

INDIAN COUNCIL OF WORLD AFFAIRS
SAPRU HOUSE, BARAKHAMBA ROAD
NEW DELHI

NOTICE INVITING E-TENDER

Subject: Providing services for Annual Maintenance of Horticulture work at Indian Council of World Affairs only through e-tendering mode.

Tender No: ICWA/872/62/2016

Critical Dates:

| | |
|---|------------------------------|
| Date of Publishing | 08.06.2018 |
| Bid Document Download Start Date | 08.06.2018 |
| Clarification Start Date | 08.06.2018 |
| Clarification End Date | 22.06.2018 (1700 Hrs) |
| Bid Submission Start Date (Online) | 22.06.2018 (1000 Hrs) |
| Bid Submission End Date (Online) | 09.07.2018 (1500 Hrs) |
| Date of Technical Bid Opening | 10.07.2018 (1530 Hrs) |

2. EMD of Rs.25000/- in the form of Demand Draft valid for a minimum period of three months, drawn on any Nationalized / Scheduled Bank, in favour of "**Indian Council of World Affairs, New Delhi**" by 1500 Hrs on 10/07/2018. EMD shall not be accepted in the form of cash/cheque/FDR or any other form except DD. No interest shall be payable on EMD;

3. **Manual bids shall not be accepted**. The bid shall be submitted online only at Central Public Procurement Portal Website i.e. <http://eprocure.gov.in/eprocure/app>.

4. Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Competent Authority of the Council shall be final and binding.

(Rajesh Lal)
Under Secretary

**INDIAN COUNCIL OF WORLD AFFAIRS
SAPRU HOUSE, BARAKHAMBA ROAD,
NEW DELHI-110001**

TEL: 011-23317246-49

8-6-2018

Indian Council of World Affairs, Sapru House invites sealed tenders under two-bid system from reputed and experienced agencies for HORTICULTURE WORK at the above address.

ANNEXURE-I

SCOPE OF WORK

Details of Work required to be undertaken under this contract at Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi

Note: Before quoting the rates, the Contractors should inspect the office premise of Indian Council of World Affairs for estimation and should note that all consumables for Horticulture work will be provided by the firm.

HORTICULTURE WORK:

The purpose of horticulture work is that the whole office premise (Indian council of World Affairs, Sapru House) must look rich with lush green lawns and parks and beautiful flowers so as to provide an excellent ambience of work-environment and at the same time makes the office premises environmental friendly and to make a good impression on the visitors and public who visit here for various purposes. The contractor has to undertake all such jobs/activities required to maintain the office premises in a presentable condition and in above mentioned spirit at all the time whether such activities are elaborated hereunder or not. While undertaking this work, the contractor will develop the parks and lawns at the open space at the backyard of office premises in consultation with the designated officer and then simultaneously maintain all the existing as well as the developed lawns/parks. He will also develop a nursery for seasonal and perennial type of flowers and plants. He will maintain flower pots in the room(s) of senior officers in consultation with designated officer and ensure that the flowers and plants in those pots do not die or suffer in any manner and that he will change them periodically for their good maintenance. He will also arrange to keep flower pots with seasonal/perennial flowers on the desks of identified officers on all working days. He will also ensure that due to closure of office on weekend days the plants and flowers in the pots kept in the officers' room do not suffer in any way. The other normal job in this regard would be:

- A. To maintain all the trees, plants, shrubs, hedges and lawns as are existing on the date of start of contract and any other lawn/park/plants developed thereafter.
- B. To plant trees, shrubs etc by excavation/digging as and when required in the interest of the beautiful maintenance of the ambience/park/lawn of ICWA.
- C. To prepare and maintain flower beds, seasonal and perennial both.
- D. To prepare and maintain flowers and plant pots with flowers and plants both indoor and outdoor at designated places to be decided in consultation with the designated officer.

- E. Cutting of grass in lawns, pruning of plants at required intervals and removing the waste to the proper place.
- F. Regular watering of grass, lawns, trees, plants, shrubs etc. and hoeing and weeding in and around them.
- G. Spraying of insecticide and fungicide application/spreading of chemical and manure as and when required/advised.
- H. Any other job which is required to make the campus from Horticulture point of view beautiful with lush green environment.
- I. The gardeners should demonstrate own initiative for horticulture up gradation of ICWA, Sapru House premises. Seasonal Plan(s) for the same should be prepared and submitted to the designated officer.

Note: For carrying out these functions, the contractor **shall deploy ONE Head Mali and Three malies at ICWA daily from Monday to Saturday** and on other occasions as and when required. The Head Mali and malies (gardeners) should be experienced and qualified. The head mali should preferably have at least passed Xth standard or a certificate in horticulture knowledge from a recognized institute. **In the event of finding the office premise not in the above mentioned spirit, penalty upto 20% of the total amount of monthly bill will be imposed for the concerned month. Non-performers would be removed and replaced by competent gardeners within two working days by the contractor.**

3.11 The online bids (complete in all respects) must be uploaded online in two covers (Technical and Financial Bids) as explained below:

Envelope No.1 "Technical Bid" (following documents to be uploaded online in .pdf format)

| Sl.No/Document | File Type |
|---|-----------|
| <p>EMD of Rs. 25,000/- (Rs. twenty five Thousand only)</p> <p>i. (scanned copy) and Bank Details (certified copy) ;</p> | .pdf |
| <p>ii. The bidder should be in existence for over 3 years in the business of such annual maintenance contracts of horticulture works worth more than Rs. 10 Lakhs for single contract per annum or in case of two contracts worth Rs 5 Lakhs per annum or in case of three contracts for Rs 3 Lakhs per annum during the last 3 years ending 31st March, 2018;</p> | .pdf |
| <p>iii. Audited balance sheets for last three years showing that the bidder has a minimum annual turnover for annual maintenance contracts for Horticulture works of at least Rs. 25 Lakhs;</p> | .pdf |

iv. The bidder shall be in existence for over 3 years in services .pdf
for support and maintenance work;

Performance Certificate to this effect from at least two
Government Departments/Public Undertakings/Corporate shall
be furnished;

vi. The bidder shall be registered with the Registrar of .pdf
Companies and with the Delhi Sales Tax Department for Works
Contract Tax; and shall have ESI and PF registration. The bidder
shall have to submit records pertaining to ESI and PF
deductions while submitting bill for payment;

vii. Any information/data/credentials that the bidder or any of .pdf
his employees may come to possess or acquire during the
course of their work shall not be disclosed to any one in any
form and the relevant portions of the Official Secrets Act shall
be applicable;

viii. Self-attested certificate to the effect that bidder is neither .pdf
blacklisted by any Government Department nor any criminal
case is registered against the bidder/organisation or its owner
or partner anywhere in India.

ix. The bidder shall produce the self attested photocopies of .pdf

| | |
|--|------|
| documents related to allocation of Registration Number, PAN number, GST number; | |
| | |
| x. If the bidder meets the above technical requirements, it may apply in the prescribed Performa at Annexure-II. | .pdf |

ANNEXURE-II

(TECHNICAL BID)

| Sl. No. | Description of requirement | Yes/No | Page No. |
|---------|---|--------|----------|
| 1. | The firm is registered with the Regional Labour Commissioner (Govt. of NCT of Delhi) under provisions of contract labour act and its validity date. | Yes/No | |
| 2. | Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA showing annual turnover of 20 lakhs per annum. | Yes/No | |
| 3. | Copy of Registration certificate of <u>provident fund commissioner, Delhi</u> & Copy of Registration certificate of <u>ESI</u> | Yes/No | |
| 4. | Copy of Registration certificate/allotment letter of 1. GST number 2. PAN from Income Tax Department | Yes/No | |
| 5. | Registration certificate of ESI enclosed | Yes/No | |
| 6. | Proforma containing details of other organization where such contracts were/are undertaken (attach supportive documents) | Yes/No | |
| 7. | DD of Rs. 25,000/- as EMD | Yes/No | |
| 8. | Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at ICWA | Yes/No | |
| 9. | Copy of last income tax return (FY 2017- 18) | Yes/No | |
| 10. | Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts. | Yes/No | |

| | | | |
|-----|---|--------|--|
| 11. | Office address in NCT of Delhi | Yes/No | |
| 12. | At least two currently valid contracts for similar work | Yes/No | |

Note: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected.

Annexure-III

TERMS AND CONDITIONS OF CONTRACT FOR **HORTICULTURE WORK** **(Annexure to Agreement)**

A. SCOPE OF WORK: HORTICULTURE WORK at Indian Council of World Affairs, Sapru House, Barakhamba Raod, New Delhi by deploying required number of contract personnel.

B. TERMS & CONDITIONS:

1. The said contract will be initially for a period of two years commencing from the date of signing the contract which may be extended further for a maximum period of one year with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the Agreement is terminable by giving two months notice in writing by either party to the agreement.
2. The Contracting Agency shall render the following services to Indian Council of World Affairs

HORTICULTURE WORK:

The purpose of horticulture work is that the whole office premise (Indian Council of World Affairs) must look rich with lush green lawns and parks and beautiful flowers so as to provide an excellent ambience of work-environment and at the same time makes the office premises environmental friendly and to make a good impression on the visitors and public who visit here for various purposes. The contractor has to undertake all such jobs/activities required to

maintain the office premises in a presentable condition and in above mentioned spirit at all the time whether such activities are elaborated hereunder or not. While undertaking this work, the contractor will develop the parks and lawns at the open space at the backyard of office premises in consultation with the designated officer and then simultaneously maintain all the existing as well as the developed lawns/parks. He will also develop a nursery for seasonal and perennial type of flowers and plants. He will maintain flower pots in the room(s) of senior officers corridors/staircase/lobby/ auditorium/Lecture hall/ common area as when required and in consultation with designated officer and ensure that the flowers and plants in those pots do not die or suffer in any manner and that he will change them periodically for their good maintenance. He will also ensure that due to closure of office on weekend days the plants and flowers in the pots kept in the officers' room do not suffer in any way. The other normal job in this regard would be:

- (A) To maintain all the trees, plants, shrubs, hedges and lawn as are existing on the date of start of contract and any other lawn/park/plants developed thereafter.
- (B) To plant trees, shrubs etc by excavation/digging as and when required in the interest of the beautiful maintenance of the ambience/park/lawn of Indian Council of World Affairs.
- (C) To prepare and maintain flower beds, seasonal and perennial both.
- (D) To prepare and maintain flowers and plant pots with flowers and plants both indoor and outdoor at designated places to be decided in consultation with the designated officer.
- (E) Cutting of grass in lawns, pruning of plants at required intervals and removing the waste to the proper place.
- (F) Regular watering of grass, lawns, trees, plants, shrubs etc. and hoeing and weeding in and around them.
- (G) Spraying of insecticide and fungicide application/spreading of chemical and manure as and when required/advised.
- (H) Any other job which is required to make the campus from Horticulture point of view beautiful with lush green environment.
- (I) The gardeners should demonstrate own initiative for horticultural up gradation of Indian Council of World Affairs premises. Seasonal plan(s) for the same should be prepared and submitted to the designated officer.

NOTE: (i) For carrying out these functions, the contractor **shall deploy ONE Head Mali and Three malies at Indian Council of World Affairs daily from Monday to Saturday** and on other occasion as and when required. (ii)

The Head Mali and malies (gardeners) should be experienced and qualified. **(iii)** **In the event of finding the office premise not in the above mentioned spirit, penalty upto 20% of the total amount of monthly bill will be imposed for the concerned month.** **(iv)** Head Mali will be responsible for getting these work done , he will supervise the work and interact with the designated officer for mutual feedback. This will however, not diminish in any way, the contractor's responsibility under the contract to the Indian Council of World Affairs. The contractor shall visit Indian Council of World Affairs every week for the purpose of overseeing the work of personnel deployed by him. During the visits to Indian Council of World Affairs, he shall invariably see the officer dealing with the services under the contract awarded to him, for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any observed in their working. **Non-performers would be removed and replaced by competent gardeners within two working days** by the contractor. **(v)** In the event of personnel being absent or on leave , the contractor shall ensure suitable alternate arrangement to make up for such absence. To avoid dislocation of work due to absence of personnel, the contractor shall make provision for leave reserve. However, deduction at double the agreed rates per day per person for each absence shall be made from the monthly bill submitted by the contractor, if substitute is not provided. **(vi)** If the services are found satisfactory, the contract may be renewed for another one year as agreed upon by both the parties within the frame work of ICWA rules and regulations applicable at that time. If the contract is renewed beyond one year, it shall be subject to any statutory increase in the minimum wage notified by the Govt. of NCT of Delhi from time to time.

(vii). The contractor will deploy well trained personnel in the respective fields of work to be performed under the contract From 8:30 AM to 5:00 PM from Monday to Saturday.

(viii). The contractor shall not deploy or shall discontinue to deploy any person at the Council premises, if so desire by the Council, at any time without assigning any reason whatsoever. The full particulars of the personnel including their names and addresses, Voter IDs, PAN etc. deployed by him shall be furnished to the Council. Police Verification report of the personnel employed by the contractor will also be submitted by the contractor to this office.

(ix). The Contractor will provide the required services six days a week throughout the year. Holiday, if any, will be observed with prior approval of the Council under emergent circumstances. The services will be provided on Sunday also without extra char

ges if so required by the Council.

3. The working hours for the personnel of the contractor for this contract purpose will be as under :

From 8:30 AM to 5:00 PM from Monday to Saturday. They may also be called on Sundays as and when required without any extra payment. They may also be asked to remain in office beyond 5:00 PM also on occasional demands.

4. The personnel deployed shall be healthy, active and nobody shall have any communicable diseases.

5. The personnel deployed shall be smartly dressed in proper uniform and always with Identity Card which should compulsorily contain EPF UAN No. and ESI No. The agency shall provide fully trained and disciplined personnel.

6. The contractor shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations including weekly off and working hours. The Contractor shall pay the wages to the personnel on or before the 7th of every succeeding month, irrespective of delay in payment of Bill by the Council for whatever reason. Wages payable shall not be less than the minimum wages payment as declared by the Govt. of NCT of Delhi from time to time; The contractor shall also quote his rate of profit (service charges) in addition to the wages to be paid to his workers. Contractor shall submit workers EPF number and proof of submission of EPF, ESI etc as applicable every month for the previous month along with the monthly bill with respect to all employees deployed by him at Indian Council of World Affairs. The manpower agency shall specifically ensure compliance of various Labour Laws/Acts including but not limited to with the following and their re-enactments/amendments/modifications.

- a) The payment of wages Act 1936
- b) The Employees Provident Fund Act, 1952
- c) The Factory Act, 1948
- d) The Contract Labour (Regulation) Act, 1970
- e) The Payment of Bonus Act, 1965
- f) The Payment of Grauity Act, 1972
- g) The Employees State Insurance Act, 1948
- h) The Employment of Children Act, 1938

- i) The Motor Vehicle Act, 1988
 - j) The Minimum Wages Act, 1948
7. The personnel will be screened by the contractor after police verification regarding their antecedent, character and conduct; and a copy of the reports shall also be submitted to ICWA.
8. Replacement of personnel as required by the Council will be effected promptly by the Contractor; if the contractor wishes to replace any of the personnel, the same shall be done after prior consultation with the Council. The full particulars of the personnel to be deployed by the contractor including the names and address shall be furnished to the ICWA along with testimonials before they are actually deployed for the job.
9. In case of any loss that might be caused to the Council due to lapse on the part of the personnel deployed by the manpower agency discharging their responsibilities, the such loss shall be compensated by the contracting Agency and in this connection, the Bureau shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the Council besides imposition of penalty. In case of any deficiencies/lapses on the part of the personnel deployed by the contractor, the Council shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
10. If case of a death or mishap occurred during discharging the duty, the compensation liability will solely rest with the Contractor.
11. That contractor's authorized representative (Owner/Director/Partner/Manager) shall personally contact Head of the ICWA or the office in charge of Administration at ICWA at least once a month to get a feedback on the services rendered by the contractor viz-a-viz corrective action required to make the services more efficient.
12. In the event of contact personnel being on leave/absent, the contractor shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the contractor shall make provision for 'leave reserve; Failure on this account shall attract penalty double the wages payable to the Contractor for such absence.
13. The successful bidder would have to deposit an amount of 10% of Annual contract of value towards security deposit through Bank Guarantee from a

commercial bank in favour of ICWA which would remain with ICWA during the contract period and no interest shall be payable on the Security Deposit amount.

14. The contractor shall arrange to maintain the daily shift-wise attendance record of the contract personnel deployed by him showing their arrival and departure time. This attendance record to be submitted every week to Under Secretary, ICWA with an attested photo-copy of the attendance record of the personnel to which it pertains. The attendance record shall be produced for verification on demand by the ICWA at any other point of time.

15. If at any point of time, it come to the notice of the ICWA that the contract personnel deployed are different from the list provided (with attested photographs), Council will be well within its right to impose penalty not exceeding five times the wages payable to the contractor for each such personnel identified

16. The contract personnel deployed by the contractor shall have the required qualification. In case of non-compliance/non-performance of the services according to the terms of the contract, the ICWA shall be at liberty to make suitable deductions (ranging from 2% to 10%) from the bill without prejudice to its right under other provisions of the contract.

17. In case of any dispute arising out of is agreement then Deputy Director General shall nominate any officer of the ICWA a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable.

18. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, ICWA or Delhi Court will have the jurisdiction to settle and decide all the disputes.

19. Income Tax TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.

20. As and when the Council requires additional contract personnel on temporary or emergency basis, the contractor will depute such personnel in accordance with pro-rata rates. For the same, a notice of two days will be given by the Council.

21. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

22 In case the ICWA, suspects or finds any work is entrusted to any sub-contractor on piecemeal basis or on regular terms, the ICWA reserves the right to terminate the contract without assigning any reasons.

23. Personnel engaged on day-to-day works should not be utilized for carrying out the occasional work for which contractor has to engage extra personnel.

24 The contractor should maintain all the records and documents under various labour laws applicable to contract labours/personnel and also Shops & Establishment Act/Rules applicable to his/her establishment and make them available at the ICWA at all times. Indicative list of such records is given for example: (a) Register for Workmen, (b) Employment card (to be issued to workers), (c) Muster Roll, (d) Register for wages, (e) wage slip, (f) OT register etc.

25 The above records and the following returns filed by the contractor have to be produced to the Admn. Department of ICWA, on demand and original/photocopies of these records should be handed over after completion of the contract.

(a) Return in form 5, 10 & 12 A which is submitted monthly under the provisions of the Employees' Provident Funds & MP Act, 1952.

(b) Summary of contribution (form 5) under sec. 44 Regulation 25 of the ESI Act, 1948. also the return filed under sec. 44, Regulation 26 of the said act along with the monthly return.

(c) Half yearly return in form XXIV under Rule 82(1) of the Contract Labour (R&A) Act, 1970.

(d) Annual return filed in form 3A/6A under the Employee's Provident Funds & MP Act, 1952.

(e) Annual Return in form III Rule 21(4 A) of the Minimum Wages Act, 1948

(f) Any other applicable return.

26. The contractor shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by State/Govt. of NCT of Delhi and such minimum shall be the higher between the State and Govt. of NCT of Delhi notified minimum wages, from time to time, as applicable during the contract period.

27. The contractor should ensure payment of wages to his workmen on or before 7th of every succeeding month. The payment of wages will be made in the presence of an authorized representative of ICWA at a place and time notified for the purpose.

28. The wages shall be paid to workmen without any deduction except those under the payment of Wages Act and Minimum wages Act.

29. The Contractor should ensure that his workmen are granted Holidays/Leave with wages as per applicable Act/Rules.

30. The ICWA reserves its rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI/PF dues.

31. The contractor must get police verification of all his personnel employed at ICWA and submit the report to this office along with voter IDs, and other valid proof of residence and qualifications. The Contractor has to submit the attested photocopies of his voter ID, PAN, residential address, educational qualifications etc.

32. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel who indulges in such type of activities , should not be further employed in this office by the contractor in any case.

33. Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to the ICWA will be considered applicable at the time of any dispute/following any statutory rules.

34. The employees of the bidder deployed at Indian Council of World Affairs, Sapru House should have bank accounts and the company should be ready to provide proof of payment of salary to each employee through these bank accounts.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

ANNEXURE-`A'

The criterion of selection as well as rejection .

1. ICWA reserves the right to accept or reject any or all bids without assigning any reasons
2. ICWA also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
3. The contractor will demonstrate to the Council the following to be able to qualify for consideration at the stage of technical evaluation :
 - (1.) At least five years standing in the field
 - (2). Experience of providing such or similar services to the Govt. Departments/Autonomous bodies/PSUs/Industries etc. years.
 - (3) At least two currently valid contracts for similar works
Central/State Govt. Department/PSUs/Autonomous bodies/industries/or organizations.
 - (4) Submission of EMD and all documents mentioned in check-list (Annexure-III).

Note : Without affecting the sanctity of the above criterion, ICWA has power to relax any condition of eligibility criteria qualifying the bid(s) based on merit of each case and if, the situation so warrants in the interest of work of ICWA.

4. Incomplete tenders would be rejected. **Further, the rejection criterion is mentioned in Annexure-III [check-list] .**
5. Preference may be given to the contractor(s) having valid Quality System Certificate as per ISO 9001:2000, in case of same rates. The firms whose services have not been found satisfactory in the past or who have been black listed from this office will not be considered even at the first stage(i.e. their technical bid will not be opened).
6. Selection of the bidder would be made after taking all the relevant factors like past performance, credentials, responsible business practices, competency to execute such contracts, credentials of fulfillment of provisions of labour laws with past contracts and above conditions into account together. Mere Lowest rates is not the sole criteria of selection. Indian Council of World Affairs, Sapru House is not bound to accept the lowest rates.

14. Force Majeure :

The Council may consider relaxing the penalty and delivery / service requirements, as specified in this Tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of a 'Force Majeure'. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders premises, etc.

15. Governing Laws and Disputes:

- i. This shall be construed and governed by the Laws of the India and the parties hereby submit to the exclusive jurisdiction of the Delhi Courts of Law;
- ii. Any matter, which is not stipulated in the Agreement, shall be settled in good faith by discussion amongst the parties in a spirit of understanding and co-operation;

Deputy Director General, ICWA, Sapru House

FINANCIAL BID

| S.No. | Monthly Charges | Charges (Rupees per month) | Remarks, if any |
|---|--|----------------------------|-----------------|
| LABOUR CHARGES (A) for 3 gardeners | | | |
| 1. | Wages* (8 hours/six days) per gardener | | |
| 2. | EPF* | | |
| 3. | ESI* | | |
| 4. | Bonus*** | | |
| 5. | GST* | | |
| 6. | Service Charges** | | |
| 7. | Sub-total (A) | | |

(B)

| S.No. | Monthly Charges | Charges (Rupees per month) | Remarks, if any |
|---|--|----------------------------|-----------------|
| LABOUR CHARGES (B) for 1 Supervisor mali (Head mali) | | | |
| 1. | Wages* (8 hours/six days) per Supervisor mali (head mali) | | |
| 2. | EPF* | | |
| 3. | ESI* | | |
| 4. | Bonus*** | | |
| 5. | GST* | | |
| 6. | Service Charges** | | |
| 7. | Sub-total (A) | | |
| 9. | Sub-Total (B) | | |

(C)

| S.No. | Monthly Charges | Charges (Rupees per month) | Remarks, if any |
|-------|--|----------------------------|-----------------|
| 1. | Charges for tools & equipments | | |
| 2. | Cost of Manure & pesticides, Routine growing/nurturing of new plants (indoor & outdoors), growing /nurturing of seasonal flowers, plants, putting seeds. (minimum 1200 outdoor seasonal flowers with pots and 300 indoor plants must be available in the premises and if there will be any need of above particulars at any time so no additional cost will be paid by ICWA) | | |
| 3. | Additional seasonal flowers/indoor plants pots during the events approximately 200 nos. (refundable) | | |
| 4. | Tax (if any) | | |
| 5. | TOTAL CHARGES PER MONTH (A+B) | | |

***The rate/percentage in respect to Wages, ESI, EPF & Service Tax must be quoted as per the latest Gazette notification issued by Govt./Govt. of NCT/from time to time.**

****Bidders quoting no Service Charges or very low Service Charges are liable to be rejected (as regard to column A & B)**

*****As per the Gazette notification issued by the Govt./Govt. of NCT from time to time. Minimum statutory Bonus payable to the workers under relevant provisions of Payment of Bonus act, 1965 shall be paid.**

We agree to bind by this offer if we are selected as the preferred bidder.

For and on behalf of :

Signature (Authorized Signatory)

Designation:

Note:

1. All the cost heads shall be inclusive of all applicable taxes as per State & Central Government Legislations. The amount quoted should constitute the landed cost of manpower & all the relevant materials (flowerpots, manure, T&P items etc) towards providing Horticulture Services at Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi-110001 for a period of two years.

For and on behalf of :

Signature (Authorized Signatory)

Designation:

Instruction to bidders

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2 As part of the enrolment process, the bidders will be required to choose a unique user-name and assign a password for their accounts.
- 3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6 Bidder then logs in to the site through the secured log-in by entering their user ID / pass-word and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be up-loaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3 Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Other-wise the uploaded bid will be rejected.
- 5 Downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6 The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. 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. Over-all, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.**

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Deputy Director General
Indian Council of World Affairs
Sapru House, Barakhamba Road
New Delhi-110001

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: ICWA/872/62/2016

Name of Tender / Work: - Providing services for Annual Maintenance of Horticulture
work at Indian Council of World Affairs only through e-tendering mode.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned
'Tender/Work' from the web site(s) namely:

_____ as per your
advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily

reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)
