

ICWA/BLDG/872/4/2013
INDIAN COUNCIL OF WORLD AFFAIRS
SAPRU HOUSE, NEW DELHI
Maintenance Section

Notice Inviting Tenders (REVISED)

Sealed quotations are invited from contractors with a minimum experience of 10 years for undertaking the gardening & lawns maintaining job at Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi -110001.

Scope of work:

- a). Maintenance & cleaning of Lawns which includes applying manure & pesticide and using appropriate machines & tools etc.
- b). Routine growing/ nurturing of new plants (indoor & outdoors).
- c). Growing/ nurturing of seasonal flowers, plants, putting seeds and looking after the same.

2. The sealed quotation should be accomplished with E.M.D of Rs 50,000/- in the form of D.D in favour of “**Indian Council of World Affairs, New Delhi, Payable at New Delhi**” and the envelop should be clearly marked “Quotation for Gardening & Lawn Maintenance”. The quotations must reach this office upto 21st October, 2014 upto 1700 Hrs (**Revised**).

3. The EMD amount deposited by the successful bidder shall automatically transfer into the security amount/ performance guarantee and he will be liable to carry out the above mentioned jobs at the bid price for a period of one year from the date of receiving the award of contract. Services may be extended further by mutual consent, Guarantee amount shall be refunded after discontinuation/expiry of the contract. No interest shall be paid on the guarantee amount. Services should be of ‘A’ grade category. The unsuccessful bidders shall be refunded EMD within 3 working days after completion of the selection procedure.

4. In case the bidder refuses to carry out the above mentioned job at the bid price or delays the job or does not carry out the job satisfactorily, the performance guarantee shall be forfeited.

Indian Council of World Affairs
Sapru House
Barakhamba Road, New Delhi, 01
Dated:

Financial Bid

(In separate sealed cover-I super scribed as Financial Bid)

To,
Maintenance Section,
Indian Council of World Affairs,
Sapru House,
Barakhamba Road, New Delhi, 01.

Subject: Gardening & Lawns maintaining job at Indian Council of World Affairs,
Sapru House, Barakhamba Road, New Delhi, 110001.

Dear Sir,

Please refer to your tender notice dated on the subject mentioned above. We are pleased to quote the rates on lump sum bases for the following job as per details below:-

S.No	Job Description
a.	Maintenance & cleaning of Lawns which includes applying manure & pesticide and use appropriate machines & tools etc.
b.	Routine growing/ nurturing of new plants (indoor & outdoors).
c.	Growing/ nurturing seasonal flowers, plants, putting seeds and looking after the same.

NOTE: All the above work will conform to the ICWA's Maintenance Section.

2. The PAN number of the contractor/firm is
3. I undertake to complete the entire gardening jobs explained in types a, b, & c.
4. I undertake to deposit an amount of Rs. 50,000/- as performance guarantee.

(Signature of the contractor)
(With seal)

Date.....

ANNEXTURE -I

Documents required for the BID:-

S.No.	Description of requirement	Copy of Documents & no of page.
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.	
2.	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA.	
3.	Registration certificate of provident fund commissioner enclosed PF registration code allotted by the Regional Provident Fund Commissioner, Govt. of NCT of Delhi.	
4.	Copy of Registration certificate/allotment letter of service tax number.	
5.	Copy of Registration certificate/allotment letter PAN from Income Tax Department.	
6.	Registration certificate of ESI enclosed.	
7.	Proforma containing details of other organization where such contracts were/are undertaken (attach supportive documents).	
8.	DD of Rs.50,000/- as EMD along with BID.	
9.	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification, experience, clearance from police for deployment at CL.	
10.	Acceptance of terms and conditions explained in ANNEXTURE II and party need to sign on every page of the contract.	
11.	Copy of last income tax return.	
12.	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/party relating to previous service contracts with any of its client.	
13.	Office address in NCT of Delhi.	
14.	At least Five currently running contracts for similar work.	

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 will be rejected.

ANNEXTURE -II

Terms & Conditions for maintenance of Lawns on routine.

S.No	Terms & Conditions.
1.	Payment will be made on monthly basis after satisfactory completion of the work.
2.	The firm should own a nursery and should have minimum experience of at least 10 years in same.
3.	It is requested that the monthly bills should be submitted along with the proofs of payment of ESI & EPF contribution clearly showing the detail of the amount credited in the account of each beneficiary deployed in ICWA i.e. showing the name & amount of Challan deposited against EPF & ESI subscription/ contribution should match with the total of the details statement showing the name & A/C No. of the beneficiaries.
4.	No additional cost will be payable by Council on seasonal flowers, seeds, manure & pesticide as well as on the purchase/ provision of tools and machinery.
5.	Sealed bids should be sent along with copy of PAN Number on Nursery's letter-head.
6.	This is mandatory to appoint at least 4 persons one of whom should be Supervisor having full knowledge of work, staff should be with photo ID card & in proper, neat & clean uniform and perform their duties sincerely & honestly.
7.	The documents related to police verification, address permanent & temporary (if any) need to submit to the Council.
8.	Last date for submitting the estimate/sealed quotation is 21 st October, 2014 upto 1700 Hrs (REVISED) .
9.	Details of the similar work order carried out by the firm.
10.	Council reserves the right to reject or accept any application without assigning any reason.
11.	Information about approval of the sealed estimates / quotations as per the requirement of ICWA will be conveyed to the approved one.
12.	The work would be allotted to only that bidder who will be accepted by the competent authority of ICWA.
13.	Submission of all the documents mentioned in the "Annexure I & II" (self attested form) are mandatory. Non submission of any of the information above may render the bid disqualified.
14.	Sealed estimates / quotations should be addressed to :- Deputy Director General, Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi, 110001.

Declaration by the Renderer:

This is to certify that I/We before signing this tender have read/agreed and fully understood all the terms and conditions containing herein and undertaking myself/ourselves to abide by them.

- Encls: 1. D.D/Pay Order No.....
& relevant details.....
2. Each page must be signed & sealed.

(Signature & date)
(with seal)

Name:

Seal:

Office address:

Phone no (O):

Dealing persons relevant details:

(name, designation & mobile no):

E-mail address: