

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI
ESTATE MAINTENANCE DEPARTMENT
TIRUCHIRAPPALLI – 620 015
Tender No: NITT/EM/ NO.12/2013-2014

Name of Work : Annual Maintenance of Lawns and Gardens at Central Library, IT building, Basket ball ground, Health Centre, Common Lecture hall, Silver Jubilee buildings, Admin Block, In front Physics and Chemistry, In front Mechanical Department, Director's Bungalow and Near Opal New Mess

Cost of Tender Schedule : Rs. 575/-

Earnest Money Deposit : Rs.24,800/-

Last Date and Time of Receipt : Date: 12-03-2014
Time: 3.00 P.M.

Date and Time of Opening : Date: 12-03-2014
Time: 3.30 P.M.

Venue : Registrar's Office

Certified that the tender document contains 5 (five) pages only and no alterations and additions have been made by me / us in the tender document.

Signature of the Contractor

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI
TIRUCHIRAPPALLI - 620 015

Tender No: NITT/EM/ NO.12/2013-2014

On behalf of the Director, National Institute of Technology Tiruchirappalli, tenders are invited For Annual Maintenance of Lawns and Gardens at Central Library, IT building, Basket ball ground, Health Centre, Common Lecture hall, Silver Jubilee buildings, Admin Block, In front Physics and Chemistry, In front Mechanical Department, Director's Bungalow and Near Opal New Mess conforming to the scope of work given in Annexure-1 of this schedule.

1. The tender document can be downloaded from the Institute website (<http://www.nitt.edu/home/other/tenders/>). The tender document shall be submitted along with two demand drafts, one demand draft for **Rs.575/- drawn in favour of The Director, NIT Tiruchirappalli towards cost of tender schedule and the other demand draft for Rs.24,800/- drawn in favour of The Director, NIT Tiruchirappalli, Tiruchirappalli-15 towards Earnest Money Deposit (EMD)**. If you are in a position to quote in accordance with the requirements stated in the attached schedule, please submit your tender by specifying your rates in the space provided in the prescribed tender form itself along with demand drafts (obtained on or after the date of issue of tender).

2. Preparation of Tender:

2a. In the event of space on the schedule form being insufficient for the required purpose, you have to submit the rates in the letter head of your company clearly mentioning S.No. and other relevant particulars. Each such additional page must be numbered consecutively, bearing the Tender Number and be fully signed by you. In such cases reference to the additional pages must be made in the tender form.

2b. You should quote your rate only for our scope / specification requirements in the format issued.

3. Signing of Tender:

The Tender is liable to be rejected if complete information is not given therein or if the particulars and the date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the important conditions referred to in Annexure enclosed herewith. Each page of the tender documents required to be signed and bears the official seal of the tenderers.

4. Delivery of Tender:

4a. The Original copy of the Tender is to be submitted in a single cover.

4b. The cover should be sealed and addressed to the Director, NITT

The tender cover should be sent to:	THE DIRECTOR NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI TIRUCHIRAPPALLI-600 015
LAST DATE for receipt of Tender	12-03-2014 before 3.00 PM.

4c. The Tender Cover should be superscribed on the left hand side "TENDER No.

Tender No: NITT/EM/ NO.12/2013-2014

4d. Tender which fails to comply with the above instructions is liable to be rejected.

4e. Tender should be sent either by REGISTERED POST WITH ACKNOWLEDGEMENT DUE OR THROUGH A MESSENGER. If the Tender is sent through a messenger, the same has to be dropped in the DISPATCH SECTION in the office of the Registrar (Administrative Building, NIT Tiruchirappalli) before 3.00 PM on the due date.

5. **Opening of Tenders:** You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and the date specified in the Schedule. Tenders will be opened on 12-03-2014 at 3.30pm in the administrative building of NITT.
6. **Validity:** The tender rate should be kept valid for Ninety (90) days from the due date of submission thereof and not to make any modifications in terms and conditions.
7. **Prices:**
 - 7a. The prices quoted must be net per unit shown in the schedule and must include delivery charges and other statutory levies.
 - 7b. **The prices quoted by the Tenderer should be inclusive of Sales Tax / Service Tax /VAT and other statutory levies.**
 - 7c. **No price revision, changes in the scope / specification already given or changes in the terms and conditions etc during the contract period is acceptable.**
8. **Right of Acceptance:** The National Institute of Technology, Tiruchirappalli-620 015 does not bind itself to accepting the whole or any part of the Tender or portion of the quantity offered.
9. **Communication of Acceptance** Acceptance by the Institute will be communicated by Post, if required, and the Company's acceptance to be communicated to us formally in writing. The Institute shall not be responsible for the late receipt of tender documents due to postal and or any other delay.

Annexure - 1
NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI 620 015
ESTATE MAINTENANCE DEPARTMENT
SCHEDULE

Name of Work		Annual Maintenance of Lawns and Gardens at Central Library, IT building, Basket ball ground, Health Centre, Common Lecture hall, Silver Jubilee buildings, Admin Block, In front Physics and Chemistry, In front Mechanical Department, Director's Bungalow and Near Opal New Mess			
Item No.	Sub-Heads and Item of Work	Qty	Unit	Rate	Amount Total
I. 1 to 11	SH 1 NITT Local Item Maintenance of Lawns and Plants in open court yard and frontage which includes watering regularly, weeding and trimming of lawns periodically, applications of fertilizers, pesticides, chemicals, nematicides once in three months and replacement of causalities immediately etc, complete (water required for work will be arranged at designated point by the department at free of cost) Total Area of Lawns and Plants is to be maintained 1,54,635 Sq. Mtrs. as directed by the Engineer in-charge (For 12 months).	1,54,635 Sq. Mtrs.	Sq. Mtrs		
II 1.	Clearing Grass and Removal of the rubbish upto a distance of 50 mtrs. outside periphery of area (For 12 months).under maintenance as given	12,000 Sq. Mtrs.	Sq. Mtrs		
Total					

Total amount in words (Rs).....only

IMPORTANT NOTES:

1. All pages of tender documents should be filled in and returned duly signed.
- 2. Fax & E-mail quotations will not be accepted**
3. Total inclusive price should be quoted in nearest Rupee
4. Adequate safety precaution should be taken by the contractor to avoid any accident while carrying out the job. The contractor shall take every practicable precaution not to damage or injure an adjoining or other properties or any person. He shall indemnify and keep indemnified the employees against all claims and injuries or damages to any person or any such property (whatsoever including surface of other damage to land or crops on the side) which may arise out of or in consequence of any negligence or default on the part of the contractor or his agents, servants or representatives and against all claims, demands in respect of or in relation thereto.
5. Unilateral stoppage of work: The contractor shall not stop the work in case of any dispute unless the nature of dispute is such that further progress of work has been rendered impossible. Unilateral stoppage of work by the contractor shall be considered as breach of contract and NITT Tiruchirappalli, reserves the right to take such action as it may deem fit keeping its interest paramount. In the event of the contractor failing to fulfill the obligations under the contract, NITT has a right to get the work done at the contractor's risk and cost reserving its right for damage.
6. Chief of Works, NITT reserves the right to terminate the contract at any time before the expiry of the contract period without assigning any reason to the contractor for which no compensation will be paid.
7. The delivery of item should be made only on receipt of purchase order from the Institute. Any delay beyond the time indicated will be viewed seriously and EMD amount will be forfeited and further action will be taken for removing them from our future enquiry.
- 8. No Advance Payment will be made for the works.**
- 9. Minimum 5 years experience in the field of providing complete development of Lawns and Gardens (Proof to be attached).**
- 10. The firm should have proven capabilities for development of Lawns and Gardens for at least 3 years from Government department/reputed government or semi government institutions in Tamil Nadu (Proof to be attached).**
- 11. Average Annual turnover during the last 3 financial year should be not less than 10 lakhs average. The turnover should be exclusively for development of Lawns and Gardens. (Proof to be attached)**
12. The work should be carried as per the specifications given by the EMD Officers/ Engineers

Signature of the Contractor