeited and we shall be relived of and discharged from our liabilities thereunder.

Datedday of2017.

For and on behalf of Bank.

Issued
Under
Seal



NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Govt. of India)
A-32, SECTOR- 62 (INSTITUTIONAL AREA), NOIDA - 201 309 (U.P)
Tel: 0120-2400022, 2400072, Fax: 0120-2400074, 2403014
e-mail: info@nib.gov.in Website: www.nib.gov.in

BILL OF QUANTITY

Tender No. 05/NIB/2017-2018/Engg. (Civil)

Name of Work: Maintenance of Lawns & Gardens in NIB Campus Noida.

A- Maintenance Works:

Srl. No.	Description of Items	Unit	Qty.
1.	<p>Maintenance of Lawns & Gardens in NIB Campus Noida, complete maintenance works as per following details:</p> <p>i) Cutting of Hedge/ Edge including removing of cut material, cleaning, hoeing of hedge/edge bed watering, manureing and applying insecticides and fungicides etc. (excluding the cost of material which shall be paid separately and as per direction of NIB, approx. quantity 850 Sqm.</p> <p>ii) Cutting of designer hedge/ edge removing of cut materials, cleaning, hoeing of hedge/ edge bed watering manure and applying insecticides and fungicides etc. (excluding the cost of material which shall be paid separately and as per direction of NIB, approx. quantity 560 Sqm.</p> <p>iii) Topairy cutting/ shaping of plant removing of cut materials, cleaning, hoeing of plants complete design hoeing of trees (Topairy) watering manure etc. (excluding the cost of material which shall be paid separately and as per direction of NIB height of to paring up to 1.20M, approx. quantity 10 Plant.</p> <p>iv) Filling pots with manure mixed soil, plantation of seedlings/ bulbs in pots and raising seasonal flowers and display as directed by NIB (different sizes) approx. quantity 1500 Each.</p> <p>v) Maintenance of planters in the Administrative Building as per Job Works</p> <p>vi) Complete maintenance of the entire garden features having as per yard stick in the garden area i. e. lawn trees, shrubs, herbs, hedge, flower beds, foliages, creepers etc. including hoeing, weeding pruning replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mover and brush cutter, removal of garden waste, applying insecticide, pesticide & fertilizers (Whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by NIB (cost of Good Earth, Manure, Fertilizer, Insecticide and Pesticide, will be paid separately T & P material/ articles shall be provided by the contractor) and as per direction of NIB. Permanent office accommodation approx. quantity 13,515 Sqm.</p> <p>vii) Complete maintenance of the entire garden features having as per yard stick in the garden area i. e. lawn trees, shrubs, herbs, hedge, flower beds, foliages, creepers etc. including hoeing, weeding</p>	Job Work	Job Work

	<p>pruning replacement of plants, gap filling, watering, mowing of lawn, grass gutting by lawn mover and brush cutter, removal of garden waste, applying insecticide, pesticide & fertilizer (whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by NIB (cost of Good Earth, manure, Fertilizer, Insecticide, Pesticide will be provided by the Department & lawn mover and brush cutter with fuel, other T & P material/ articles shall be provided by the contractor) and as per direction of NIB approx. 13515 Sqm.</p> <p>viii) Maintenance of Kitchen garden including preparation of beds manuring/ fustigation weeding hoeing watering, planting of vegetable seeds including spraying of insecticide and pesticide and Harvesting. (Note: - Only Good Earth, Manure, Fertilizer, Insecticide & Pesticide will be paid separately. And other T & P material/ articles shall be provided by the contractor) and as per direction of NIB approx. 500 Sqm.</p> <p>ix) Complete maintenance of Trees (outside of lawn area) jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc. (excluding the cost of material which shall be paid separately) and as per direction of NIB as per 1000 tree.</p> <p>x) Complete maintenance of shrub (outside of lawn area), jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc. (excluding the cost of material which shall be paid separately) and as per direction of NIB approx. 2000 Shrub.</p> <p>xi) Maintenance of Potted plants in Earthen pots including resetting/ displaying at Nursery, including watering, weeding, hoeing, colouring, transplanting the damaged pots and disposal of generated garbage at specified place as per direction of NIB. (Note:- Good earth, manure, fertilizer, insecticide & pesticide will be paid separately) (For earthen pot 3000 Nos.) approx 500 plot.</p> <p>xii) Maintenance of potted plant Earthen pot in displayed at ground floor only in bungalow, office complex including application of good earth. Manure insecticide, pesticide and fertilizer, removing of dry parts by pruning, cleaning dry leaves and displaying in appropriate place and replacement of broken pots coloring of pots and change of location of pots and replacing with fresh paint as and when required (Materials shall be provided by the department) as per direction of officer in charge, approx. 800 plot.</p> <p>xiii) Maintenance of potted plants in Earthen pots in displayed at multi stories office buildings, flats and ground floor bungalow, office complex including application of good earth, manure, insecticide, pesticide and fertilizer, removing of dry parts by pruning, cleaning dry leaves and displaying in appropriate place and replacement of broken pots colouring of pots and change of location of pots and replacing with fresh plants as and when required (Materials provided by the department) as per direction of office in charge, approx. 200 plot.</p> <p>xiv) Disposal of garden waste approx. 8 to 10 trolleys and petty unforeseen works.</p> <p>By deploying minimum 01 Supervisor, (Skilled), 3 Malis, (Semi-skilled) & 12 Beldars/ Helpers (Un-skilled) daily on regular basis.</p>		
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B- Hiring of Tool & Tackles:

<i>Item No</i>	<i>Description of work/ items</i>		<i>Unit</i>	<i>Qty.</i>
2.	Hiring charges for T & P required for maintenance work at details above.			
	a) Electric lawn mower	01 No.	Lump-Sump Per month	Lump-Sump
	b) Hand lawn mower	01 No.		
	c) Prunner	02 Nos.		
	d) Hedge Shear	03 Nos.		
	e) Khurpi	12 Nos.		
	f) Rubber Pipe bundles	400 Mtr.		
	g) Jhabw (Talwar)	08 Nos.		
	h) Rickshaw	01 No.		
	i) Spade	07 No.		
	j) Scather	01 No.		
	k) Long Cutter for pruning of trees.	01 No.		
	l) Spray machine	01 No.		
	m) Sickle (Darati)	05 Nos.		
	n) Pickaxe	02 Nos.		
	o) Saw	02 Nos.		
	p) Rose cutter	01 No.		
	q) Ladders of varying heights	04 Nos.		
	r) Stool	02 No.		
	s) Tractor with Trolley	As per requirement		
	t) Jelly & Palli	05 Nos.		
	u) Tasla/Tokri	05 Nos.		
	v) Axe	02 Nos.		
	w) Dab	02 Nos.		
	x) Any other petty tool or implement that may be required for maintenance of lawns & gardens.			

C- Materials (Consumables):

	<i>(b) Approximate Materials (for one year)</i>	<i>Unit</i>	<i>Qty.</i>
1.	Supply and use of following manure as and when required.		
	a) Cow-dung (Well composed)	Cum	50
	b) Sewage sludge (Free of Sandy material)	Cum	200
	c) Garden Soil	Cum	100
	d) Fine Sand	Cum	100
	e) Urea	Kg.	100
	f) Bone Meal	Kg.	100
	g) Neem Oil Cake (Pulverised)	Kg.	50
	h) DAP	Kg.	100
	i) Agromeal	Kg.	100
	j) Vermicompost	Kg.	200
	k) Zinc	Kg.	10
	l) Mustered oil cake	Kg.	50
	m) Red oxide paint	Kg.	30

2.	Supply and spraying of pesticides/ insecticides/ fungicides, etc. as and when required.		
	a) Malathion 25% EC	Ltr.	05
	b) Roger 35% EC	Ltr.	05
	c) Metacystox 50% EC	Ltr.	02
	d) Chlorpyriphas 20% EC	Ltr.	10
	e) Nuvan 76% EC	Ltr.	04
	f) Gypsum	Kg.	50
	g) Bavistin 50% EC	Kg.	01
	h) Blitox	Kg.	0.5
	i) Ratol	Kg.	10
	j) Rose Food	Kg.	10
	k) Daisis	Ltr.	05
	l) Rootex	Ltr.	0.5

D- Seasonal flowers:

<i>Srl. No</i>	<i>Description of Items</i>	<i>Unit.</i>	<i>Qty.</i>
(a)	<i>Supplying and stacking of winter seasonal seedling/ cutting at site of work well developed and healthy free from disease in pro tray and each pro tray having 100 Nos. plants as per direction of the NIB.</i>		
1.	Alyssum (White)	Per Tray	10
2.	Antirrhinum dwarf	Per Tray	02
3.	Aster dwarf	Per Tray	05
4.	Calendula Double	Per Tray	10
5.	Carnation Hybrid	Per Tray	02
6.	Chrysanthemum double	Per Tray	03
7.	Cineraria	Per Tray	02
8.	Dahlia double	Per Tray	03
9.	Dianthus Hybrid	Per Tray	05
10.	Gazania Hybrid	Per Tray	02
11.	Gerbera Hybrid Double	Per Tray	02
12.	Marigold inca Hybrid (different Colour)	Per Tray	05
13.	Nemesia Hybrid	Per Tray	02
14.	Pansy Hybrid	Per Tray	05
15.	Petunia Hybrid	Per Tray	10
16.	Poppy Double	Per Tray	02
18.	Salvia Mixed	Per Tray	10
19.	Verbena hybrid	Per Tray	02
20.	Phlox	Per Tray	05
21.	Sweet Pea	Per Tray	02
22.	Demarfotica	Per Tray	02
23.	Miss Branthium	Per Tray	10
24.	Dog Flower Double	Per Tray	05
25.	Polyanthus	Per Tray	05
26.	Snowdrops	Per Tray	05
27.	Paper Flower	Per Tray	02

28.	Sweet William	Per Tray	02
29.	Corn Flower	Per Tray	02
30.	Well-developed Chrysanthemum in 25 cm pot	Per pot	250
31.	Well-developed Dahlia in 30 cm pot	Per pot	250
(b)	<i>Supplying and stacking of summer & rainy seasonal seedling at site of work well developed and healthy free from disease in pro tray and each pro tray having 100 Nos. plants as per direction of the NIB:</i>		
33.	Balsam seedling	Per Tray	02
34.	Celosia Argentea & Celosia Cristata Hybrid	Per Tray	05
35.	Cosmos Hybrid	Per Tray	05
37.	Gomphrena	Per Tray	02
38.	Kochia	Per Tray	02
39.	Portulaca Hybrid	Per Tray	02
40.	Sunflower Dwarf	Per Tray	05
41.	Zinnia Hybrid	Per Tray	02
42.	Amranthus	Per Tray	02

E- Supply of Plants and Grass:

Srl. No.	Description of Works	Unit	Qty.
1.	Providing & laying Selection no. 1 grass turf with earth 50mm to 60mm thickness on existing ground prepared with proper level and ramming with required tools wooden and then rolling the surface with light roller make the surface smoothen and light watering the same, as per direction of officer in charge.	Sqm.	5000
2.	Providing of Aglaonema dove variety Plant, having ht. 30cm to 45cm with 8 to 10 leaves, well developed, fresh and healthy in 25cm size of Earthen Pot/ Plastic Pot.	Each	50
3.	Providing of Diffenbachia Tropicsnow plant, having ht. 60cm & above with 8-10 leaves, well developed, fresh & healthy in 25cm size of Earthen Pot/ Plastic Pot.	Each	50
4.	Providing of Dracaena Song of india plant (three in one), having ht. 30cm and above, multibranching, well developed with fresh and healthy leaves in 25cm size of Earthen Pot/ Plastic Pot.	Each	50
5.	Providing of Monestaria plant mounted on moss stick 90cm ht. 2 to 3 plant in one pot well developed with fresh & healthy foliage in 25cm size of Earthen Pot/ Plastic Pot.	Each	50
6.	Providing of Money Plant Broad Leaves mounted on moss stick 90cm ht. 3 to 4 plants in each pot, well developed with full of fresh & healthy leaves in size of 25cm Top diax18cm Bottom diax25cm Perpendicular height Earthen Pot/ Plastic Pot.	Each	50
7.	Providing of Philodendron Burgundy plant mounted on moss stick 90cm ht. well developed with full of fresh & healthy leaves from bottom to top in 25cm size of Earthen Pot/ Plastic Pot.	Each	10
8.	Providing of Raphis palm plant, having ht., 45cm to 60cm with 5 to 7 suckers, well developed, full of fresh and healthy leaves in 25cm size of Earthen Pot/ Plastic Pot.	Each	50
9.	Providing of Schefflera high colour plant, having ht. 23cm to 30cm well developed with fresh & healthy foliage in 20cm size of Earthen Pot/ Plastic Pot.	Each	50

10.	Providing of Adenium Obesum grafted well developed with fresh & healthy 30 to 60cm ht. plant in 25 cm. Earthen Pot/ plastic Pot.	Each	10
11.	Providing of Bamboo Buddha valley with fresh & healthy 3 to 4 suckers having 75 to 90cm ht. plant in 25cm size Earthen Pot/ Plastic Pot.	Each	05
12.	Providing of Cycus circinallis well developed with fresh & healthy 35 to 40 lush green leaves in 40cm Cement Pot.	Each	05
13.	Providing of Cyprus Golden 30 to 45cm ht. plant well developed good Golden colour foliage, Conial Shape in 25cm Earthen Pots.	Each	05
14.	Providing of Euphorbia milli hybrid variety with multi branch, full bloom, with fresh and healthy well developed having 30 to 45cm ht. plant in 35cm Cement Pots.	Each	10

F- Optional Rates (Not to be included in the price comparison for determining lowest bidder, however the prices will be approved on the basis of market rates).

<i>Srl.</i>	<i>Description of item</i>	<i>Unit</i>	<i>Qty.</i>
1.	Supply of well burnt earthen pots 10" in NIB Noida in good condition.	No.	500
2.	Supply of well burnt earthen pots 12" in NIB Noida in good condition.	No.	500
3.	Supply of Moss sticks of 3' size with PVC pipe.	No.	100
4.	Providing & fixing of white River (Stone) Pebbles size of 2" to 2.50" dia in natural colour at site of work including loading, unloading, carriage and all taxes paid etc. and as per direction NIB.	Per Qtt.	01

Date: _____

Place: _____

(Signature & Stamp of Bidder)



NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Govt. of India)
A-32, SECTOR- 62 (INSTITUTIONAL AREA), NOIDA - 201 309 (U. P.)
Tel: 0120-2400022, 2400072, Fax: 0120-2400074, 2403014
e-mail: info@nib.gov.in Website: www.nib.gov.in

FORM-II

PRICE - BID

Tender No. 05/NIB/2017-2018/Engg. (Civil)

Name of Work: Maintenance of Lawns & Gardens in NIB Campus Noida.

A- Maintenance Works:

<i>Srl. No.</i>	<i>Description of Items</i>	<i>Unit</i>	<i>Qty.</i>	<i>Amount Per Month (in Words & Figure) (Rs)</i>	<i>Amount Per Year (in Words & Figure) (Rs)</i>
1.	Maintenance of Lawns & Gardens in NIB Campus Noida, complete maintenance works as per following details: iv) Cutting of Hedge/Edge including removing of cut material, cleaning, hoeing of hedge/edge bed watering, manureing and applying insecticides and fungicides etc. (excluding the cost of material which shall be paid separately and as per direction of NIB, approx. quantity 850 Sqm. v) Cutting of designer hedge/edge removing of cut materials, cleaning, hoeing of hedge/edge bed watering manure and applying insecticides and fungicides etc. (excluding the cost of material which shall be paid separately and as per direction of NIB, approx. quantity 560 Sqm. vi) Topairy cutting/shaping of plant removing of cut materials, cleaning, hoeing of plants complete design hoeing of trees (Topairy) watering manure etc. (excluding the cost of material which shall be paid separately and as per direction of NIB height of to paring up to 1.20M, approx. quantity 10 Plant.	Job Work	Complete Job work as per Scope of Work		

<p>iv) Filling pots with manure mixed soil, plantation of seedlings/ bulbs in pots and raising seasonal flowers and display as directed by NIB (different sizes) approx. quantity 1500 Each.</p> <p>v) Maintenance of planters in the Administrative Building as per Job Works</p> <p>vi) Complete maintenance of the entire garden features having as per yard stick in the garden area i. e. lawn trees, shrubs, herbs, hedge, flower beds, foliages, creepers etc. including hoeing, weeding pruning replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mover and brush cutter, removal of garden waste, applying insecticide, pesticide & fertilizers (Whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by NIB (cost of Good Earth, Manure, Fertilizer, Insecticide and Pesticide, will be paid separately T & P material/ articles shall be provided by the contractor) and as per direction of NIB. Permanent office accommodation approx. quantity 13,515 Sqm.</p> <p>vii) Complete maintenance of the entire garden features having as per yard stick in the garden area i. e. lawn trees, shrubs, herbs, hedge, flower beds, foliages, creepers etc. including hoeing, weeding pruning replacement of plants, gap filling, watering, mowing of lawn, grass gutting by lawn mover and brush cutter, removal of garden waste, applying insecticide, pesticide & fertilizer (whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by NIB (cost of Good Earth, manure, Fertilizer, Insecticide, Pesticide will be provided by the Department & lawn mover and brush cutter with fuel, other T & P material/ articles shall be provided by the contractor) and as per direction of NIB approx. 13515 Sqm.</p> <p>viii) Maintenance of Kitchen garden including preparation of beds manuring/ fustigation weeding hoeing watering, planting of vegetable seeds including spraying of insecticide and pesticide and Harvesting. (Note: - Only Good Earth, Manure, Fertilizer, Insecticide & Pesticide will be paid separately. And other T & P material/ articles shall be provided by the contractor) and as per direction of NIB approx. 500 Sqm.</p> <p>ix) Complete maintenance of Trees (outside of lawn area) jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer</p>				
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	<p>etc. (excluding the cost of material which shall be paid separately) and as per direction of NIB as per 1000 tree.</p> <p>x) Complete maintenance of shrub (outside of lawn area), jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc. (excluding the cost of material which shall be paid separately) and as per direction of NIB approx. 2000 Shrub.</p> <p>xi) Maintenance of Potted plants in Earthen pots including resetting/ displaying at Nursery, including watering, weeding, hoeing, colouring, transplanting the damaged pots and disposal of generated garbage at specified place as per direction of NIB. (Note:- Good earth, manure, fertilizer, insecticide & pesticide will be paid separately) (For earthen pot 3000 Nos.) approx 500 plot.</p> <p>xii) Maintenance of potted plant Earthen pot in displayed at ground floor only in bungalow, office complex including application of good earth. Manure insecticide, pesticide and fertilizer, removing of dry parts by pruning, cleaning dry leaves and displaying in appropriate place and replacement of broken pots coloring of pots and change of location of pots and replacing with fresh paint as and when required (Materials shall be provided by the department) as per direction of officer in charge, approx. 800 plot.</p> <p>xiii) Maintenance of potted plants in Earthen pots in displayed at multi stories office buildings, flats and ground floor bungalow, office complex including application of good earth, manure, insecticide, pesticide and fertilizer, removing of dry parts by pruning, cleaning dry leaves and displaying in appropriate place and replacement of broken pots colouring of pots and change of location of pots and replacing with fresh plants as and when required (Materials provided by the department) as per direction of office in charge, approx. 200 plot.</p> <p>xiv) Disposal of garden waste approx. 8 to 10 trolleys and petty unforeseen works. By deploying minimum 01 Supervisor, (Skilled), 3 Malis, (Semi-skilled) & 12 Beldars/ Helpers (Un-skilled) daily on regular basis.</p>				
	Total (A)				

B- Hiring of Tool & Tackles:

<i>Item No</i>	<i>Description of work/ items</i>		<i>Unit</i>	<i>Qty.</i>	<i>Rate (in Words & Figure) (Rs)</i>	<i>Amount (in Words & Figure) (Rs)</i>
2.	Hiring charges for T & P required for maintenance work at details above.					
	a) Electric lawn mower	01 No.	Lump- Sump Per Month	Lump - Sump		
	b) Hand lawn mower	01 No.				
	c) Prunner	02 Nos.				
	d) Hedge Shear	03 Nos.				
	e) Khurpi	12 Nos.				
	f) Rubber Pipe bundles	400 Mtr.				
	g) Jhabw (Talwar)	08 Nos.				
	h) Rickshaw	01 No.				
	i) Spade	07 No.				
	j) Scather	01 No.				
	k) Long Cutter for pruning of trees.	01 No.				
	l) Spray machine	01 No.				
	m) Sickle (Darati)	05 Nos.				
	n) Pickaxe	02 Nos.				
	o) Saw	02 Nos.				
	p) Rose cutter	01 No.				
	q) Ladders of varying heights	04 Nos.				
	r) Stool	02 No.				
	s) Tractor with Trolley	As per req.				
	t) Jelly & Palli	05 Nos.				
	u) Tasla/Tokri	05 Nos.				
	v) Axe	02 Nos.				
	w) Dab	02 Nos.				
	x) Any other petty tool or implement that may be required for maintenance of lawns & gardens.					
	Total (B)					

C- Materials (Consumables):

	<i>(b) Approximate Materials (for one year)</i>	Unit	Qty.	Rate (Rs)	Amount (Rs)
1.	Supply and use of following manure as and when required.				
	a) Cow-dung (Well composed)	Cum	50		
	b) Sewage sludge (Free of Sandy material)	Cum	200		
	c) Garden Soil	Cum	100		
	d) Fine Sand	Cum	100		
	e) Urea	Kg.	100		
	f) Bone Meal	Kg.	100		
	g) Neem Oil Cake (Pulverised)	Kg.	50		
	h) DAP	Kg.	100		
	i) Agromeal	Kg.	100		
	j) Vermicompost	Kg.	200		
	k) Zinc	Kg.	10		
	l) Mustered oil cake	Kg.	50		
	m) Red oxide paint	Kg.	30		
	Sub Total				
2.	Supply and spraying of pesticides/ insecticides/ fungicides, etc. as and when required.				
	a) Malathion 25% EC	Ltr.	05		
	b) Roger 35% EC	Ltr.	05		
	c) Metacystox 50% EC	Ltr.	02		
	d) Chlorpyriphas 20% EC	Ltr.	10		
	e) Nuvan 76% EC	Ltr.	04		
	f) Gypsum	Kg.	50		
	g) Bavistin 50% EC	Kg.	01		
	h) Blitox	Kg.	0.5		
	i) Ratol	Kg.	10		
	j) Rose Food	Kg.	10		
	k) Daisis	Ltr.	05		
	l) Rootex	Ltr.	0.5		
	Sub Total				
	Grant Total (C)				

D- Seasonal flowers:

Srl. No	Description of Items	Unit.	Qty.	Rate (Rs.)	Amount (Rs.)
(a)	<i>Supplying and stacking of winter seasonal seedling/ cutting at site of work well developed and healthy free from disease in pro tray and each pro tray having 100 Nos. plants as per direction of the NIB.</i>				
1.	Alyssum (White)	Per Tray	10		
2.	Antirrhinum dwarf	Per Tray	02		
3.	Aster dwarf	Per Tray	05		
4.	Calendula Double	Per Tray	10		
5.	Carnation Hybrid	Per Tray	02		
6.	Chrysanthemum double	Per Tray	03		
7.	Cineraria	Per Tray	02		
8.	Dahlia double	Per Tray	03		
9.	Dianthus Hybrid	Per Tray	05		
10.	Gazania Hybrid	Per Tray	02		
11.	Gerbera Hybrid Double	Per Tray	02		
12.	Marigold inca Hybrid (different Colour)	Per Tray	05		
13.	Nemesia Hybrid	Per Tray	02		
14.	Pansy Hybrid	Per Tray	05		
15.	Petunia Hybrid	Per Tray	10		
16.	Poppy Double	Per Tray	02		
18.	Salvia Mixed	Per Tray	10		
19.	Verbena hybrid	Per Tray	02		
20.	Phlox	Per Tray	05		
21.	Sweet Pea	Per Tray	02		
22.	Demarfotica	Per Tray	02		
23.	Miss Branthium	Per Tray	10		

24.	Dog Flower Double	Per Tray	05		
25.	Polyanthus	Per Tray	05		
26.	Snowdrops	Per Tray	05		
27.	Paper Flower	Per Tray	02		
28.	Sweet William	Per Tray	02		
29.	Corn Flower	Per Tray	02		
30.	Well-developed Chrysanthemum in 25 cm pot	Per pot	250		
31.	Well-developed Dahlia in 30 cm pot	Per pot	250		
	Total				
(b)	<i>Supplying and stacking of summer & rainy seasonal seedling at site of work well developed and healthy free from disease in pro tray and each pro tray having 100 Nos. plants as per direction of the NIB:</i>				
33.	Balsam seedling	Per Tray	02		
34.	Celosia Argentea & Celosia Cristata Hybrid	Per Tray	05		
35.	Cosmos Hybrid	Per Tray	05		
37.	Gomphrena	Per Tray	02		
38.	Kochia	Per Tray	02		
39.	Portulaca Hybrid	Per Tray	02		
40.	Sunflower Dwarf	Per Tray	05		
41.	Zinnia Hybrid	Per Tray	02		
42.	Amranthus	Per Tray	02		
	Total				
	Total (a+b) (D)				

E- Supply of Plants and Grass:

<i>Srl. No.</i>	<i>Description of Works</i>	<i>Unit</i>	<i>Qty.</i>	<i>Rate (Rs)</i>	<i>Amount (Rs)</i>
1.	Providing & laying Selection no. 1 grass turf with earth 50mm to 60mm thickness on existing ground prepared with proper level and ramming with required tools wooden and then rolling the surface with light roller make the surface smoothen and light watering the same, as per direction of officer in charge.	Sqm.	5000		
2.	Providing of Aglaonema dove variety Plant, having ht. 30cm to 45cm with 8 to 10 leaves, well developed, fresh and healthy in 25cm size of Earthen Pot/ Plastic Pot.	Each	50		
3.	Providing of Diffenbachia Tropicsnow plant, having ht. 60cm & above with 8-10 leaves, well developed, fresh & healthy in 25cm size of Earthen Pot/ Plastic Pot.	Each	50		
4.	Providing of Dracaena Song of india plant (three in one), having ht. 30cm and above, multibranching, well developed with fresh and healthy leaves in 25cm size of Earthen Pot/ Plastic Pot.	Each	50		
5.	Providing of Monestaria plant mounted on moss stick 90cm ht. 2 to 3 plant in one pot well developed with fresh & healthy foliage in 25cm size of Earthen Pot/ Plastic Pot.	Each	50		
6.	Providing of Money Plant Broad Leaves mounted on moss stick 90cm ht. 3 to 4 plants in each pot, well developed with full of fresh & healthy leaves in size of 25cm Top diax18cm Bottom diax25cm Perpendicular height Earthen Pot/ Plastic Pot.	Each	50		
7.	Providing of Philodendron Burgundy plant mounted on moss stick 90cm ht. well developed with full of fresh & healthy leaves from bottom to top in 25cm size of Earthen Pot/ Plastic Pot.	Each	10		
8.	Providing of Raphis palm plant, having ht., 45cm to 60cm with 5 to 7 suckers, well developed, full of fresh and healthy leaves in 25cm size of Earthen Pot/ Plastic Pot.	Each	50		
9.	Providing of Schefflera high colour plant, having ht. 23cm to 30cm well developed with fresh & healthy foliage in 20cm size of Earthen Pot/ Plastic Pot.	Each	50		
10.	Providing of Adenium Obesum grafted well developed with fresh & healthy 30 to 60cm ht. plant in 25 cm. Earthen Pot/ plastic Pot.	Each	10		

11.	Providing of Bamboo Buddha valley with fresh & healthy 3 to 4 suckers having 75 to 90cm ht. plant in 25cm size Earthen Pot/ Plastic Pot.	Each	05		
12.	Providing of Cycus circinallis well developed with fresh & healthy 35 to 40 lush green leaves in 40cm Cement Pot.	Each	05		
13.	Providing of Cyprus Golden 30 to 45cm ht. plant well developed good Golden colour foliage, Conial Shape in 25cm Earthen Pots.	Each	05		
14.	Providing of Euphorbia milli hybrid variety with multi branch, full bloom, with fresh and healthy well developed having 30 to 45cm ht. plant in 35cm Cement Pots.	Each	10		
Total (E)					

F- Optional Rates (Not to be included in the price comparison for determining lowest bidder, however the prices will be approved on the basis of market rates)

<i>Srl.</i>	<i>Description of item</i>	<i>Unit</i>	<i>Qty.</i>	<i>Rate. (Rs.)</i>	<i>Amount (Rs.)</i>
1.	Supply of well burnt earthen pots 10" in NIB Noida in good condition.	No.	500		
2.	Supply of well burnt earthen pots 12" in NIB Noida in good condition.	No.	500		
3.	Supply of Moss sticks of 3' size with PVC pipe.	No.	100		
4.	Providing & fixing of white River (Stone) Pebles size of 2" to 2.50" dia in natural colour at site of work including loading, unloading, carriage and all taxes paid etc. and as per direction NIB.	Per Qtt.	01		
Total (F)					

	Total 1st Year (A) Maintenance Works + (B) Hiring of Tools & Tackles + (C) Material (Consumables) + (D) Seasonal Flowers.		
	-----% escalation for 2nd Year on 1st Year amount Work A & B above.		
	Total for 2nd Year		
	-----% escalation for 3rd Year on 2nd Year amount Work A & B above.		
	Total for 3rd Year		
	Total for 1st Year + 2nd Year + 3rd Year		
	GST ----% (if applicable)		
	Grand total for 1st Year + 2nd Year + 3rd Year		

Amount (in words) Rs. -----

Note:

- (i) The quoted rates shall be valid for 90 days from the date of opening of tender.
- (ii) Abnormally low quoted rates which are not justifiable shall be rejected.
- (iii) **The rate & amount of taxes if not indicated above will be considered inclusive.**
- (iv) **The bidder should submit the calculation/ price breakup for the rates quoted by him for the purpose of bid evaluation.**
- (v) Contractor must consider & include following costs in the quoted price:
 - a) Disposal of pruned parts of plants/ shrubs and garden waste outside NIB Campus at designated dump/ garbage yard of Noida authority by his own arrangement.
 - b) Cost towards uniforms, gum boots, gloves and other personal protective equipment (PPE) of workers.
 - c) Any other item as per scope and terms & conditions of the tender.
- (vi) **% age of escalation should be quoted & accepted maximum in two decimal.**

Date: _____

Place: _____

(Signature & Stamp of Bidder)