



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

(An Institute of National Importance, Ministry of Education, Govt. of India)
Tanjore Main Road, Tiruchirappalli, Tamil Nadu 620 015

Web: www.nitt.edu

Phone: 0431-2503830

E-Procurement Notice

Ref: NITT/EMD/AMC/Horti. /Tender/2024-25/018

Dated: 06.01.2025

E-TENDER FOR ANNUAL MAINTENANCE OF LAWNS AND GARDENS IN NIT CAMPUS TIRUCHIRAPPALLI-15.

Online tenders are hereby invited in **Two Bid system** from Indian Nationals for **Annual Maintenance of Lawns and Gardens in NIT campus Tiruchirappalli-15**. Bidders can download a complete set of bidding documents from e- Procurement Platform <https://eprocure.gov.in/eprocure/app> from **06.01.2025 (17.00 Hrs)** onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

Last Date/ Time for receipt of bids through e-procurement is: 27.01.2025 (11.00 Hrs) (Server time).

Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit the website:

<https://eprocure.gov.in/eprocure/app> and www.nitt.edu

CRITICAL DATE SHEET

Published Date	06.01.2025 (17.00Hrs)
Bid Document Download Start Date	06.01.2025 (17.00Hrs)
Clarification Start Date	06.01.2025 (17.00Hrs)
Pre- Bid Meeting Date	20.01.2025 (11.00Hrs)
Clarification End Date	27.01.2025 (11.00Hrs)
Bid Submission Start Date	06.01.2025 (17.00Hrs)
Bid Submission End Date	27.01.2025 (11.00Hrs)
Bid Opening Date (Technical)	28.01.2025 (11.00Hrs)
Bid Opening Date (Price)	Will be announced after technical evaluation (After evaluation of technical bids, the price bid will be opened, only for technically qualified bidders in e-Tender)

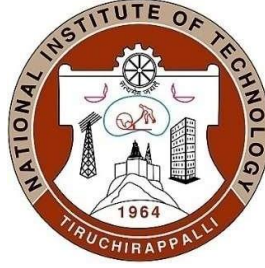
Note: Bidder should submit the EMD as specified in the tender. The hard copy should be posted / couriered / deposit in person to the Central Dispatch section / Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

ESTATE MAINTENANCE DEPARTMENT

Web: www.nitt.edu

Phone: 0431-2503830



Tender Document (e-Procurement)

Name of Work/ Service	:	Annual Maintenance of Lawns and Gardens in NIT campus Tiruchirappalli-15.
Tender Notification No	:	NITT/EMD/AMC/Horti./Tender/2024-25/018
Date	:	06.01.2025
Name of the Department	:	Estate Maintenance Department
EMD Amount	:	Rs. 3,90,000.00/- (submission of Demand Drafts (original) for EMD to the Tender Inviting Authority)
Last Date & Time of submission of Tender	:	27.01.2025 (11.00 Hrs)
Address for submission of Tender	:	THE DIRECTOR, NIT TIRUCHIRAPPALLI-15 KIND ATTENTION TO: The Executive Engineer, EMD Department
Date & Time of opening of technical bid	:	28.01.2025 (11.00 Hrs)

Bidding Procedures

Section I: Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

1. Possession of valid Digital Signature Certificate (DSC) and enrollment / registration of the contractors / bidders on the e-Procurement/e-tender portal are prerequisite for e-tendering.
2. Bidder should register for the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment / registration, the bidders should provide only valid and true information including valid E- mail id. All the correspondence shall be made directly with the contractors/bidders through E-mail id as registered.
3. Bidder needs to login to the site through their user ID/password chosen during enrollment / registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY / TCS / NCODE / EMUDRA or any other Certifying Authority recognized by Controller of Certifying Authorities (CCA) India on token / Smartcard, should be registered.
5. The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
6. Contractor / Bidder may go through the tenders published on the site and download the tender documents/schedules for the tenders.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
8. Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should consider the corrigendum if any published before submitting the bids online.
9. Bidder may log in to the site through the secured login by the user id / password chosen during enrolment / registration and then by submitting the password of the e-Token / Smartcard to access DSC.
10. Bidder may select the tender in which he / she is interested in by using the search option and then move it to the ‘my tenders’ folder.
11. From my tender folder, he / she may select the tender to view all the details uploaded there.
12. It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and ordinarily it shall be in PDF /xls / rar / jpg / dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip / rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.
14. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under “My Space option” and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
15. Bidder should submit the Tender Fee / EMD as specified in the tender. The hard copy should be posted / couriered / given in person to the Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.

16. The bidder has to select the payment option as offline to pay the Tender FEE / EMD as applicable and enter details of the instructions.
17. The details of the DD / any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.
18. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
19. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.
20. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.

PRICE BID

21. If the price bid format is provided in a spread sheet file like BoQ_xxxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced- bid / BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
22. The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
23. The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e-Tender system. The bidders should follow such time during bid submission.

EVIDENCE FOR ONLINE BID SUBMISSION

24. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
25. All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
26. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers’ public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
27. The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128-bit encryption technology. Data storage encryption of sensitive fields is done.
28. The bidder should logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exit option in the browser.
29. For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: **1- 800-233-7315, 0120-4001005** or send an E-mail to cppp-nic@nic.in.

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TENDER DOCUMENT

TECHNICAL BID

Tender Notification No	: NITT/EMD/AMC/Horti./Tender/2024-25/018 Dt:06.01.2025
Name of the work	: Annual Maintenance of Lawns and Gardens in NIT campus Tiruchirappalli-15.
Estimated cost put to tender	: RS. 1,29,86,051.00/- (Excluding GST)
Performance Guarantee Amount	: 8% of the one-year contract value
Last Date of submission of Tender	: 27.01.2025 before 11:00 Hrs.
Pre-Bid Meeting	: 20.01.2025 at 11:00 AM.
Address for submission of Tender	: The Director, National Institute of Technology, Tiruchirappalli - 620 015.
Date and time of opening of Technical Bid	: 28.01.2025 11:00 Hrs..

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI
NOTICE INVITING E-TENDER TECHNICAL BID

Tender Notification No: **NITT/EMD/AMC/Horti./Tender/2024-25/018**

Date:06.01.2025

Name of work	Annual Maintenance of Lawns and Gardens in NIT campus Tiruchirappalli-15.
Earnest Money Deposit	Rs. 3,90,000.00/- (submission of Demand Drafts (original) for EMD to the Tender Inviting Authority)
Performance Guarantee	8% of Contract value.
Period	12 Months (Initially for a period of 3 months and based on the satisfactory performance of the work, the contract may be extended for a further period of 9 months and on successful completion of 1 year, the contract may be extended for another one year based on the Performance of the contractor) The additional extension may be given (i.e., after 2 years) for one more year or part year at the sole discretion of NITT
Cost of Tender Schedule	Nil
Last Date and Time for submission of E-Tender	27.01.2025 (11.00 Hrs) (Server time). Late bids shall not be accepted.
a) Date and Time of Opening of E- Technical Bid)	28.01.2025(11.00 Hrs) (Venue: Stores and Purchase Section, National Institute of Technology, Tiruchirappalli-620015)
b) Opening of Price bid	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.
Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli - 620 015. KIND ATTENTION TO: The Executive Engineer, EMD Department
Procedure for submission of Bid	E-TENDER Through Central Public Procurement Portal (CPPP)

Name of the Agency
Submitting the tender

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Check list to evaluate the capability of the tenderer qualifying for price bid opening.

SL.No	Description / Requirement from the tenderer	Tenderer's response should be clear, Firm, complete & legible. If necessary, separate sheet shall be used.
1	Name & Complete address of the tenderer with contact details:	
2(a)	Details of EMD Demand draft No. Amount Rs. Bank details:	(Bids without EMD will be summarily rejected unless copy of NSIC/MSME with valid registration is attached)
2(b)	NSIC/MSME Registration No: Company Name & Address: Validity: Product for which registered:	
3	Status of the tenderer: Proprietorship / Partnership / Private Limited. / Public Limited	
4 (a)	Details of PAN	
4 (b)	Employees provident fund Registration:	
4 (c)	Employees State Insurance Registration:	
4 (d)	GST Registration:	
4 (e)	Labour License	
5	Copy of Income Tax Return for the last 5 years ending 2023-2024 (31.03.2024)	
6	Details of similar works executed with Govt. depts./reputed private Ltd, companies or educational institution/ universities during last 5 years	Use separate sheet to furnish complete details
7	If you have any black listed/ Termination / an incomplete of previous contract, if any at NITT and other organization. (any available give details separately)	Yes/ No

Note: Self-Attested copy of relevant certificates for items 2-7 are to be enclosed

I/We hereby certify that the information furnished above and the attached documents as proof of the information are true and correct to the best of our knowledge.

I/We understand that these details are required to decide our eligibility to participate in the tender process and opening of our price bid thereon.

I/We also authorize the Director / NITT or his representative to approach the source of the certificate to verify our competence, if required, for processing the tender.



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI-15

Certified that the tender document downloaded is replica of the document published by NIT, Tiruchirappalli and no alteration / addition have been made by me / us in the tender document. The tender document consists of **38 Pages**.

I have read and agreed to all the conditions & clauses as mentioned in the Tender Document.

Signature of the Contractor
with Date and Seal



NOTICE INVITING e-TENDER

Tender Notification No: **NITT/EMD/AMC/Horti./Tender/2024-25/018**

Dt: **06.01.2025**

National Institute of Technology, Tiruchirappalli invites E - tender, in **Two bid system(1. Technical Bid and 2. Financial bid) for the below mentioned work up to 11.00 Hrs. on 27.01.2025.**

Name of work	Performance guaranty	Period
Annual Maintenance of Lawns and Gardens in NIT campus Tiruchirappalli-15.	8% of the one year contract value	12 (Twelve) Months; (Initially for a period of 3 months and based on the satisfactory performance of the work, the contract may be extended for a further period of 9 months and on successful completion of 1 year, the contract may be extended for another one year based on the Performance of the contractor) The additional extension may be given (i.e., after 2 years) for one more year or part year at the sole discretion of NITT.

1. Bidder Eligibility criteria: -

i) Contractors who fulfill the following criteria are eligible to submit tender:

Experience of having successfully completed Lawns and garden Annual Maintenance works in Central / State Government / State Autonomous Bodies / Public Sector Undertaking / private limited companies / reputed educational institutions / University during the **last 5 (Five) years ending 31-12-2024** that should be either of the following:

a. **Three similar works** (at least one of them should be for Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking / Private limited company / Reputed Educational Institutions / Universities) each costing not less than **Rs. 51.94 Lakhs (40%)**.

OR

b. **Two similar works** (at least one of them should be for Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking / Reputed Education Institutions/ University) each costing not less than **Rs. 64.93 Lakhs (50%)**.

OR

c. **One similar work** (from Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Education Institutions/ University) costing not less than **Rs. 103.88 Lakhs (80%)**.

- ii) The Tenderer should submit the workorder & completion certificate/performance certificate by mentioning work executed value.
- iii) The average annual turnover of the bidder in any of the last three financial years ending 31.03.2024 among the last five financial years shall be Rs. 38.95 lakhs (30%)
- iv) Should not have incurred any loss during the preceding financial year and Should have profit in any three financial years among the last five financial years.
- v) Should have a solvency of not less than 51.94 Lakhs (40%), from any Nationalized / scheduled bank from last six months. which is valid and should have been issued only on or after 26.07.2024
- vi) Separate Registration Code No. for ESI, EPF, GST and PAN on contractor's name firm.
- vii) Contractor has to submit live Agency/Company Registration certificate.

viii) The Tenderer should have the labour license to deploy the manpower/personnel as per the government norms.

❖ **Note:**

1. Upon awarding the contract to the L1 bidder, the contractor is required to submit the following documents: a list of employees, bank guarantees, an execution agreement, Labour License, tools and equipment within the contractor's scope, and Masks, Gloves, and uniforms for the workers. The submission of these details shall be provided 45 to 60 days prior to the commencement of work, based on the date of the work order.
2. Masks, Gloves, and uniforms are to be provided to all workers; however, payments for these items will not be made by NITT, which has to be included in the service charge quoted by the tenderer.
3. For workers those who are not covered by ESI, workmen compensation policy (W.C.P) needs to be taken by contractor at their own cost, for which reimbursement will not done by the NITT.
4. Completed Qualified documents and e - tenders received in time will be opened **at 11.00 Hrs on 28.01.2025 at Stores & Purchase section**, NIT, Tiruchirappalli by a committee duly constituted for this purpose. In the event of this day being declared as a holiday, the tenders will be opened at the scheduled time and place on next working day.
5. Completed Qualification Documents and Tenders received only through e- procurement site <https://eprocure.gov.in/eprocure/app>
6. Submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
7. The Director, NIT, Tiruchirappalli-15 also reserves the right to disqualify such bidders in the future tenders whose performance was not satisfactory against the earlier contracts entered into NIT, Tiruchirappalli-15.

2. EARNEST MONEY DEPOSIT:

Earnest Money is to be paid by each tenderer to ensure that the tenderer does not refuse to execute the work after it is awarded to him. Shall also be furnished in the form of Demand Draft /Bank Guarantee in favour of **The Director, NIT Tiruchirappalli**. EMD in any other form will not be accepted.

The Earnest money deposit (EMD) will be **3% of the annual budget i.e. Rs. 3,90,000.00/-**

Demand Draft /Bank Guarantee towards Earnest Money Deposit, which is refundable to the unsuccessful bidders. In respect of successful bidder, the same will be adjusted against the security deposit and it will not carry any interest.

EMD may be exempted in case of Valid NSIC/ MSME (Udyam) registration submission in the relevant field. However, traders/distributors/sole agent/retailers/Medium Industries are excluded from the purview of public Procurement Policy for NSIC/MSME order, 2012 for EMD exemption. The proof of MSME/NSIC exemption certificate should be attached. Original Demand Draft/Bank Guarantee to be received in due date of tender, otherwise tenderer may be disqualified.

Bidder should submit the EMD as specified in the tender. The hard copy should be posted / couriered / deposit in person to the Central Dispatch section / Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.

3. PERFORMANCE GUARANTEE:

1. **The Performance guaranty @ 8% of the One (1)-year contract value** and it should be submitted before commencement of the work in the following forms:
 - i. Deposit at Bankers Cheque/Demand Draft of a Scheduled Bank
 - ii. Government securities.
 - iii. Fixed Deposit Receipt (FDR) of a Scheduled Bank.
 - iv. An irrevocable bank guarantee bond of any scheduled bank or the State Bank of India.
2. The timeframe permitted for the contractor to submit the performance guarantee shall be determined by the NIT approving authority. This period shall be up to 15 days from the date of issuance of the letter of acceptance, with consideration given to the scope and urgency of the work involved.

A sample copy of the letter of acceptance to the contractor for submission of the performance guarantee is given in Annexure-I.

4. REFUND OF PERFORMANCE GUARANTEE:

The performance guarantee shall be refunded to the contractor **3 (Three) months after completion of the contract period or extension period, whichever comes later.** The deposited performance guarantee amount will not carry any interest.

5. COMPENSATION FOR DELAY:

If the contractor fails to maintain the required progress or to complete the work and clear the site on or before the contracted or extended period of completion, he shall, without prejudice to any other right or remedy of the NITT on account of such breach, pay as agreed compensation an amount calculated as stipulated below or such smaller amount as may be fixed by the NITT on the contract value of the work for every week that the progress remains below or that the work remains incomplete. This will also apply to items or group of items for which separate period of completion has been specified.

For this purpose the term 'Contract Value' shall be the value at contract rates of the work as ordered and the compensation for delay is by way of recovery at 0.5 percent of contract value per week of delay provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 5% of the contract value or of the contract value of the item or group of items of work for which a separate period of completion is given.

The amount of compensation may be adjusted or set-off against any sum payable to the Contractor under this or any other contract with the NITT.

6. ARBITRATION:

Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions hereinbefore mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the work or failure to execute the same whether arising during the progress of the work or after the

completion or abandonment thereof shall be referred to the sole arbitration of the mutually appointed Arbitrator, the proceedings shall be in English and in accordance with Alternative Dispute Resolution (ADR) Act 1996 or any amendment thereof . The decision of the sole Arbitrator is binding and conclusive.

It is a term of the contract that the party involving arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. The arbitrator(s) may from time to time with consent of the parties enlarge the time for making and publishing the award.

The work under the Contract shall, if reasonably possible, continue, during the arbitration proceedings and no payment due or payable, to the Contractor shall be withheld on account of such proceeding.

The arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the mutual agreement of the parties. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.

In the event of disputes or differences arising between one public sector enterprise and a Govt. Department or between two public sector enterprises the above stipulations shall not apply or its amendments for arbitration shall be applicable.

7. FORCE MAJEURE CLAUSE:

If at any time during the continuance of this contract, the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason, of any war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, explosions, epidemics, quarantine, restrictions or acts of GOD (hereinafter referred to as events) then provided notice of happening of any such events is given by either party to other within twenty-one days from the date of occurrence thereof neither party shall reason of such events be entitled to terminate this contract nor shall either party have any such non-performance and delay is resumed as soon as practicable after such events has come to an end or ceased to exist. If the performance in whole or part of any obligation under this contract is prevented or delayed by reason or any such event claims for extension of time shall be granted for period considered reasonable by NITT subject to prompt notification by the tenderer to NITT of the particulars of the events and supply to the NITT if required of any supporting evidence. Any waiver of time in respect of partial instalment shall not be deemed to be a waiver of time in respect of remaining deliveries.

The correspondence exchanged against the tender from both tenderer and NITT through email are considered as valid document legally though it is not signed. It is treated as valid confirmations made on behalf of the respective company and very much comes under the legal ambit of the business transaction and hence it is binding on both the parties to the business.

Any transaction pertaining to the tender from both the parties of business done round the clock irrespective of the office or business hours of the companies, are valid legally and binding on both the parties. This applies to the extent only in such cases where deadline time for transaction is not specifically declared by either or both the parties to the business.

In case Letter of Intent (LOI) is issued through email, the PC generated time and date of mail shall be construed as the official time and date of release of LOI. In as much as this date is within the last date of validity given by the tenderer the LOI is said to have been issued within the validity period and shall be binding on both the parties to the business.

Tenderers participating in the tender should declare in their technical bid that whether they have been black-listed / kept on hold for a specified period / given Business holiday for a specified period by any Public sector undertaking or Government departments. The reasons for such action with details and the current status of such hold shall be clearly furnished to NITT. If no such details are mentioned in the offer then it will be construed that the subject tenderer is not under any such hold. But at a later date if it comes to the notice of NITT about any such hold under enforcement on the subject tenderer, NITT will have every right to reject the offer of such vendors at any point of time and also under any stage of the finalization of the subject tender irrespective of the status of the subject tenderer in that tender. Such tenderers will not be permitted to participate in the further tender proceedings and will be communicated suitably. They will not be also considered for any ongoing tenders even if participated till the hold is officially lifted and confirmed in writing.

8. DISPUTE RESOLUTION MECHANISM

In case of any dispute arising out during execution of the contract the following procedure will be followed for resolving the issue. The decision of competent authority, NIT Trichy in regard to the interpretation of the terms and conditions shall be final and binding which shall not be called in question in proceedings before any forum. The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter will be settled at his/her level by mutual consultation and in case of failure, Clause 9 Arbitration proceedings mentioned in this tender will be in effect. Jurisdiction for any dispute claims shall be made in courts/ Tribunal having jurisdiction over Trichy, TN, India.

SECTION-I

GENERAL INFORMATION AND BRIEF SCOPE OF WORK

1. Watering has to be done not less than once in a day. If weather condition is worse watering frequency need to be enhanced.
2. cleaning and maintenance (except electrical and plumbing related works) of Admin Block, Library, Training & Placements etc. fountains across the institute.
3. De weeding the unwanted plants and pruning the edge plants every month including disposal of garden waste to the identified location.
4. Spraying pesticides and fungicides to plants for the healthy growth and application of fertilizers and nematicides as approved by the officer in charge at regular interval of one- month period.
5. Trimming of lawns is to be carried out with the help of lawn mower and brush cutter periodically as and when required. Trimming should be done once in a month for buffalo grass lawns and once in three months for Mexican grass lawns.
6. Replacing the casualties of plants and grass by new are to be done regularly so as to maintain the garden ever green without any cost.
7. The contractor has to make his own arrangement for supply of all tools and plants and other required materials. Required water and power will be supplied by NITT free of cost at one point at each garden and the contractor is required to arrange for garden hose/cable to reach each plant requirements.
8. The maintenance works are to be carried out as per NIT specifications and as per instructions issued by the officer from time to time.
9. The contractor has to maintain the following approximate gardening areas in nit campus:
 - a Lawn Maintenance – 33,175 Sq. m
 - b Shrub Maintenance – 5,670 Each
 - c Hedges Maintenance – 7,625 RM
 - d. Potted Maintenance – 1500 Each
10. Felling trees and completely dried trees are to be removed which includes cutting of trunks and branches and removing the roots and refilling the pits, stacking of serviceable materials and disposal of unserviceable materials as directed by the Engineer in Charge.
11. A minimum of 500 saplings/plants of Trees/ shrubs shall be propagated in the nursery every year in addition to the regular requirements of the institute which they are taking care.
12. As a social contribution, the Contractor must surge green covered areas by planting 1000 trees or 1% of the area of the institute (contract awarded) every year by planting and taking care of additional trees within the institute by propagating the saplings at the NITT nursery.
13. In case of decay of lawn areas or death of trees/plants or hedges, etc., the contractor has to replace the same variety of plants that have undergone damage without any extra charges from NITT; if the contractor fails to do so, a penalty will be levied @ **Rs. 1000/- per incident**.
14. The contractor shall take care of all the trees / matured shrubs within campus area by periodic removal of parasites in the branches, removal of dry branches as well as spraying pesticides and fertilizing them as per the need.
15. If any trees are completely affected by parasites / dead, need to be removed, the contractor has to remove those trees as per the institute norms and with the approval/instruction by the competent authority.
16. All the lawns and shrubs in the institute area must be maintained healthy, clean, safe, and attractive through

- appropriate horticultural practice (i.e. pruning, De weeding, edging, Trimming, Returfing damaged lawn, replanting the dried shrubs, etc.)
17. Pruning the unwanted tree branches on roads, attending tree concerned complaints and disposing the waste from the site to yard.
 18. The contractor has to arrange consumables and plants to the required minimum tools as per the institute requirement which will be paid separately (as per Annexure B, & C).
 19. Regular water and power supply will be given by NIT.
 20. Cleaning the compost pond once in a week, including loading compost to the tractor and application of compost around the plants / trees, making basin around the trees in the premises of NIT. The tractor will be supplied by department at free of cost.
 21. Nursery maintenance works like preparation of soil mixture, filling soil with poly bags, planting cuttings and engaged for develop herbal garden in front of old library and maintaining the same including planting, watering, de-weeding around the plants, mulching etc.
 22. The maintenance of stock register for the consumables, machinery, etc.,. It has to be updated monthly and acopy to be produced during bill submission.
 23. The contractor has to deploy a minimum of 48 workers per day having horticulture/agriculture maintenance experience with male: female proportion as 60:40.
 24. The contractor must provide alternate or relieving manpower and ensure the deployment of 48 workers per day, excluding Sundays. Incase of shortage of stipulated minimum manpower on any date, penalty will be levied as per the 17th clause section II.
 25. The manpower deployment should be as follows.

Manpower deployment schedule

S. No	Location	No. of Workers
1.	Administrative Block	02
2.	Main gate Entrance and bougainvillea flower pots, College avenue road from Administrative Block to MIG	02
3.	OJAS	02
4.	OJAS Miyawaki forest and Orion forest & Architecture	02
5.	Orion Front side & courtyard garden and Chemical Department	02
6.	Golden Jubilee convention Hall	01
7.	Lecture Hall complex	01
8.	CSG, Twin net and Third I building	01
9.	Training & Placement and along the Lecture Hall road	01
10.	Estate maintenance and Production Department	01
11.	EEE, stadium and both side of College avenue road from Admin to mechanical Department	02
12.	Mechanical Engineering Department	01
13.	Football Ground & Marking activities in sports ground	02

14.	Guest house	02
15.	Director's Bungalow	02
16.	KV School	01
17.	Central Library	02
18.	Nursery and front & backside of old library	02
19.	Civil & Lyceum building	01
20.	IT- Centre and ICE	01
21.	Management studies and silver jubilee building	01
22.	Hospital and shopping Centre	01
23.	Basketball ground and both side of college avenue road from library corner to Mechanical Engineering Department	01
24.	Opal Hostel A to F and covered path in front of opal	02
25.	Coconut farm	02
26.	Proposed Tree sapling near Jasper forest	02
27.	Horticulture activities: The scope of works like Lawn mower, Brush cutter, Hedges pruning, Fertilizer and Pesticide application, Ridge forming, Replace the dead tree, hedges, buffalo grass and Korean grass, New plantation & Maintenance of tree saplings, Loading and unloading of micro compost, potted plant maintenance & Pruning of trees in Institute and Hostel Zones. (Hostel Zones- Agate, Garnet A, B & C, Coral, Hostel office, Lapis, Sapphire, Amethyst, Amber A & B, Diamond)	03
28.	Horticulture activities: The scope of works like Lawn mower, Brush cutter, Hedges pruning, Fertilizer and Pesticide application, Ridge forming, Replace the dead trees, hedges, buffalo grass and Korean grass, New plantation & Maintenance of tree saplings, Loading and unloading of micro compost, potted plant maintenance & Pruning of trees in Institute, Quarters and Hostel Zones. (Hostel Zones- Beryl, Jade, Emerald, Ruby, Zircon-A to C, Aquamarine-A & B, Jasper, Topaz, Pearl, Opal hostel A to F)	3
29.	Supervisor	02
	Total requirement of manpower	48
Workers: 26 men's & 20 women's (excluding supervisor)		

SECTION – II

GENERAL INFORMATIONS AND INSTRUCTIONS

1. General

The “TECHNICAL BID” (application to qualify) shall contain data and information to enable the institute to draw up a list of qualified agencies who can take part in the tender process and who’s “Financial Bids” (Tenders) can be processed further.

The following documents should be enclosed:

- i. Letter of Transmittal (format enclosed)
- ii. Financial information in **Form - A** (format enclosed).
- iii. Performance report in **Form - B** of works (format enclosed).
- iv. Details regarding the structure of the organization in **Form- C** (format enclosed).
- v. Details of personnel establishment in **Form - D** (format enclosed).
- vi. **The format of bid security declaration form has to be submitted in the letter head of the firm / company / enterprises along with appropriate sign & seal (enclosed in Annexure-I).**

All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is ‘nil’ it should also be mentioned as ‘Nil’ or ‘no such case’. If any particular/query is not applicable in case of the applicant, it should be stated as ‘Not applicable’. However, the applicants are cautioned that furnishing of incomplete / ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application. Application made by fax and those received late after the prescribed date and time will not be entertained.

2. The applicant should sign in each page of the application.

Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.

References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer / Project Manager or equivalent.

The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However, the applicants are also advised not to attach superfluous/additional information beyond the requirement of the Bid. No information will be entertained after technical bid is submitted, unless it is called for by the Chief of Works / Executive Engineer / EMD documents submitted in connection with the tender will be treated as confidential and will not be returned.

3. Definitions In these documents the following words and expressions have their meaning here by assigned to them.

- a) Employer means The Director, NIT Tiruchirappalli.
- b) Applicant means individual, proprietary firm, and firm in partnership, limited company (private, public and corporation).

4. Method of Application

If an individual makes the application, it shall be signed by him above his full type written name

and current address.

If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full type written name & the full name of his firm with its current address.

If the application is made by a firm in partnership, it shall be signed by (with seal) all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case, a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.

If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case, a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum and Articles of Association duly attested by a Notary Public.

5. Final Decision-Making Authority

The Director, NIT Tiruchirappalli reserves the right to accept or reject all or any of the applications and to annul the qualification process / tender process at any time without assigning any reason or incurring any liability to the applicants.

6. Particulars –Provisional

The Particulars of work given in Section – I are provisional. They are liable to change and must be considered as advance information only to assist the applicant.

7. Site Visit

The applicant is advised to visit all water dispensers located at the Institute and Hostel zones and collect all information that he considers necessary for proper assessment of prospective assignment during working hours with prior permission from the Engineer in charge of Estate maintenance department.

8. Performance Certificate

The applicant's performance in respect of completed works and ongoing works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and delivered in sealed covers.

9. Financial Information

- a) The applicant should furnish the annual financial statement for the last 3 years in Form –A.
- b) The applicant should have sufficient number of employees for the proper execution of contract. The applicant should submit a list of his employees with their age (Not more than 58 years), Qualification, Experience and Required licenses stating clearly how they would be involved in this work
- c) The applicant's performance in respect of completed works and ongoing works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and delivered in sealed covers.
- d) Inspection committees may carry out surprise visit to tenderers clients' places and their reports form valuable inputs for the short-listing process.
- e) Even though an applicant may satisfy the above requirements, the bidder would be liable to disqualification and black-listed if the bidder has:
- f) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.

- g) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures / weaknesses etc.,

10. EXPERIENCE IN SIMILAR WORKS

The applicant should furnish the following: -

- a) List of all works of similar nature successfully completed during last 5 years and are in Progress in Form – B
- b) Particulars of completed works and performance of applicant duly authenticated/ certified by an officer not below the rank of Executive Engineer or equivalent should be furnished for each work completed or in progress.

11. Organizational Information

Applicant is required to submit the following information in respect of his organization in form C:

- a. Name and postal address including telephone, fax number, E-mail ID, etc.
- b. Copies of original documents defining the legal status, place of registration and principal places of business.
- c. Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- d. Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
- e. Authorization for employer to seek detailed reference from clients to whom works were carried out.
- b) Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form D.

12. Tender Submission and Decision

After the details submitted by the applicant regarding his financial capacity, previous experience etc. are studied and evaluated, a list of agencies who can take part in the tendering process shall be prepared and all concerned will be intimated. The financial bids (Tender) of the applicants, who have been qualified after evaluation, shall be opened on the date and time to be intimated later, in the presence of the tenderers or their authorized representatives who may be present, by the committee constituted for this purpose.

13. PRE-BID MEETING

The Tenderers or his authorized official representatives are invited to attend a Pre- bid Meeting which will take place at the Estate Maintenance Department on **20.01.2025 at 11.00 AM**. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. The Tenderers are required to submit questions if any in writing so as to reach the EE/EMD, before the pre-bid meeting. Non-attendance at the Pre-bid Meeting will not be a cause for disqualification of a Tenderer. However, Clarifications given in the Pre- bid meeting are the part of tender documents and bound to be agreed & signed by lowest bidder during the issue of work order.

14. AUTHORITY TO SIGN THE TENDER DOCUMENT

The tender must be signed by the person / persons competent to sign as indicated below. Same stipulations will also apply in the case of Receipt of payments for the work done.

1. If the Applicant is an individual, he should sign above his full typewritten name and current address.
2. If the Applicant is a proprietary firm, the Proprietor should sign above his full typewritten name and the full name of his firm with its current address.
3. If the Applicant is a firm in partnership, the Documents should be signed by all the Partners of the firm above their full typewritten names and current addresses. Alternatively, the Documents should be signed by a Partner holding Power of Attorney for the firm and in this case a certified copy of the Power

of Attorney should accompany the tender documents. In both cases a certified copy of the Partnership Deed and current address of all the partners of the firms should be furnished.

4. If the Applicant is a limited Company, or a Corporation, the Documents shall be signed by a duly authorized person holding Power of Attorney for signing the Documents, accompanied by a copy of the Power of Attorney. The Applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

15. DISPUTE RESOLUTION MECHANISM

In case of any dispute arising out during execution of the contract the following procedure will be followed for resolving the issue.

The decision of competent authority, NIT Trichy in regard to the interpretation of the terms and conditions shall be final and binding which shall not be called in question in proceedings before any forum.

The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter will be settled at his/her level by mutual consultation and in case of failure, disputes shall be referred to The Director, NITT. The Director or an Arbitrator appointed by The Director would be competent authority to decide and his decision shall be final and binding as per the provisions of the Indian Arbitration and conciliation Act 1940 and 1996. **The award can be challenged and the jurisdiction is the District Courts of Tiruchirappalli.** Writ can also be filed before the High court.

16. PERFORMANCE REVIEW

A monthly review will be conducted by the Chief of Works/Executive Engineer, NITT in the following aspects of the contract implementation:

- Performance of the contractor
- Schedule for work assigned
- Levy of penalty for delayed completion of jobs
- Rating the work done
- Operation of dispute resolution mechanism for settlement of dispute with the contractor.

17. PENALTY CLAUSE

If any worker deployed by the firm at NITT fails to attend and provide maintenance service on all working days including Government holidays except Sundays, a Penalty of an amount **Rs. 1000/- (Rupees one Thousand) per absence per day** will be charged.

18. TERMINATION OF CONTRACT

NITT reserves the right to issue show cause/termination notice to the contractor by giving one-month period on violation of any terms & conditions. At the end of one month, if the contractor did not respond, NITT may serve termination order within 7days. At the sole discretion of NITT, on expiry of one month. During the notice period of termination of contract, the agency shall keep discharging his duties as before till the expiry of notice period.

SECTION – III

SPECIAL CONDITIONS

- 1) Every tenderer before quoting his rates is expected to inspect the gardens and lawns, newly planted tree saplings in NIT for which the service is to be rendered before quoting his rates. The requirement of labour and materials should be assessed and no claim for extra payment at a later date on that account shall be entertained.
Without written permission of The Executive Engineer / EMD/ NITT, no part of the contract shall be sublet, shall transfer the power of attorney, authorizing others to receive the payment on contractor's behalf.
- 2) If further information is required, the Estate Office will furnish such information, but it must be clearly understood that tender must be received in order and according to instruction.
- 3) The contractor should employ supervisors who have experience in this type of work.
- 4) Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.
- 5) Permits for workers and supervisor to the campus shall be obtained by the contractor from the concerned authorities/security. Only photo passes to individual shall be issued and no group passes shall be issued.
- 6) Necessary monthly bills should be submitted by the contractor after obtaining the signature from the Executive Engineer on or before tenth of subsequent month by completing all formalities including attaching of copy of statutory remittances.
- 7) All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and meeting other statutory and non-statutory benefits/obligations.
- 8) The contractor should take all measures for environmental protection, such as control of chemical pollution, proper disposal of waste etc. and ensure that there is no adverse effect on the ecology, particularly on flora and fauna of the campus.
- 9) The contractor shall bring the required equipment & tools at his/her own cost and risk and no extra payment will be made for the same.
- 10) The quoted rates and the service charges percentage by the agency shall remain firm for the entire contract duration. However, the contract value of the job contract will vary depending on the following:
 - a) Deployment of any additional manpower on the quoted rates.
 - b) The periodic wage/VDA increase, as and when notified by the central government will be applicable in the contract and accordingly the monthly bill of the contractor will be processed for payment.
 - c) Any changes in EPF/ESI/Bonus contribution of employer's portion due to changes in Labour Law.
- 11) The contractor must ensure that no labours shall work without uniform and othersafety accessories like mask, shoes and gloves etc. The contractor as to quote the service charge including all this miscellaneous.
- 12) Minimum wages shall be fixed as per the Central Govt. Minimum wages Act 1948 in force.
- 13) The quoted rate should be of all taxes and duties levied or to be levied both by Central and State Government Statutory / regulatory authorities from time to time except GST. Applicable GST will be reimbursed by NITT on production of documentary evidence for having paid the same by the agency. NITT will not entertain any other claim whatsoever in this regard.
- 14) The scope shall cover any other related service / work that might arise depending upon contingency.
- 15) The contractor should produce the P.F. return for all workers during every month.
- 16) The contractor should issue the ESI card to all the workers.
- 17) For workers those who are not covered by ESI, **workmen compensation policy (W.C.P) needs to be taken by contractor at their own cost**, for which reimbursement will not be done by the NITT.

- 18)The contractor should produce ESI, EPF remittance challan for the previous month and Workers monthly pay (acutance) roll to process the current month bill.
- 19)The garden maintenance contractor is directed to furnish Non-judicial stamp paper for a value of **Rs.100/- in advance for executing the contract agreement and on receipt** of which the contractor will be advised regarding the date on which the contract agreement would be ready for execution.
- 20)The Institute buildings should be kept in spick and span.
- 21)If the performance of contract is not satisfactory, the contract will be terminated by giving 1-month notice. Similarly, the contractor can also terminate the contract with 2 months' notice period or finalization of new contract by NITT whichever is later.
- 22)The contractor shall recoup to the employer the cost of the damage incurred by the contractor on account of any breach of the terms and conditions of the agreement. Attendance registers and the salary registers for the labour engaged garden wise and other registers required as per acts and rules are to be maintained properly and the same may be verified by the Committee Members and Institute Administration, NIT Tiruchirappalli or other enforcing agencies during their inspection.
- 23)The supervisor must be provided with the mobile phone and the mobile number must be given to the Institute authorities.
- 24)Performance of garden maintenance works shall be graded by the departments on monthly basis. Payment will be made on the evaluation of performance.
- 25)NITT will not be liable for any medical attention, injury / loss of life of the person engaged by the contractor.
- 26)The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments. The contractor shall employ only such personnel who are medically fit and above the age of 18.
- 27)In case of any lapse in services, quality standards or noncompliance of periodicity / specification or any standing instruction, the contractor shall be penalized accordingly.**
- 28)The quoted value should be exclusive of GST but inclusive of any other taxes & duties levied or to be levied by Government authorities and such levies should be borne by the contractor.
- 29)The bidder should quote the rate for 12 months. Initially contract period is for 3 months and based on performance the work may be extended to further 9 months. On completion of 1 year, the contract may be extendable for another one year based on Performance of the contractor. The additional extension may be given (i.e., after 2 years) for one more year or part year at the sole discretion of NITT.**
- 30)The contract may be terminated due to violations or poor performance or noncompliance of statutory payments in time, with due notice of one-month duration.
- 31)The contractor shall at his own expense reinstate and make good to the satisfaction of NITT and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of NITT employees.
- 32)The cancellation of contract in part or full can be done by NITT for contractor's default as per termination clause mentioned in this tender.
- 33)NITT may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter NITT to cancel the contract as whole in part thereof or only such work order or items of work in default from the contract. NITT exercise the authority to cancel the contract as whole or part under this condition, NITT may complete the work at the contractor's risk and cost which is final and conclusive. (If the alternate agency is economical, the advantage shall accrue to NITT and if higher, the excess will be recovered from the default contractor).
- 34)NITT reserves the right to disqualify such bidders who had a record of not meeting the contractual / statutory obligations against earlier contract entered into with NITT.

- 35)NITT may discontinue the contract at any point of time by giving a notice at least 30 days before the intended date of discontinuation and will not be liable to any additional charges or compensation payable to the contractor or any other person.
- 36)The contractors are requested to visit the NIT Campus Horticulture activities and areas before quoting for tender. They are requested to take quantities of all shrub plants, lawns areas, hedges, potted plants, trees etc. for reference.
- 37)Supervisor Deployment and Selection:**
For effective oversight, the committee mandates that the contractor should bring the eligible supervisors in the **ratio of 1:2** for screening test only. The selection of the final supervisor(s) will be carried out by the committee after a screening process, considering the qualifications and experience of each worker.
- 38)Minimum Qualification for Supervisors:**
Diploma in Horticulture along with a minimum of 3 years of relevant experience, preferably in horticulture, or Bachelor's Degree in Horticulture with a minimum of 2 years of relevant experience, preferably in horticulture.
- 39)You are requested to post each one qualified supervisor with Diploma/Degree in Horticulture with minimum experience for the post and will be selected upon screening test.
- 40)The contractor has to deploy a **minimum of 48 workers** and a supervisor having horticultural maintenance experience with **male: female proportion as 60:40.**
- 41)The technical bids will be subjected to evaluation by a committee calling for a technical presentation by the vendors which will include verifying financial turn over registration certificates, legal, financial, statutory, taxation and other associated compliance of contractual conditions. The committee may evaluate / verify the performance of the agency at any pf their existing contracts which may include obtaining references for visiting clients and the quality of services rendered by agencies. Further the committee may disqualify the bidder based on oral / written references or insufficient quality of service provided during existing or previous contracts.
- 42)**WAGES:** All payments to the contractor's workforce shall be as per the terms of contract be credited by the contractor as per details enumerated in the tender which shall be made through cheque or direct credit in the bank accounts of its workforce. The issued cheque will be credited in the account by the 7th of each English month. Any delay on this account shall be subjected to penalty. Opening of Bank, A/c of their workforce or making payment of wages in their existing Bank A/c is the responsibility of the contractor.
- 43)The contractor should pay the labour wages on or before 7th of the successive month or on the last working day prior to the 7th if it falls on a holiday and delay / failure will attract a fine of minimum Rs.1000/- per day delayed. Bills should be presented to EMD for processing reimbursement of the claim every month to the contractor and he should be in a position to make payment of wages etc. for three months continuously without awaiting reimbursement from the NITT.**
- 44)The contractor shall submit a copy of the Wages including VDA, EPF, ESI, Bonus, insurance documents etc., along with each running account bill. Monthly bill will not be processed unless the above are submitted. Necessary records shall be kept in compliance of the same for verification by the enforcing agencies.
- 45)The contractor has to give the full details of the workers before commencement of work. After commencement of the work, adding or removing of the any manpower should be done with prior approval of the Executive Engineer/Chief Works along with valid reasons.**
- 46)The Proprietorship / Partnership / Private Limited. / Public Limited contractor should submit the declaration form that they have not been black listed from any Govt. depts./reputed private Ltd, companies or educational institution/universities during last 3years.

Working Conditions

1. “Garden maintenance work” is required to be carried out on all days except Sundays.
 2. Bidder is to indicate the number of persons to be deployed per day while tendering and the absenteeism against this will attract punitive recovery while billing for payment.
 3. The contractor has to maintain all the necessary records at his own cost. Like attendance, consumables, Tools and Machineries, work activity and maintenance, etc.
 4. The contractor has to submit the monthly bill with following documents.
 - a) Invoice
 - b) EPFO for labour.
 - c) ESI for labour.
 - d) Attendance register.
 - e) GST R1.
 - f) Bank statement details for individual.
 - g) EPF and ESI statement of individuals.
 - h) Consumables register with the bills
 - i) Tools & Machineries maintenance register
- Note:** Without proof for the above document, bill will not be processed.
5. Strict discipline must be observed by the workers.
 6. The labourers put in work must be provided with the proper uniform to distinguish them from other staff.
 7. The labourers and other staffs must be provided with identity card with the approval of NITT Institute Authorities.
 8. The supervisors, under whom the labourers work, shall have to report daily to the Horticulture Section in charge and take instructions.

Normal Working Hours (all days)

1. Normal working hours is 8:30 am to 5:30 pm and the attendance will be consider based on biometric sensor (Face Recognition Software (FRS)) continue to work for extended hours if required by NITT for specific purpose and occasions. Payment will be based on biometric sensor (FRS) attendance.
2. **Punching/Bio-metric attendance is mandatory for all workers; Face Recognition Software (FRS) /Bio-metric attendance will be verified on a weekly basis. If any worker fails to punch in or out using bio-metric or unable to punch because of any technical glitch, the issue shall be immediately brought to the attention of the competent authority through the concerned supervisor. otherwise, the attendance will not be considered, and the worker will be marked absent, and wages will not be paid for that day.**
3. **General:**
 - a) Work men should be vigilant while on work with proper uniform for all staffs and Supervisor.
 - b) Smoking in the institute premise is strictly prohibited.
 - c) Workers must be free from influence of alcohol.
 - d) Workers must be physically and mentally fit for work.
 - e) Workers should avoid causing damage to the Institute property
 - f) The NIT, Tiruchirappalli Administration will not accept any responsibility if the work man is injured.
 - g) The movement of workers should be restricted to their area of work and should not wander into other areas.

- h) Social distancing shall be maintained during the course of the work. People shall be provided with masks.
- i) Maintain a strict **zero tolerance policy towards sexual harassment**. Any instances of such behavior will result in the immediate cancellation of the tender and penalties will be imposed in accordance with NITT rules and regulations.
- j) Standard operating procedure (SOP) laid down by the institute shall be strictly followed.
- k) To ensure a safe and productive work environment for all employees, consumption of alcohol or arriving at the workplace after consuming alcohol is strictly prohibited in all working areas of the NITT Campus. It will be subject to disciplinary action, which may include suspension or termination of worker.

1. STATUTORY REQUIREMENT

- A. The contractor should get labour license for the work from licensing authority of the Government if needed by paying necessary fees.
- B. The contractor should have First aid box with necessary medicines etc. He should make necessary arrangements including care taker for taking injured person to clinic / Hospital in the event of emergencies.

2. CORRIGENDUM / AMENDMENT:

It is tenderer's responsibility to watch for any corrigendum or amendment till the opening of a particular tender that will be posted only at NITT and CPPP web site.

QUALIFICATION INFORMATION LETTER OF TRANSMITTAL

To

The Director,
NIT, Tiruchirappalli 620 015.

Subject: Annual Maintenance of Lawns and Gardens in NIT campus Tiruchirappalli - 15.

Sir,

Having examined the details given in notice inviting qualification application and tender for the above work, I/we hereby submit the qualification application documents (Technical Bid) and the tender (Financial Bid) for the work duly filled.

1. I / we hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / we have furnished all information and details necessary for deciding our eligibility and to get qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / we submit the requisite latest solvency certificate in original and authorize the Director, NIT Tiruchirappalli or his authorized representative to approach the bank concerned to confirm the correctness of the certificate. I / we also authorize NIT Tiruchirappalli or its representative to approach individuals, firms and corporations to verify our competence and general reputation.
4. I am / we are aware that the tender document (Financial bid) will not be opened if I am / we are not qualified to take part in the tendering process.

Seal of the Applicant

Date of submission

Signature of the applicant(s)

Form - A

FINANCIAL INFORMATION

1. Financial Analysis

Details are to be furnished duly supported by figures in Audited Balance sheet, Profit/loss account for the last Five years duly certified by the chartered accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

S. No.	Details	2019-20	2020-21	2021-22	2022-23	2023-24
1.	Gross annual turnover in Garden maintenance work					
2.	Profit (+) / Loss (-)					

2. Financial arrangement for carrying out the proposed work.

3. Income Tax PAN Details.

4. Solvency certificate from any Nationalized Bank

Signature of Chartered Accountant with signature

Signature of Applicant (s) with seal

Form - B

Performance Report form for works completed and are in progress during last 5 years(Attach copies of work order / agreement – Multiple copies may be generated as per requirement)

1. Name of the work / Project & Location :
2. Scope of work :
3. Agreement No. :
4. Tendered Cost :
5. Value of work done :
6. Date of commencement :
7. Date of Completion :
8. Performance report based on quality of
9. work, time management and resourcefulness :

Date :

Executive Engineer/
Project Manager, Or Equivalent

Name and Designation Executive Engineer/ Project Manager
or Equivalent Contact Number

Official Seal

Form - C

Structure and Organization

1. Name and address of the applicant :
2. Telephone No. / Fax No. / E-Mail address :
3. Legal Status (attach copies of original Document defining the legal status) :
 - a) An Individual
 - b) A Proprietary Firm
 - c) A Firm in Partnership
 - d) A limited Company or corporation :
4. Particulars of registration with various Government bodies (Attach attested photocopy):
 - a) Registration Number
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Was the applicant ever required to suspend maintenance of lawns and gardens for a period of more than one month continuously after the work was commenced? If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so give details.
10. If any other information considered necessary related to Lawns and Gardens works but not included above.

Signature of Applicant (s) with seal

Form D

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY

Sl.No	Designation	Total Numbers	Names	Qualification / Professional Experience	Length of continuous service with the employer

Note: Additional information about technical personnel, if any, be submitted on separate sheet

Signature of Applicant (s) with seal

Note: All the aforementioned formats must be filled and uploaded in the CPPP Technical Bid

(Annexure – I)(For E-Tender)

PROCESS COMPLIANCE/ACCEPTANCE OF TENDER CONDITIONS FORM

The Form has to be submitted in the Letter Head of the Firm/Company/Enterprises along with appropriate Sign & Seal)

**The Director,
National Institute of Technology, Trichy – 15**

Sub : Acceptance to the Process related & Terms and Conditions for the- Open tendering.
Ref. : The Terms & Conditions for e-Tendering mentioned in Tender.
No. : _____
Sir,

We hereby confirm the following.

The undersigned is authorized representative of the company. We have carefully gone through the NIT Tiruchirappalli, Tender Documents and the Rules governing the Limited Tender along with this document. We have examined and have no reservations to the Bidding Documents, including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contact specified in this tender document. We will honour the Bid submitted by us during the Limited Tender. We give undertaking that if any mistake occurs while submitting the bid from outside, we will honour the same.

Bid Securing Declaration: - We accept that if we withdraw or modify Bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in this bids document, we will be suspended / blacklisted / banned for contracts with National Institute of Technology, Tiruchirappalli

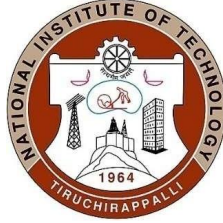
We are aware that if NIT Tiruchirappalli has to carry out e-tender again due to our mistake, NIT Tiruchirappalli has the right to disqualify us for this tender when re-floated. Our bid shall be valid for the period from the date fixed for the bid submission deadline & it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender.

If our bid is accepted, we commit to provide a performance security deposit at 8% of one-year contract value in Bank Guarantee/Fixed Deposits for due performance of the contract as per NIT Tiruchirappalli policy and warranty-guarantee as per tender specification or agrees as per contract. We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of order, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive. We accept that the competent authority in NIT Tiruchirappalli will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept the lowest or any other tender and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender /cancellation of this tender, as per policy/committee recommendations of NIT Tiruchirappalli at any stage without assigning any reason thereof for which no claim from whomsoever will be entertained. I/We the undersigned have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of NIT Tiruchirappalli with respect to this Tender-Result will be fully agreeable and binding on us.

This letter can be treated as signed and acceptance copy of tender documents and the forms submitted as signed by competent authority of firm submitting this tender and there is no need to submit separate signed copy of tender document.

Competent Authority of the Firm/Company/Enterprises to sign:
Name : _____
Designation : _____
Contact Details : _____

Date with stamp & seal of organization:



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI-620015.

TENDER FOR: Annual Maintenance of Lawns and Gardens in NIT campus Tiruchirappalli-15.

FINANCIAL BID

TO BE DULY TYPED, SIGNED AND STAMPED AND UPLOADED AS PDF IN
THEE-TENDER. [THE OVERALL TOTAL OF THE PRICEBID TO BE
INCORPORATED IN THE PROVIDED PRICEBID EXCEL FILE BoQ_XXXXX.xls
AND UPLOADED]

Tender Notification No: **NITT/EMD/AMC/Horti./Tender/2024-25/018**

Dated: 06.01.2025

Annexure-A

Minimum wages for Manpower

S. No	Description	Rate	
	(As per Central Govt. Minimum wages Act 1948) with reference to the prevailing F. No: 1/27(3)/2024-LS-II dated 25.09.2024 of B-Area, BASIC + VDA as per 01.10.2024	Unskilled Worker (Rs)	Skilled Worker (Rs)
1	Rates of Basic Wages per day	437.00	579.00
2	Rates of Variable Dearness Allowance (VDA) per day*	218.00	289.00
3	Total Wage Per Day (Basic + VDA)	655.00	868.00
4	No. of Working Days in a month	26.00	26.00
5	(Basic wages + VDA) per month pe worker	17030.00	22568.00
10	Total Number of Workers	46.00	2.00
11	Total Amount	7,83,380.00	45,136.00
Total Manpower charges per month		₹ 8,28,516.00/-	
Total Manpower charges per year		₹ 99,42,192.00/-	
Rupees Ninety-Nine Lakhs Forty-Two Thousand One Hundred Ninety-Two only.			

Note:

1. *Rate of V.D.A. Area wise per day W.e.f .01.10.2024. reflected changes in VDA Paid accordance with the Minimum Wages Act of 1948 Govt of India from time to time.
2. Manpower wages estimate made by considering 26 no. of days only. However, payment to the workers will be paid asper actual no of working days only.
3. The contractor has to provide the document evidences for ESI, EPF and Bonus membership and entitlement relevant statutory laws. Only based on the scrutiny of documents the reimbursement / payment of the ESI, EPF and bonus will be made by the institute.
4. **The charges towards the ESI, EPF and Bonus need not to be included in the service charge. It will be reimbursed as per the statutory laws, which will be restricted as per the ceiling limit of the relevant statutory laws. The contractor has to provide the estimate for the information of the institute before disbursement of Bonus, EPF, and ESI.**

Signature of Applicant (s) with seal

Annexure-B

LIST OF CONSUMABLES SUPPLIED PER MONTH

S. No.	Name of the consumables	Quantity	Unit	Rate RS.	Amount RS.
1	Pesticide granules (phorate or Chlorpyrifos)	60	kg		
2	Pesticide liquids (monocrotophos or Chlorpyrifos or dimethoate 50 EC)	2	liter		
3	Fungicide powder (CM 75 fungicide powder)	6	kg		
4	DAP	100	kg		
5	Growth regulators (Gibberellic acid)	4	liter		
6	Petrol	60	liter		
Total Cost Per Month					
Total Cost Per year					
Rupees					

- Note: 1) The quantities provided are only indicative and represent the minimum requirement. However, the payment will be made based on actual consumption incorporated in this work duly certified by the competent authority only.
- 2) Individual items to be filled and the total amount has to be carried out in the Bill of Quantity.
3. for petrol (s.no. 6) tenderer should quote 101 rupees only, for tender processing, but payment will be made as per the prevailing market rates based on consumption only.
4. Tenderer must fill this and upload in CPPP price Bid.

Signature of Applicant (s) with seal

ANNEXURE-C

RENT FOR MACHINERIES AND TOOLS PER MONTH

Minimum Equipment's required to be deployed physically for the horticultural maintenance in NITT.

S. No.	Name of the Equipment	Qty	Units	Rate (RS.)	Amount (RS.)
1	Electric Lawn mower (Three phase power supply) with powerful 1600w Roto drive 36mm Cutting Width: 30 cm - 53 cm Cutting Height Adjustment: 25 mm - 75 mm (typically 3-7 positions), 1 Spanner set, LW wire 100 meters Grass Box Capacity: 30 - 50 liters (Power supply will be given by NITT) (including Blades, wire roll, service, maintenance & other charges)	2	No's		
2	Petrol Lawn Mower 3 Blades (4 stroke single cylinder, Displacement: 140cc - 190cc Power Output: 3.0 - 6.0 HP Fuel Tank Capacity: 1.0 - 1.5 liters Cutting Width: 40 cm - 53 cm Cutting Height Adjustment: 25 mm - 75 mm (5 positions) Grass Box Capacity: 40 - 70 liters) (petrol charges will be paid separately) (including Duty(2T) oil, 20, 40 grade oil, Blades, service, maintenance & other charges)	2	No's		
3	Grass cutting machine (Bruss cutting machine) 4 stroke side pack crop cutter with 35 cc petrol brush cutter, 3T blade. (Rate includes cost of Duty(2T) oil, 20, 40 grade oil, machine wire roll, service & maintenance charges) and the consumption of petrol charges will be paid separately	3	No's		
4	Chainsaw with 24 inch, powerful 2 stroke handed petrol chainsaw, with tool kit, (Rate includes cost of chainsaw chain (Maintain min 2) service charges and the consumption of petrol charges will be paid separately)	3	No's		
5	Power Sprayer 12/16 Litre capacity Operated through battery, 12V/8Amps double pump. (supply	2	No's		

	for charger will be given by NITT).				
6	Crowbars	5	No's		
7	Spades with handle	20	No's		
8	Garden Teeth Rake Big size	15	No's		
9	Garden Teeth Hand Rake (small)	50	No's		
10	Weed hoe	50	No's		
11	Secateurs	10	No's		
12	Hedge shear (garden cutting Knife)	13	No's		
13	Hose pipes (Each roll 30 meters with good quality) 1 inch – 72 rolls, connectors- 55 no's 3/4 inch – 8 rolls, connectors – 8 no's	80	No's		
14	Nylon rope (Each roll 30 meters with good quality) 25 mm - 1 roll 18 mm - 1 roll	4	No's		
15	Metal Pond medium size (to lift soil)	10	No's		
16	Coconut Broom stick	30	No's		
17	Aluminum pond (Annakoodai)	30	No's		
18	Pickaxe	6	No's		
19	Axe	2	No's		
20	Sickle (Karukkaruva)	35	No's		
21	Aluminium ladder A- Type - 8 feet – 2 no's Straight type – 15 feet – 2 no's	4	No's		
22	Sprinkler	40	No's		
23	Root cutter (planting & Loose the soil)	4	No's		
24	Bill Hook (scissors)	10	No's		
26	Billhook sickle (small size)	6	No's		
27	Garden Rose can water sprayer (5 litres)	4	No's		
Total Cost per Month (machineries and tools)					
Total Cost per Year (machineries and tools)					
Rupees					

- Note: 1) Payment will be based on actual supply of tools & machines only.
2) Individual items to be filled and the total amount has to be carried out in Bill of Quantity.
3. Machineries and Tools are Brand new and ISO 9001:2008 certified.
4. Tenderer must fill this and upload in CPPP price Bid.

Signature of Applicant (s) with seal

NATIONAL INSTITUTE OF TECHNOLOGY: TIRUCHIRAPPALLI –620 015
SCHEDULE OF QUANTITIES

Name of work: Annual Maintenance of Lawns and Gardens in NIT campus Tiruchirappalli-15.

Contract No: NITT/EMD/AMC/Horti. /Tender/2024-25/018 **Dated:** 06.01.2025

BILL OF QUANTITY

Sl. No	Description of Work	Quantity	Unit	Rate	Amount
1	Horticulture activities: the scope of works like Lawn maintenance, Shrubs maintenance, Hedges maintenance, Potted plants maintenance, New plantation of tree saplings, Maintenance for newly planted trees saplings, Removal of fallen and completely dried trees & Pruning of trees etc., all are as specified and as per the instructions of Engineer in charge. The rate per month shall include all labours as per Central Govt. Minimum wages, statutory payment like Basic and VDA. (detailed scope of work as per tender document)				
1. 1	Cost of manpower. (As per Annexure- A) (Basic + VDA)	1.00	Year		
2.	Service charges for manpower per Year*	1.00	----%		
3.	Cost of Consumables (As per Annexure-B)	12.00	Month		
4.	Rent of machineries and tools (As per Annexure-C)	12.00	Month		
5.	Tractor hiring charges Including driver, diesel and service, maintenance & other charges (Loading & unloading done by AMC workers)	300.00	Days		
6.	JCB Hiring charges including all conveyance and diesel.	100.00	hours		
7.	Neem coated Urea	480.00	kg		
8.	Vermicompost	3300.00	kg		
9.	Nursery bag size 6*4 inch.	20.00	kg		
Total Amount per Annum Excluding GST (Rs.)					

Note: 1. for the s.no. 5, 6, 7, 8, & 9 charges will be claimed based on the actual consumption incorporated in this work duly certified by the competent authority only.

2. Total amount per Annum excluding GST should be filled in price bid excel file BoQ-xxxxx.xls.

3. *The minimum manpower outsourcing service charge shall be 3.26% excluding GST. The quotation below 3.26% will be rejected. In case of service charge is more than 3.26% the detailed justification has to be provided.

4. The contractor has to provide the document evidences for ESI, EPF and Bonus membership and entitlement relevant statutory laws. Only based on the scrutiny of documents the reimbursement / payment towards the ESI, EPF and Bonus will be made by the institute.

5. The charges towards the ESI, EPF and Bonus need not to be included in the service charge. It will be reimbursed as per the statutory laws, which will be restricted as per the ceiling limit of the relevant statutory laws. The contractor has to provide the estimate for the information of the institute before disbursement of Bonus, EPF, and ESI.

Signature of Applicant(s) with seal

Help Page to Web load the documents in E-Tender Portal for Cover Wise Uploading the Tender Documents AFTER LOGGING IN TO THE BIDDER'S LOGIN COVER WISE TO BE UPLOADED DOCUMENTS

Cover Details, No. Of Covers - 3			
Cover No	Cover	Document Type	Description
1	Fee	.pdf	Scan Copy of Demand Drafts (original) / Exception Certificate
		.pdf	Bid Security Form (Annexure I)
2	PreQual/Technical	.pdf	Technical Bid and Tender Related Documents.
		.pdf	Self-declaration by the firm that it has never been black-listed.
		.pdf	Technical Check List (Pg. No. 7 and Relevant Documents).
		.pdf	FORM A, B, C, D, E and Supporting Documents.
		.pdf	Solvency Certificate, Letter of Transmittal and other Related Documents.
		.pdf	Similar Work Experience Certificate and Work Orders. (The work order along with work completion certificate alone will be considered. In case of combined work order along with other works, the work value for Civil Work should be separately indicated from client department and that work value alone will be considered forevaluation.)
		.pdf	Other Important Documents
3	Finance	.xls	BoQ (Duly filled in Price Bid Excel file)
		.pdf	<u>PRICE BID</u> Duly filled Price bid along with Sign & Seal. (Incase of any discrepancy with the Excel file, this signed document shall be taken as final)

OID Bid (Other Important Documents to be uploaded)

Other Important Documents			
S.No	Sub Category	Format/ File	Remarks
1	Permanent Account Number	.pdf	Scanned Copy of Original PAN CARD of the firm.
2	Registration Certificate	.pdf	Registration Certificate Details (Any firm registration Copy)
3	Bidders Address Format	.pdf	Bidder Complete Profile (To be provided by the bidder in their business letter head)
4	Provident Fund Certificate	.pdf	Certificate copy of Employees' Provident Fund Organization
5	Employees State Insurance Certificate	.pdf	Employees State Insurance Certificate
6	GST Registration Certificate	.pdf	GSTIN Registration certificate