

TERMS & CONDITIONS
&
SPECIFICATIONS
OF
CONTRACT
FOR
HORTICULTURE SERVICES

TENDER REF. NO. C-DOT/Tender/Admin/Hort Services/2019-2022/007

TERMS & CONDITIONS

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Sealed tenders are invited under Two-Bid system from reputed Professional Horticulture services Agencies, empaneled/registered under Concerned Govt. Bodies for providing horticulture services and manpower supply having capacity to provide the required number of uniformed trained manpower for horticulture services at Centre for Development of Telematics (C-DOT), at New Delhi for a period of 3 years starting from 01.04.2019 to 31.03.2022 on contractual basis through Open Tender.

C-DOT, a Registered Scientific society set up by Government of India, presently engaged in developing sophisticated Telematics Technology and Products, invites Tenders from reputed agencies for providing Horticulture Services at C-DOT's campus Delhi. C-DOT Campus covers an area of approx. 40 acres of land. The indoor covered area of the Campus consists of areas like Reception, work area, Canteen, laboratories, Library etc. needs to be beautified and maintained by the Indoor plants. The well maintained uncovered/open area in the Campus which is approximately 37 acres needs to be maintained and further developed with landscapes.

1. GUIDELINES FOR SUBMISSION OF BIDS

1.1. Sealed tender in duplicate should be submitted as per details given below:

1.1.1. C-DOT adopts a two-bid Tender System. Therefore, separate TECHNICAL and FINANCIAL BIDS are to be submitted as per following procedure, by the interested bidders.

Envelope 'A' duly superscribed, as “**Technical Bid/C-DOT/Tender/Admin/Hort Services/2019-2022/007**” should consist of:

A copy of the Tender Document duly signed on all pages by the authorized signatory with the seal of the tendering agency.

Details of the Agency and other relevant details as per Annexure-I with supporting documents.

Undertaking for submission of Earnest Money deposit (EMD) in Envelope 'B'.

The cost of the tender document, if downloaded, by means of demand draft drawn in favour of C-DOT, Delhi.

1.1.2. Envelope 'B' duly superscribed “**Financial Bid/C-DOT/Tender/Admin/Hort Services/2019-2022/007**” should consist of:

Financial Bid duly filled as per **Annexure-II**. No other format will be acceptable.

Earnest Money Deposit (EMD) of Rs. 35000/- 0.35% of the contract value (for 3 years) as Earnest (EMD), by means of demand draft (DD) drawn in favour of C-DOT, valid for 3 months which has to be, if required, further renewed for a period of 3 months

Note: Envelope 'A' and Envelope 'B' should be sealed and kept in another Main Envelope marked as 'C' duly superscribed "C-DOT/Tender/Admin/Hort Services/2019-2022/007".

Technical Bids shall be opened first and will be evaluated technically. The Financial Bid of the technically accepted Tenderers will be opened, the date of which will be notified to the technically qualified bidders only.

- 1.2. **Pre - Bid Meeting : A pre - bid meeting would be conducted at C-DOT Delhi at 1130 hrs on 05.02.2019. All the queries should reach C-DOT via e-mail latest by 30.01.2018 at 1700 hours to admin.del@cdot.in. A maximum of 02 authorized representatives will be allowed to attend the Pre-Bid meeting.**

In the event of no such clarification sought, it will be deemed that the bidders have understood the parameter / requirement indicated / enunciated / described completely and are complying with the same at the time of submission of the tender. It may be noted by the bidders that no request for clarifications will be entertained after the above mentioned date. The replies to pre-bid queries shall only be uploaded on C-DOT website only.

The schedule of opening of bids is as follows and at the following venue:

	Date	Time
Date to receive Query for pre-bid	30.01.2019	1700 Hours
Pre-Bid Meeting	05.02.2019	1130 hours
Last Date of Bid Submission	26.02.2019	1100 hours
Technical Bid Opening	26.02.2019	1130 hours

In the presence of intending bidders at C-DOT Delhi.

- 1.3. Tenders shall be addressed to

**Registrar
Centre for Development of Telematics (C-DOT)
C-DOT Campus,
Mandi Road , Mehrauli
New Delhi – 110 030.**

Tel No. : 011-2680 2856

Email: admil.del@cdot.in

- 1.4. **Date of Technical Bid Opening:** The technical bid will be opened in the presence of the intending tenderers at **1130 hours on 26 February 2019**. In case the date of technical bid opening happens to be a holiday, the bids shall be opened on the next working day at the same time.
- 1.5. **Date of Financial Bid Opening:** The date will be intimated subsequently only to the technically qualified tenderers.
- 1.6. Tenderer shall submit bid either in person to drop in the tender box or it is to be sent only by Registered Post/Speed post/Courier. Fax/email quotations will be summarily rejected. C-DOT will not be responsible for any delay(s) including postal and force majeure.
- 1.7. Tenderers are requested to study the terms and conditions of the tender carefully, and then submit their tenders accordingly. Any tender/quotation received against this tender and any contract resulting from this tender shall be governed by the terms and conditions indicated in the tender document and the tenderer quoting against this tender shall be deemed to have read, understood and accepted the same. No clarification shall be entertained after receiving the bids.
- 1.8. Quotation must be submitted giving complete details as sought in the enclosed Annexures.
- 1.9. Each page of the properly indexed bid shall bear the signature, name and title of the person signing the offer with date and rubber stamp of the Tenderer.
- 1.10. The total amount quoted should be written both in figures and in words. In case of any discrepancy between the two, the amount mentioned in words will prevail.
- 1.11. Tender document is not transferable.
- 1.12. Bids preferably should be free from erasures, alterations etc. Bids containing erasures or alterations will not be considered, unless authenticated by the authorized signatory.
- 1.13. Bids, which do not comply with the conditions laid down in the tender document, are liable to be rejected.
- 1.14. The entire schedule of the tender should be quoted for and the quote should be unconditional, failing which the tender bid will be rejected.
- 1.15. The scope of services proposed should not be altered and if found altered, the tender bid shall be rejected.
- 1.16. C-DOT should be under no obligation to accept the lowest tender and shall be entitled to reject any tender without assigning any reason whatsoever.

2. TERMS & CONDITIONS OF THE TENDER

2.1. Tender Fee and EMD

- 2.1.1. Tenderer should submit a Demand Draft/ Pay Order of Rs. 1180/- (Rupees one thousand one hundred eighty only) in favor of C-DOT, Delhi, towards cost of the tender including 18% GST, at the time of obtaining the same from the C-DOT Campus. In case the same is downloaded from the Centre's website (www.cdote.in), kindly submit a Demand Draft of Rs. 1180/- (Rupees one thousand one hundred eighty only) in favour of C-DOT, along with the technical bid. **Bids without Tender Fee shall be rejected out rightly.**
- 2.1.2. Tenderer should submit **EMD of Rs. 35000/- 0.35% of estimated contract value in the form of Demand Draft/ Bank Guarantee only**. EMD in the form of DD should be valid for 3 months which has to be, if required, further renewed for 3 months and if in the form of Bank guarantee should be valid for 6 months, and to be kept in the financial bid. The EMD has to be from a nationalized/scheduled Bank in favor of **C-DOT, Delhi**. The EMD is payable by all categories of tenderers and no exemption is permissible. Only Government bodies/PSU's and SSI organizations are exempted from payment of EMD on production of relevant proof. EMD in the form of cheque /cash will not be acceptable. **Bids without EMD shall be rejected out rightly.**

- 2.2. The successful tenderer's EMD amount will be forfeited to C-DOT in the following cases: -
 - 2.2.1. Any quotation received against this tender shall be governed by the terms and conditions indicated in the tender document. If, after submission of the quotation, the tenderer fails to honor the contract, if awarded, or refuses to comply with any/all of the terms and conditions of the tender.
 - 2.2.2. If the tenderer withdraws the offer during the validity period of the quotation.
 - 2.2.3. If the successful tenderer fails to commence the contract at the stipulated time in accordance with the tender terms and conditions of the contract.
 - 2.2.4. If the successful tenderer fails to submit the Performance Bank Guarantee / Security Deposit Bank Guarantee within one month of commencement of contract. This will also warrant closure or termination of contract.
- 2.3. EMD will be returned interest free, to the unsuccessful tenderers within 6 months or the time of award of contract, whichever is later on, from the date of closing date of tender.
- 2.4. Bid should be complete in all respects and an incomplete bid will be summarily rejected. No clarification will be taken by C-DOT in this regard.
- 2.5. In the event where no such clarification sought, it will be deemed that the bidders have understood the parameter / requirement indicated / enunciated / described completely and are complying with the same at the time of submission of the tender. The bidders may also note that no request for clarifications will be entertained after the above date. The replies to pre-bid queries shall be uploaded on our website.
- 2.6. C-DOT reserves the right to reject/accept or withdraw any part or full tender(s) without assigning any reason whatsoever. The decision of C-DOT is final and binding.
- 2.7. C-DOT reserves the right to award the contract to deserving parties either in full or in parts. The decision of C-DOT is final and no enquiry will be entertained in this regard.
- 2.8. Canvassing in any form entails the tenderers' disqualification. If any tenderer is found influencing or intimidating other tenderers/tender processes, his tender is liable for disqualification.
- 2.9. Please note that any falsification/suppression of information could lead to disqualification from the tender.
- 2.10. Where counter terms and conditions of business have been offered by the tenderer, C-DOT shall not be deemed to be governed by those unless specific written acceptance thereof has been given by C-DOT.
3. **PRICE AND VALIDITY**
 - 3.1. The rates must be quoted as detailed in Annexure-II covering the entire activity as per the scope of the contract. Rates should be inclusive of all charges applicable and excluding applicable taxes like service tax etc., the quantum of which should be clearly specified. The bill raised to C-DOT after rendering the services shall be subject to tax deduction at source. Rates agreed upon shall remain same throughout the period of contract. As and when there is a revision in minimum wages duly notified by the Govt. of India, the rates will be revised accordingly. However, any change in the Governments tax regime as and when notified, will be considered on submission of documentary evidence only.
 - 3.2. Offer quoted should be valid for a minimum period of 6 MONTHS from the date of opening of Technical Bid.
 - 3.3. For the purpose of comparison of the rates, conditional discounts if any offered will not be taken into account. However, C-DOT reserves the right to avail of the same as part of award of the contract.
 - 3.4. Tenderers are advised to understand the magnitude of the job involved for Horticulture services before submitting their bids. They may visit C-DOT Campus at Mehrauli during working hours with prior appointment. For appointment and any clarification regarding Tender, please contact at Ph. No's: 2680 2856. No clarification will be entertained after receiving bids.

- 3.5. **Financial bid from tendering agency quoting wages less than the Minimum Wages of the respective skill category as per notification from Government against respective categories of the required manpower shall be liable to be disqualified.**
- 3.6. **Financial bid quoting service charges as NIL shall be treated as unresponsive and shall not be considered.**
- 3.7. **Financial bid with service charges quoted less than the minimum returns on investment (ROI) that is expected of the services to be rendered under contract shall also not be considered.**
- 3.8. **An affidavit from the tendering agency validating the service charges quoted in the financial bid shall be submitted along with financial bid. Financial bid submitted without such affidavit validating service charges shall be liable to be rejected.**

4. DURATION OF THE CONTRACT

- 4.1. The contract will be valid for a period of three years starting from 01 April 2019 to 31 March 2022. In order to evaluate the performance and services, contract will cover a probationary period of 6 months. Only after the services are found to be satisfactory during the probationary period, the contract will be confirmed for a further period of 30 months under the same terms and conditions.
- 4.2. C-DOT reserves the right to terminate the contract by giving 30 days' notice to the Contractor.

5. MINIMUM ELIGIBILITY CRITERIA

5.1. Eligibilities

- 5.1.1. **The tendering agency shall furnish the properly indexed bid having all the information required as per Annexure I. Incomplete bids shall be liable to be summarily rejected.**
- 5.1.2. The tendering agency should be having Minimum 5 years' experience in horticulture as mentioned in the scope of our tender document (Enclose Regn. certificate).
- 5.1.3. Tendering agency must have PAN and GST registration.
- 5.1.4. The tendering agency should have minimum 5 years experience in horticulture services as mentioned in the scope of our tender document (enclose Regn. Certificate).
- 5.1.5. The Agency/Firm should registered under shops and establishment Act/ Companies Act/ Registrar of Firms, as the case may be.
- 5.1.6. The tendering Agency shall have executed minimum two contracts of similar nature in TWO of the 3 preceding years of, 2015-16, 2016-17, and 2017-18, with companies of repute. (Enclose copy of existing contracts. Enclose copy of the contracts executed during the past 5 years. SELF-CERTIFICATION SHALL NOT BE ACCEPTED. Each contract should at least be value of Rs. 50.0 lakhs per annum.)
- 5.1.7. The tendering agency shall have annual turnover arising out of such contracts should be Rs. 1.00 crore per annum. Please enclose copies of income tax returns for the last five financial years, 2015-16, 2016-17, and 2017-18, supporting the annual turnover value.
- 5.1.8. The tenderer agency shall have PF/ESI registrations and TIN/PAN and GST registration number. Copies of the registration should be enclosed.

- 5.1.9. The tendering agency should have a minimum working strength of 50 employees properly engaged in functions of horticulture in large campus like that of educational institution. The tendering agency personnel should be capable to provide all the functions of horticulture as mentioned in the scope of the contract. They also must trained in using equipments and latest technologies being used in the horticulture related function in the industry including Govt Bodies, PSUs, and reputed corporates.
- 5.1.10. **The tendering agency shall submit an affidavit or undertaking to pledge an amount equivalent to 2.5% of the contract value in the form of Performance Bank Guarantee from a Nationalized/Scheduled Bank.**
- 5.1.11. The bidder shall have his own Establishment/set up/mechanism/Training institute to provide training aids or should have tied up with a training institute for training his personnel trained in horticulture to provide best services at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
- 5.1.12. Registration Certificates with all authorities/bodies concerned with Labour Supply, EPF, and ESIC shall be provided. **Supporting documents with respect to meeting the criteria listed in the above clauses should be enclosed along with Annexure I, which is an important requirement for evaluation. Tender document without these enclosures will be summarily rejected.**

Preferably, registration under Gratuity, Workmen Benevolent Fund, and with labour welfare schemes undertaken various Yojanas, Schemes, shall be an advantage.

- 5.1.13. **In addition to the minimum eligibility criteria as specified above being fulfilled, a bidder shall be adjudged technically qualified who secures maximum marks out of 100 distributed amongst the parameters given in the following table.**

The tendering agency shall submit the Technical Evaluation Sheet for evaluation based on the facts and figures supplied in the bid document.

Technical Evaluation Sheet for Tendering Agency					
	Marks Obtained →				Maximum Marks
	Parameters/sub-parameters				
1	Experience of tendering agency in providing Horticulture services				20
	Beyond 5 years and up to 8 years	10			
	Beyond 8 years and up to 10 years		15		
	Beyond 10 years			20	
2	Average Annual Turnover in excess to the mentioned in minimum required in Horticulture services				20
	Up to 1.0 Crores	10			
	Up to 2.0 Crores		15		
	Above 2.0 Crores			20	
3	Availability of manpower trained in Horticulture services				16

	Up to 100 Manpower	8			
	Up to 200 Manpower		12		
	300 and above Manpower			16	
4	Compliance of tendering agency with				20
	EPF/ESIC			4	
	Payment of Bonus Act (Form C may be asked evidence)			8	
	PMO originated Yajanas			8	
5	Welfare measures adopted by the Company for its Horticulture personnel				8
	Retaining Personnel after long leave			3	
	Medical Assistance beyond ESI and retaining personnel after long leave			5	
	Sick Leave Provision + Medication Assistance beyond ESI + Retained Personnel after long leave				8
6	Availability of in-house training facilities in Horticulture services with tendering agency				8
	Having hired training facilities			4	
	Having own in-house training facilities				8
7	Plan and Strategy Document on Proposed Horticulture services for C-DOT campus			4	8
	Presentation of the Plan and Strategy Document on Proposed Services for C-DOT campus				8
Total of Technical Evaluation Score					100

- 5.1.14. **Tendering agency shall have no claim of being Lowest as the marks obtained on the technical parameters in the above table shall be basis for bidder to qualify for financial bid evaluation.** This is to be filled and submitted by tendering agency along with other documents required for Bid submission.
- 5.1.15. **An affidavit from the tendering agency validating the service charges quoted in the financial bid shall be submitted along with financial bid. Financial bid submitted without such affidavit validating service charges shall be liable to be rejected.**
- 5.1.16. **Selection of L1 Bidder among technically qualified Bidders only:** L1 bidder shall be decided on the basis of total cost of manpower I+II+III+IV in Financial Bid Annexure-II.

6. TIMINGS

The Horticulture staff shall be available on all days of the month except Sundays and National Holidays and Holidays declared at the discretion of C-DOT. The working hours

are from 8.00 am to 4:30 pm with half an hour lunch time. The timings are liable to be changed at the discretion of C-DOT.

7. PAYMENT SCHEDULE AND TERMS

- 7.1. Payment will be made once a month after ascertaining the satisfactory Performance of contractual responsibility carried out in the previous calendar month and verifying proof of EPF, ESI deductions from account of horticulture staff deployed at C-DOT and contractor agency as contribution by deployed employees and contractor agency.
- 7.2. Payments shall be made based on the actual attendance certified by the contractor and verified by C-DOT.
- 7.3. The contractor agency shall strictly observe and follow the statutory regulations like The Contract Labour (Regulation and Abolition) Act 1970, Payment as per The Minimum Wages Act 1948, service obligations under MCD regulations, The Employees' Provident Funds & Miscellaneous Provisions Act 1952, Employees State Insurance Scheme under ESI Act 1948 Act, The Payment of Gratuity Act 1972, The Workmen's Compensation Act 1923, and all other relevant Statutory regulations during the period of the Contract, covering its employees with appropriate insurances, etc. The Contractor shall be solely responsible for its failure to fulfill these statutory obligations and shall indemnify C-DOT against all such liabilities, which arise or likely to arise out of the agency's failure to fulfill such statutory obligations. The contractor agency shall inform C-DOT the names and all details of persons engaged for this work. All documents, registers pertaining to this contract shall be maintained meticulously and shall be submitted every month to C-DOT for the purpose of reimbursement.
- 7.4. It is contractor's responsibility to make payments, through electronic transfer, as per the latest Minimum Wages notified by Govt. of India to individual account of his horticulture staff deployed at C-DOT latest by 07th of every month.
- 7.5. The Contractor shall submit his/her claim for the services rendered showing distinctly the charges payable. These claims are to be made after paying minimum wages to the horticulture staff deployed by 7th Day of following month. The contractor shall claim these claims only after ensuring that minimum wages have been paid to the horticulture staff deployed at C-DOT for the month claims are being submitted. The contractor shall submit their bills along with proof of PF, ESI, Service tax and other necessary statutory remittances for the horticulture staff deployed in C-DOT.
- 7.6. No advance payment claims or running bills will be entertained.
- 7.7. The contractor shall ensure timely payment of minimum wages to Horticulture staff deployed at C-DOT. Penalty on per day basis shall be levied in case contractor fails to pay minimum wages to horticulture staff deployed at C-DOT on 7th Day of every month during contract period.
- 7.8. In order that the contractor agency fulfils the above obligations under the terms of the contract, the contractor agency shall provide C-DOT with the Performance Bank Guarantee (PBG) equivalent to provide 2.5% of the contract value (for 3 years) from any nationalized/scheduled Bank, in the prescribed format. The above **Performance Bank Guarantee** shall be submitted within 02 weeks from the date of award of contract and **shall be valid for over three months after the expiry of period of the contract**. C-DOT shall be free to encash this Bank Guarantee in the event of any failure on the part of the contractor to meet his obligation under the contract or in the event of any demand by the concerned Statutory Authorities for dues from the contractor at its sole discretion.

- 7.9. In case the contractor fails to make payment of wages to its employees deployed at C-DOT campus within the prescribed period, latest by 7th Day of each of the English calendar month, then, C-DOT as the principal employer may take legal action after 15 Days thereafter.
- 7.10. The payment would be made on monthly basis for actual shifts manned/operated by the personnel supplied by the contractor and based on the attendance sheets duly verified by C-DOT and other supporting documents. No other claim on whatever account shall be entertained by C-DOT. The Contractor will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted.
- 7.10.1. Contractor shall pay their entitled Minimum Wages latest by 7th Day of every month. It shall not be linked to the payment of the bill.
- 7.10.2. Payment to such workers must be electronically transferred to respective account of the individual personnel deployed at C-DOT. Under no circumstances payments shall be made in cash. To ensure this, service providers shall get a bank account opened at Canara Bank, C-DOT branch for each and every personnel deployed at C-DOT.
- 7.10.3. The contractor must ensure that entitled wages of the workers are credited to their bank account latest by 7th Day of the month. Contractor shall not be given any relaxation in this matter.
- 7.10.4. While submitting the bill for the next month, the contractor must file a certificate certifying the following along with Form 7 of ESIC and other supporting documents as directed by C-DOT.
- 7.10.4.1. Wages of workers were credited to their bank accounts on _____ (date)
- 7.10.4.2. ESI Contribution relating to workers amounting to Rs. _____ was deposited on _____ (date) (copy of form 7 and the challan enclosed).
- 7.10.4.3. EPF Contribution relating to workers amounting to Rs. _____ was deposited on _____ (date) (copy of the Challan enclosed).
- 7.10.4.4. We are complying with all statutory Labour Laws including Minimum Wage Act.
- 7.10.4.5. Wages of workers were credited to their bank accounts on _____ (date)
- 7.10.4.6. ESI Contribution relating to workers amounting to Rs. _____ was deposited on _____ (date) (copy of form 7 and the challan enclosed).
- 7.10.4.7. EPF Contribution relating to workers amounting to Rs. _____ was deposited on _____ (date) (copy of the Challan enclosed).
- 7.10.4.8. We are complying with all statutory Labour Laws including Minimum Wage Act.
- 7.10.5. The contractor shall submit the bill in accordance with the above time schedule. In case, he fails to submit the bill in time, even then he has to make the payment to the workers on the latest by 7th Day of every month.
- 7.10.6. The contractor shall compulsorily issue monthly salary slip to each and every personnel deployed at C-DOT campus duly indicating the salary particulars including deductions. C-DOT shall be entitled to verify payment of wages against the monthly claims/bills submitted by the contractor.
- 7.10.7. Income Tax and any other statutory levies will be deducted at source as per the rules in force from time to time.
- 7.10.8. In the event of any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid by C-DOT for late payment.
- 7.10.9. C-DOT shall at any time terminate the work order / contract by giving written notice of one month to the contractor, without any compensation

to the contractor agency, in case the contractor agency becomes bankrupt or otherwise insolvent.

8. SECURITY DEPOSIT/PERFORMANCE BANK GUARANTEE

- 8.1. The contractor agency shall provide C-DOT Demand Draft for **Security Deposit** or **Performance Bank Guarantee** of amount equivalent to 2.5% of the contract value from any nationalized bank, in the prescribed format. The above Bank Guarantee shall be submitted within 02 weeks from the date of award of contract and should be valid for over three months after the expiry of the period of the contract. C-DOT shall be free to encash this Bank Guarantee in the event of any failure on the part of the Contractor to meet his obligations under the contract or in the event of any demand by the concerned Statutory Authorities for the dues from the Contractor at its sole discretion.
- 8.2. After acceptance of the contract if any/all the terms and conditions of the contract is /are violated, C-DOT reserves the right to terminate the contract. In such cases, the security deposit will be forfeited to C-DOT at its discretion.

9. INDEMNITY BOND

Successful tenderer should indemnify the Centre against any claim by any authority. In the event the Centre has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this contract, the contractor only should pay such claim/damages and even if the Centre is called upon to pay such damages/penalties, the Contractor will reimburse the same. This is subject to the condition that the Centre complies with various requirements in respect of the laws applicable to it.

10. TERMS AND CONDITIONS OF THE CONTRACT

- 10.1. The successful tenderer should commence the services within 7 days from the receipt of the award of contract or from the date as decided by C-DOT and this shall be binding on the Contractor/Agency.
- 10.2. All the persons deployed to provide services of horticulture at C-DOT Campus by the contractor shall be first screened and interviewed by the in charge C-DOT. Only selected person shall be allowed to be posted.
- 10.3. If any loss or damage is caused to C-DOT property by the staff deployed for horticulture at C-DOT Campus, the cost of the same shall be recovered from the contractor agency.

- 10.4. **Performance of the contract and of the deployed staff for horticulture at C-DOT Campus shall be reported fortnightly basis. C-DOT shall review performance of services provided for maintaining horticulture in the entire campus.**
- 10.5. **The tendering agency is to ensure that deployed staff for horticulture services at C-DOT campus is trained to used latest technology equipments used for horticulture services at C-DOT campus. The contractor agency shall ensure that training for such technologies shall be imparted to the deployed time to time at his own cost.**
- 10.6. **The Contractor shall bring his tools & gadgets as mentioned below:**

S.NO	Tools	Quantity
1.	Electrical Lawn mowers	03
2.	Post Hole Digger	01
3.	Electrical shrub cutters	03
4.	Edging shear	02
5.	Battery powered cordless hedge cutter	03
6.	Battery operated Brush Cutter	02
7.	Electric Hedge cutter	01
8.	Grass trimmer	03
9.	Tree branch cutter	01
10.	Water Pipe	200 meters
11.	Wood chipper and Shredder	01

The contractor can be advised to increase quantity as per discretion of C-DOT.

- 10.7. The Contractor shall be entirely responsible for the materials, tools & equipment's handed over by C-DOT and brought by the Contractor and shall be kept in the custody of the Supervisor. C-DOT shall not be responsible for any loss / theft of the same.
- 10.8. **The Contractor shall provide uniform for both summers and winters, identity card etc. to all its staff members, in absence of which they shall not be allowed inside the C-DOT premises. The I Card issued by contractor for its staff will be counter signed by Manager Administration and should be worn by the contract staff during working hours.**
- 10.9. The contractor shall provide a list of his staff to C-DOT. The Contractor shall be under obligation to inform C-DOT, any change in his staff. The contractor's staff shall be allowed to work inside the C-DOT Campus during the working hours only. However, if need be, contractor may obtain the written permission from Manager-Administration for

- detaining his staff after office hours as a special case. All the staff deployed for horticulture services C-DOT campus shall maintain discipline.
- 10.10. The contractor shall work co-operatively and amicably with C-DOT, C-DOT Employees and other contractors and contractor employees who are working in the Campus.
 - 10.11. In C-DOT Campus, smoking and chewing tobacco etc. is strictly prohibited. Any of the deployed staff for horticulture services at C-DOT campus is found smoking/chewing in the campus shall be removed immediately and shall not be deployed again in C-DOT.
 - 10.12. The contractor should ensure that his staff use proper safety measures while performing their duties to avoid any accidents.
 - 10.13. The contractor or his authorized representative has to attend a meeting every fortnight as decided and informed by C-DOT for discussion/ and evaluation of performance with the C-DOT representative and submit a report on the jobs done on a fortnightly basis. The C-DOT representative will confirm the date and time of the meeting.
 - 10.14. C-DOT has the right to reject any unspecified material supplied by the contractor at the site. The C-DOT reserves the right for replacement of defective work and materials as per the norms of Govt. of India.
 - 10.15. The chemical, fertilizer, cowdung manure, Okhala sludge, earthen pots, cement pots etc. shall be supplied by the Agency as and when required.
 - 10.16. Consultancy for landscaping by your experts such as architecture or horticulture planners shall be provided to C-DOT, as and when required at no extra cost.

11. STATUTORY OBLIGATIONS

- 11.1. The following statutory regulations/Acts should be strictly adhered to during the period of contract. The agency shall be solely responsible for any failure to fulfill the statutory obligations mentioned below and all other necessary statutory requirements. All necessary statutory documents, records like log book, register of wages, attendance registers, ESI and EPF Registers etc., should be maintained and regularly reviewed by C-DOT.
 - 11.1.1. The Contract Labour (Abolition & Regulations) Act 1970.
 - 11.1.2. The Minimum Wages Act 1948.
 - 11.1.3. The Employees' Provident Funds & Miscellaneous Provisions Act 1952.
 - 11.1.4. The Employees State Insurance Scheme under ESI Act 1948.
 - 11.1.5. The Payment of Gratuity Act 1972.
 - 11.1.6. The Workmen's Compensation Act 1923.
 - 11.1.7. Other relevant Statutory Regulations liable to be applicable during the period of the Contract.

C-DOT is Registered as Employer under the Contract labour and Abolition Act with the Office of Regional Labour Commissioner (Central) at Delhi.

- 11.2. All necessary statutory documents, records like log book, wage registers, attendance registers, ESI and EPF Registers etc., should be maintained and produced on demand.
- 11.3. C-DOT shall not be responsible for any accident, death or injury to your employees which would arise during the course of their duty nor shall be responsible or be liable to pay damage or compensation to such persons. The agency/contractor should at all times indemnify and keep C-DOT indemnified against all claims which may be made under Workmen Compensation Act, any statutory modifications thereof or otherwise for or in respect of any damages or

compensation payable in consequence of any accident or injury sustained by any workman while in our premises or during course of their duty. The agency/contractor shall be responsible for any insurance coverage of their employees.

- 11.4. Any payment to be made by C-DOT to any statutory authority due to non-adherence of the stipulated norms shall be borne by the contractor agency.
- 11.5. In case the Contractor's staff suffer any injuries/damages or meet with an accident in C-DOT premises or outside C-DOT premises, during discharge of duties, the entire cost of compensation should be borne by the Contractor.
- 11.6. In case the Contractor's staff suffer any injuries/damages or meet with an accident in C-DOT premises or outside C-DOT premises, during discharge of duties, the entire cost of compensation should be borne by the Contractor.
- 11.7. In case of any accidents, the contractor will be solely responsible for the statutory/financial obligations. C-DOT shall not enter into any litigation whatsoever under any circumstances.
- 11.8. The contractor shall be responsible for all claims from third parties (including the staff of C-DOT) in the event of any accident involving the liability.

12. SCOPE OF WORK

- 12.1. **The scope of work covers the maintenance of 37 acres of campus lawns, shrubs, trees, hedges, creepers, canna beds, bulb beds, foliage beds, rose beds, flower beds, preparation of new beds and replacement of dead plants by the same varieties by buying and stocking the saplings etc. The maintenance shall be provided by watering, weeding, manuring, mowing, thinning, pruning, spraying, pot polishing etc. as specified or as directed by the C-DOT representative.**

The following yardstick should be followed for maintenance of Horticulture works:

- 12.1.1. Minimum one mali for 2.50 acre garden area for open space and road berm etc.
- 12.1.2. Minimum one mali for 1.5 acres of lawn area other than open spaces and road berm etc.
- 12.1.3. Minimum one mali for 500 nos. of trees/plants/tree avenues.
- 12.1.4. Minimum one mali for 200 mt. hedge clipping per day.
- 12.1.5. Minimum one mali for 100 nos. of flower/rose beds and lawn.
- 12.1.6. Minimum one machine man for 8 to 10 acres of lawn for lawn mowing.
- 12.1.7. Minimum one mali for 2500 to 3000 potted plants maintenance.
- 12.1.8. Minimum 6 malis and one supervisor for two acres of Nursery maintenance.
- 12.1.9. Minimum one supervisor for 10-12 man for supervision and maintenance of hedge, lawn and trees etc.

Note: Supervisor and malis should be trained and well experienced for maintenance of horticulture work like park, garden and bungalows, nursery, rose beds, flower beds and preparation of exhibition quality pot plants and nursery management etc.

12.2. SPECIFICATION FOR MAINTENANCE OF LAWNS/CRICKET GROUND

- 12.2.1. The existing grass shall be scrapped and forked as required at least once in a year in the month of May and June and as per direction received from C-DOT.
- 12.2.2. The scrapped surface shall be top dressed with 20-25 mm thick layer of cow dung manure and good earth mixed in the ratio of 1: 3.

- 12.2.3. Lawn shall be mowed with mower regularly and at least twice in a month.
- 12.2.4. The lawn shall be suitably irrigated with water at least twice in a fortnight as per need.
- 12.2.5. The surface levelled and hand roller used after lawn mowing (use of one-ton roller).
- 12.2.6. The thickness of the grass shall not be allowed to increase beyond 55-60 mm.
- 12.2.7. The minimum thickness of the grass shall be maintained as 40-50 mm from the ground level.
- 12.2.8. The grass shall be kept free from unwanted weeds by weeding etc.
- 12.2.9. The Cricket ground shall be maintained properly at regular interval.
- 12.2.10. The application of fertilizer and manuring of the lawn shall be done in the month of April and August and October and November and as per direction received from C-DOT.
- 12.2.11. The quantity of FYM (farm yard manure) required is about 300 cu. Ft. per acre and that of urea and DAP is 50kg per acre each.
- 12.2.12. Insecticides, pesticides, fungicides, weedicides, manures and fertilizers will be supplied by the contractor at his own cost.
- 12.3. SPECIFICATIONS FOR MAINTENANCE OF TREE PLANTS, ORNAMENTAL PLANTS, CREEPERS, SHRUBS ETC.**
- 12.3.1. The minimum area of 2 to 2.5 ft. all around the small trees and 3 to 5 ft. for big trees from trunk of the trees shall be kept free from all kind of weeds.
- 12.3.2. The plants shall be watered regularly as required and as per direction received from C-DOT.
- 12.3.3. The dry and fallen leaves of avenue trees shall be collected and cleaned and put in the pit to make manure, by the deployed staff horticulture in C-DOT campus.
- 12.3.4. Light pruning, trimming, thinning etc. must be done regularly, as and when required.
- 12.3.5. The proper maintenance of shape to be kept after pruning and removal of unwanted branches.
- 12.3.6. Spraying, pasting and manuring etc. to be followed from time to time as required.
- 12.3.7. Every avenue trees as well as area under the trees should be cleaned and well maintained every day by the deployed staff for horticulture services at C-DOT campus.
- 12.3.8. Gap filling and new plantation of trees, shrubs, and creepers shall be done by the contractor without any extra charges as per the instructions by C-DOT.
- 12.3.9. The complete areas where the trees, shrubs and creepers are planted in open field shall be kept free from weeds and diseases throughout the year.
- 12.4. SPECIFICATIONS FOR MAINTENANCE OF HEDGES/EDGES**
- 12.4.1. The hedge cutting shall be required twice in a month in a proper height and shape.
- 12.4.2. The hedge shall be free from disease and unwanted plants.
- 12.4.3. Cleaning of the area around hedge plants shall be done regularly as required.
- 12.4.4. Gap filling with same species will be done by the contractor such as species of roses, golden dorenta etc which already exist within the C-DOT Campus.
- 12.4.5. The hedge plants shall be regularly manured with well decomposed cow dung /Okhla sludge or any other chemical fertilizer as required and as directed by C-DOT.
- 12.4.6. After clipping or pruning of hedge, the pruned material shall be collected by the contractor's men and disposed of at specified location.
- 12.4.7. It shall be the responsibility of contractor to ensure proper maintenance and keep roads and adjoining areas clean of grass and other waste materials.
- 12.5. SPECIFICATIONS FOR MAINTENANCE FLOWER, FOLIAGE, ROSE AND CANNA BEDS**
- 12.5.1. The contractor agency shall prepare new beds and maintain existing beds of flowers, rose, canna and other bulbous plants etc. including supplying of seeds, rose plants, annual seeds and seedling, chemical fertilizers, manures, cow dung, watering, inter culture, weeding, thinning, spraying of insecticide and pesticide treatment etc.

- 12.5.2. The contractor agency will ensure that maximum healthy flowers are available throughout the year in these beds.
- 12.5.3. The quantity of cow dung manure to be used shall be 2.5 to 3 cu. meter/100 sq. meter of flower and rose beds area/ year in the month of e done in the month of April and August and October and November and or as per direction received from C-DOT.
- 12.5.4. Rose and other plant casualty due to negligence or poor maintenance by the contractor shall be replaced by the contractor with healthy and acceptable plants, at his own cost.
- 12.5.5. The canna beds will be changed/replanted every year as per the direction received from C-DOT.
- 12.5.6. Maintenance of water bodies, worm culture, green house, dry leaves pit etc. shall be the responsibility of the contractor.
- 12.5.7. The minimum height of flowering plants will be 8" and shrubs of minimum height of 1.5 - 2. Ft. Flowering plants can also be provided at suitable locations to make a beautiful look of the sectors.
- 12.6. **SPECIFICATION FOR REGRASSING AND NEW PLANTATION**
- 12.6.1. Additional work like regressing and new plantation will be done as per instructions of Incharge, C-DOT by issue of separate work order. Contractor shall be paid separately for such works.
- 12.7. **SPECIFICATION FOR SUPPLY AND MAINTENANCE OF POTTED PLANTS:**
- 12.7.1. The contractor shall supply/provide 1000 potted plants - **600 Indoor and 400 Outdoor**. A suitable mix of non-flowering plants and full bloom flower plants is to be provided and placed in an artistic manner. Both types of plants shall be maintained in a way that they are healthy and present natural look.
- 12.7.1.1. **Specifications: -**
- 12.7.1.1.1. **Indoor plants (600 nos.)**
- 12.7.1.1.1.1. 2.5 ft. moss stick plants in 10 inches pots.
- 12.7.1.1.1.2. Various palms in 10 inches plants.
- 12.7.1.1.1.3. Different species of plants as per requirement of site.
- 12.7.1.1.2. **Outdoor Plants (400 nos): -**
- 12.7.1.1.2.1. Plants should be of various combination of big plants, preferably palms (Like Cycus, Raphis and big Erica Palms Phoenix palm (3-4')) and pots size should be 15 inches or more.
- 12.7.1.1.2.2. The contractor shall ensure supply of only healthy and good condition plants. The plants will be supplied suitably labeled. In case some of the plants are not available or suitable for this region, alternate equivalent has to be mentioned in the offer against that plant. Moss sticks, plastic base plates etc wherever needed for the plants, will be provided by the contractor and will be considered as integral part of supply.
- 12.7.1.1.2.3. The contractors will provide earthen / concrete pots of minimum height 10" to 12" as per requirement of the plant or as directed by C-DOT, at various locations in the said sectors.
- 12.7.1.1.2.4. The contractor shall arrange effective supervision of the upkeep and maintenance services of plants in the pots and replace unhealthy plants (flowering as well as non-flowering) immediately.
- 12.7.1.1.2.5. The contractor shall arrange effective supervision of the upkeep and maintenance services of plants in the pots and replace unhealthy plants (flowering as well as non-flowering) immediately.
- 12.7.1.1.2.6. The contractor will provide healthy, disease free and best variety plants. 70% of herbs, shrubs and trees provided shall be of minimum 2ft. to 8ft. height above soil of pots holding the plants.
- 12.7.1.1.2.7. Watering, coloring, manuring, weeding, spraying of Insecticides / Pesticides at regular intervals to keep the plants in healthy state.

- 12.7.1.1.2.8. Wherever the plant pots require bamboo stick supports and tied with thread, the same will be arranged by Contractor.
- 12.7.1.1.2.9. While supplying, the earthen pots will be given suitable shades, application of which will be repeated as and when needed so that the pots always present a shiny look.

12.7.2.

12.8. **OTHER JOBS UNDER SCOPE OF WORK**

- 12.8.1. Planting Seasonal Plants: - This work involves providing at least 20000 saplings of seasonal plants in the both season of winter and summer as per approval of C-DOT Representative. List is enclosed for the planting purpose. (Annex-.A list of Seasonal Plants).
- 12.8.2. The contractor will supply seasonal flowering plants as per annexure & shrubs or as per direction of C-DOT, sow them at proper time, arrange composed manure, insecticide, pesticide, take care of their birth and proper growth such that the flowers bloom at right time in healthy plants and maintained throughout the season.
- 12.8.3. The contractor should also maintain, a nursery and greenhouse inside the premises to cater to regular requirement of C-DOT campus only.
- 12.8.4. The contractor can use dried cakes from STP as manure.
- 12.8.5. The contractors shall ensure that seasonal flowers / flowering shrubs are suitably taken care of such that the premise is always colorful irrespective of change of season.
- 12.9. C-DOT Campus has vacant land for housing project for future. Housing land has to be kept clean and maintained in such order that NO wild grass and stray vegetation comes up. The other areas like road, service plant area, STP, AC Chiller, water tank area has to be kept clean and maintain without wild vegetation.
- 12.10. **USE OF TRACTOR AND OTHER Equipment:** Tractors/choppers/power lawn mowers along with drivers, watering pipe, and other tools and equipment will be provided by the contractor including those required for dressing of the field work in the campus and removal of unwanted dry leaves or any other material in the campus. The rates quoted by the contractor are inclusive of operation and maintenance of tractor, choppers and other power driven equipment like lawn mowers, sprinklers etc. Tractor has to be arranged minimum 3 times in a year.
- 12.11. **WATER SUPPLY:** The authority of C-DOT will supply tube well water and water from the STP on working site free of cost. The contractor has to acquaint himself with the site condition for opening and fitting of hydrant along with G.H. pipe etc. The contractor will be handed over the available water pumps in running condition and he will be responsible for its proper maintenance and carrying the water to place of use through G.H. pipes which will be provided by the Agency at his cost.

In case C-DOT's supply of water is inadequate for certain unforeseen reasons, the Agency shall have to bring the raw water from outside to keep the greening intact. The cost of the tanker will be borne by C-DOT.

- 12.12. **STORE:** C-DOT will permit the contractor to construct a temporary store at the appropriate place with the written approval of Manager Administration, C-DOT for keeping only goods and tools etc. The Contractor will make his own arrangements outside the C-DOT Campus for residential accommodation for his staff, if he so desires.
- 12.13. **TRANSPORTATION:** The Contractor shall make his own transportation arrangement for materials to site of work. No extra charge will be paid by C-DOT for carrying potted plants etc. for decoration of the Board Room, Reception, auditorium, Library and other places within the campus for holding meetings/ functions/social functions.
- 12.14. **CHANGE OF DESIGNS:** C-DOT reserves the right to make any change in the design and plan. No compensation or claim would be allowed on this account.

12.15. **SUNDRIES:** The contractor agency will provide all type of sundries which is mentioned in the specification of maintenance works. All types of sundries provided by the Agency like Suttii, Jhalli, Palli, Geru, Chuna, Dari, Moss grass, Chicken wire mesh (28 G), Binding wire, bamboos, sirkey, sarkanda, water pipes etc. should be as per the CPWD specifications. Nothing extra shall be paid for the sundries. However, in case the Agency does not provide for the sundaries as directed, deductions as per the rules shall be made from the running bill.

12.16. **USE OF WOOD CHIPPER/SHREDDER MACHINE:** The contractor shall provide a Wood chipper/shredder machine for chipping of branches, twigs, dry leaves through a shredder machine and put them in a designated pit to be converted into manure. This manure will be used to nourish the plants.

12.17.

13. MANPOWER REQUIREMENT

13.1. Our manpower requirement is as follows:

Post	No.(s) required	Category
Horticulture Supervisor	01	Skilled
Horticulture head Mali	01	Skilled
Horticulture Mali	22	Unskilled

Note : The number of personnel in various posts may be increased or decreased as per requirement of C-DOT

13.2. The Horticulture Supervisor should be a graduate/diploma in horticulture or Agriculture with minimum 3 years' experience in horticulture and must be trained in handling with latest tools and technologies and equipments used in horticulture.

13.3. The Head Mali should be diploma holder in Horticulture or Agriculture with minimum 3 years' experience in gardening and handling of tools and knowledge of Bonsai/grafting.

The contractor must employ adult labour only. Employment of child labour will lead to the termination of contract. The contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

An attendance registrar shall be signed by the contractor or his workers everyday. Horticulture contract staff also may be asked to enter their attendance through biometric system provided at the specified entry point.

14. PENALTY

Penalty will be levied for the following, which is not exhaustive.

S.No	Description	Penalty
1.	Damage to C-DOT assets or equipment's etc., caused by the contractors staff	Cost of assets will be levied as penalty

2.	Refusing or non performance of the assigned work within the time limit set by C -DOT Representative	Rs.150/- per occasion.
3.	Misbehavior like quarreling, abusing etc., between the staff employed by the agency, causing disturbance in the premises:	Rs.500/- per occasion with removal of staff
4.	Your staff not reporting in Uniform and I-card	Rs.100/- per person per occasion
5.	Absence of any provisions for creating new Flower, Foliage, rose and canna beds, as per clause 12 D shall attract	Rs. 1000/- per month
6.	Machine not working	Rs. 500/- per week
7.	Failure to keep the Pots polished throughout the year	Rs. 100/- per day
8.	Failure to use Pesticides, insecticide, Fertilizers etc.,	Rs. 100/- per day per plant shall be levied till the period the same are replaced, at no extra cost.
9.	Failure to arrange tractor and other Equipment, as and when required	Rs. 500/- per day
10.	Any staff deputed by the contractor found smoking and/or chewing tobacco in the CDOT Campus	Rs.500/- per occasion with removal of staff
11.	In case the bills are not submitted in time, penalty as deemed appropriate shall be levied	Rs. 1000/- for each month
12.	In case the Agency does not fulfill the contractual obligation to use proper fertilizers manure Pesticides, insecticide at proper time and proper way the same shall be done by the C-DOT at the cost and risk of the Agency. The money will be recovered from the contractor through his monthly bills. This is to ensure that C-DOT Campus is maintained properly.	Rs. 1000/- + recovery of cost incurred by C-DOT
13.	Failure to carry out any of the weekly services on time	Rs.500/- per occasion

Penal deduction will also be made for any other poor services on the basis of assessment by C-DOT representative and the defaulting staff posted by you should be replaced immediately. Repeated defaults in services shall result in higher penal deductions. Decision of C-DOT with respect to extent of penalties being levied shall be final and binding on the contractor.

15. SETTLEMENT OF DISPUTES

15.1. C-DOT's decision in respect of any dispute arising out of the horticulture services at C-DOT campus shall be final.

Any dispute, difference or disagreement between C-DOT and the contractor concerning the existence, validity, interpretation, performance, termination or breach under this Contract, shall be resolved amicably in good faith. Failing which, the matter shall be referred for settlement by arbitration in accordance with provisions of Indian Arbitration & Conciliation Act, 1996, as amended from time to time. Either Party may refer the dispute to the Sole Arbitrator, to be nominated by the Executive Director, C-DOT. The

language of arbitration proceedings shall be English and the venue and jurisdiction of the arbitration shall be New Delhi. The arbitration award shall be final and binding on both the Parties.

The contractor will be responsible to settle the matter/ dispute, raised by any agency including his labourers, before any authority including Labour Commissioner/Labour Courts relating to the present tender. C-DOT will in no way be responsible on any account whatsoever relating to payment of wages and labour laws. There will be no relation of master and servant between the labourers of the contractor, employed for carrying out the day to day maintenance work and C-DOT.

Any dispute arising out of the above tender will be referred to the courts having jurisdiction in Delhi.

16. TERMINATION OF THE CONTRACT FOR DEFAULT

- 16.1. If the contractor agency fails to deliver any or all of the services within the time period(s) specified in the work order or any extension thereof.
- 16.2. If the contractor fails to perform any other obligation(s) under the contract / work order.
- 16.3. If the contractor agency, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice (or takes longer period in spite of what C-DOT may authorize in writing), C-DOT may terminate the contract / work order in whole or in part. In addition to above, C-DOT, may at its discretion also take the follow up actions.
- 16.4. The Registrar, C-DOT may transfer upon such terms and in such manner, as it deems appropriate for default of the successful bidder. Work orders for similar support service to other agency shall be issued by C-DOT and the defaulting agency shall be liable to compensate C-DOT for any extra expenditure involved towards such support service to complete the scope of work totally.

17.

(Annexure A) List of Seasonal Plants:

	Winter – seasonal flowers	19.	Poppy
1.	Dahlia	20.	Candytuft
2.	Stock	21.	Holi hox
3.	Aster	22.	Dog flower
4.	Petunia		Summer – seasonal flower
5.	Antihirinum	1.	Cocks comb
6.	Pansy	2.	Gomphrina
7.	Dianthus	3.	Zinnia
8.	Sweet William	4.	Sun flower
9.	California Poppy	5.	Marigold
10.	Calendula	6.	Rajnigandha
11.	Sweet beas	7.	Lily
12.	Chrysanthemum		All seasonal flower
13.	Marigold – Hybrid	1.	Water lily
14.	Cinneria		
15.	Salvia		
16.	Flocks		
17.	Balsam		
18.	Zerbra		

TECHNICAL BID - ANNEXURE I

S No.	Item	Name of supporting document	Page No.
1.0	Name/ADDRESS OF AGENCY Tele. nos. Fax nos.		
2.0	Statutory Requirements: Please state whether the agency is Registered Co./Proprietary/Society/ or Registered under Shops & Establishment Act. Please enclose copy of registration accordingly.		
3.0	Number of Employees		
4.0	Name of the Directors and their occupation		
5.0	Experience (Years) in the field of providing horticulture services.		
6.0	Nature of any other Business carried by your company		
7.0	Location of the main office from where the vehicles are monitored.		
8.0	EPF/ESI Registration Nos. (As per norms) (Copy of registration to be enclosed)		
10.0	Are you covered by Labour Legislations such as EPF, ESI, Gratuity Acts etc.?		
11.0	Have you registered under ESI Act 1948? If so, enclose copy of registration.		
12.0	Enclose copy of latest remittance made by Bidder's Agency towards ESI		
13.0	Have you registered with any other Public Health Authorities State/Central? (Optional) If so, enclose copy of registration		

14.0	Have you registered under Employees Provident Fund & Miscellaneous Provision Act 1952? If so, enclose copy of Registration.		
15.0	Enclose copy of latest remittance made by Bidder's Agency towards EPF		
16.0	Are you registered under Gratuity Act 1972? (Optional)		
17.0	Enclose copy of latest remittance made by Bidder Agency towards Gratuity (Optional)		
18.0	Have you registered under section 69 of the Indian Finance Act 1994 & Service Tax Rules 1994? If so, enclose copy of Registration		
19.0	Enclose copy of latest remittance made by Bidder's Agency under service tax rules		
20.0	Specify whether there are/have been any issues/ disputes against Bidder's Agency before Commissioner Provident Fund, Commissioner ESI, Income Tax authorities, Labour Tribunal State/Central Public Health Authorities, etc.		
21.0	Satisfaction certificates from at least two (2) from past and existing clients		
22.0	Has bidder company been blacklisted by any of his/her clients? If yes, document/certificates with details to be submitted		
23.0	What is the time limit you require to take over the services if you are selected?		
24.0	Banker's Name and Address		
25.0	What is the annual Turnover of the Agency for the following years : 2014-2015 2015-2016 2016-2017		

	<p>2017-2018</p> <p>2018-2019 (provisional)</p> <p>Enclose copies for above.</p>		
26.0	Details of any other information / document which may help C-DOT in assessing tenderer's capabilities for award of contract.		
27.0	Furnish details of infrastructure maintained by your Agency/ Company for providing services for Horticulture services at C-DOT campus.		
28.0	Mobile phones allotted to staff working in your Office who can be contacted on emergency.		
29.0	No. of Employees on rolls of your agency / company & details of welfare measures provided to the Staff?		
30.0	Is any transport facility provided to your staff to reach the office in the mornings.		
31.0	Do you issue Uniform to your staff totally free or subsidized or on full payment?		
32.0	Do you pay Bonus? If so, what is the quantum of bonus proposed to be paid? Details about how bonus proposed to be worked.		
33.0	<p>Time duration required to start the services.</p> <p>Deployment plan/strategy to be submitted</p>		
34.0	Filled Technical Evaluation Sheet for Tendering Agency as mentioned in the para 5.1.13		
35.0	Plan and Strategy Document for proposed services in C-DOT campus.		
36.0	The undertaking for inclusion of the affidavit validating the service charges		

	being quoted in financial bid in bid document as mentioned in the para 5.1.15 of Minimum eligibility criteria.			
37.0	Who are the major corporate clients of your Company / Agency to whom services for Horticulture are provided? Furnish Name & Telephone No. Of the Officer, who controls the services provided for Horticulture? Please provide minimum three references.	Client Names	Contact Person	Contract Value

I certify that all the information furnished above is true to my knowledge.

I have no objection to C-DOT verifying any or all the information furnished in this document with the concerned authorities, if necessary. I also certify that I have understood all the terms and conditions indicated in the Tender document and in agreeing for the same, I am signing this document as an authorized signatory in the capacity of

_____.

Date : _____ Signature: _____

Place : _____ Name : _____

Designation : _____

Seal of the Company/ Agency

Details towards Cost of Tender Document to be mentioned below:

	DD NO.	DATE	BANK NAME / ADDRESS	AMOUNT (RS.)
Cost towards Tender document				

In case of purchase of tender document from the C-DOT Reception, kindly enclose a copy of the receipt obtained.

TENDER NO: C-DOT/TENDER/ADMIN/HORT/2019-2022/007

UNDERTAKING

I hereby certify that I have submitted the Demand Draft for Earnest Money Deposit as per the Terms and Conditions of the tender document in my Financial Bid (Envelope-B).

If the Demand Draft is found to be invalid, C-DOT shall be free to take suitable legal and/or other action against us, as deemed appropriate.

Date : _____

Signature: _____

Place : _____

Name : _____

Designation

Seal of the Company/Agency:

C-DOT/TENDER/ADMIN/HORT/2019-2022/007

FINANCIAL BID - ANNEXURE-'II'

Name of the Agency with Address:

- I. Rates to be quoted for the following skilled/semi-skilled/ unskilled manpower individually. The rate should be inclusive of administrative charges, etc.

S No.	Financial Component	Supervisor For Horticulture at C-DOT campus	Head Mali For Horticulture DOT campus	Mali (male) for For Horticulture C-DOT campus	Remark
1.	Basic Salary				
1.	DA/VDA				
2.	HRA, If any				
3.	Relieving Charges (1/6 th of Basic Salary)				
4.	Total*				
5.	ESI @4.75% on Total*				
6.	EPF/EDLI/Admin Charges (13.61% of Basic Salary)				
7.	Total				
8.	Weekly Offs/National Holidays/Other Holidays				
9.	Cost per head				
10.	Any Other Charges				
11.	Service Charges @				
12.	Total				
13.	GST				
14.	Bonus @8.33% on basic salary with a cap of Rs. 3500/-				
15.	Gratuity / Terminal Benefits @4.81% on Basic Salary				

16.	Cost of Uniforms (two winter + two summer)				
17.	Uniform and Washing Allowance				
18.	Grand Total (in Figures)				
19.	Grand Total (in words)				

Note:

1. **The rates quoted for wages of different categories of horticulture personnel shall not be less than the Minimum Wages fixed / notified for such categories by the Central Government authorities from time to time.**
2. **If a tendering agency quotes NIL charges, the bid shall be treated as unresponsive and shall not be considered.**
3. No correction / overwriting shall be made or eraser used in the financial bid.

II. Cost towards Consumables per month (in Rs.) -

(Charges for manure/fertilizer/ implements tools, moss stick and other horticulture related expenses for maintenance of Plants at C-DOT Campus)

The material cost would remain frozen during the entire period of contract

III. Service Charges:

IV Any Statutory taxes (please specify) :

V Total of the above:

All applicable taxes to be clearly indicated. Taxes, if covered, in the quoted rates, shall be mentioned.

I hereby certify that I have studied all the Terms and Conditions of the tender document, understood the same and hereby accept the same and signing this document as an authorized signatory in the capacity of _____.

Date: _____ **Signature:** _____

Place: _____ **Name:** _____

Designation

Seal of the Company/Agency:

Details towards EMD to be mentioned below:

	DD NO.	DATE	BANK NAME / ADDRESS	AMOUNT (RS.)
EMD				

TENDER NO. C-DOT/TENDER/ADMIN/HORT/2019-2022/007

CERTIFICATE

I/We hereby certify that I have studied all the terms and conditions of the tender document, understood the same and hereby accept the same and signing this document as an authorized signatory in the capacity of _____.

I/we certify that our Company/Agency has not been blacklisted/debarred from doing business by any customer organization (including Govt.) during last three financial years.

I/we have no objection to C-DOT verifying any or all the information furnished in this document with the concerned authorities, if necessary. If at any stage the information furnished is found to be incorrect, C-DOT shall be free to take appropriate legal action against us including but not limited to termination of contract and forfeiture of security deposit.

I/We hereby confirm we will provide services as per the terms and conditions of the contract awarded, failing which C-DOT will be free to make alternate arrangements at our risk and cost. We also confirm that in case of unsatisfactory services, C-DOT has the right to take any legal course of action against us.

I/We agree to provide services as per the rates quoted by us.

Date: _____

Signature _____

Place: _____

Name _____

Designation _____

Seal of the Company / Agency