

**Bid Document/ बिड दस्तावेज़**

<b>Bid Details/बिड विवरण</b>	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	07-04-2023 17:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	07-04-2023 17:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	90 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Earth Sciences
<b>Department Name/विभाग का नाम</b>	Na
<b>Organisation Name/संगठन का नाम</b>	National Centre For Antarctic And Ocean Research (ncaor)
<b>Office Name/कार्यालय का नाम</b>	Goa
<b>Item Category/मद केटेगरी</b>	Horticulture Service - Maintenance Based Model - Service inclusive of Consumables; General Maintenance of Garden/Lawn/Field/Nursery/Park , Horticulture Service - Maintenance Based Model - Service inclusive of Consumable Maintenance of Potted/Container Plant , Horticulture Service Maintenance Based Model - Service inclusive of Consumable Wild Grass cutting in Open area , Horticulture Service - Maintenance Based Model - Service inclusive of Consumable Development of Lawn as and when required
<b>Contract Period</b>	1 Year(s) 1 Day(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>	14 Lakh (s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	3 Year (s)
<b>Past Experience of Similar Services required</b>	Yes
<b>MSE Exemption for Years of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover</b>	No
<b>Startup Exemption for Years of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover</b>	No
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by buyer

Bid Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Single Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	7 Days
Estimated Bid Value/अनुमानित बिड मूल्य	2478000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

#### EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	50000

#### ePBG Detail/ईपीबीजी विवरण

Advisory Bank	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं व निरमाता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

#### Beneficiary/लाभार्थी :

Director  
National Centre for Polar and Ocean Research (NCPOR), Headland Sada, Vasco-da-Gama 403804  
(Director Ncpor)

#### Splitting/विभाजन

Bid splitting not applied.

#### MII Compliance

MII Compliance	Yes
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#### MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If the bidder is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which will be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received / RA process.

5. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

#### **Additional Qualification/Data Required**

**If you want to add additional conditions in addition to standard SLA then please mention the clauses of additional SLA:** Additional conditions in addition to standard SLA (Elaborated in Buyer added Bid Specific Terms and Conditions and shall form part of contract): -

1. Terms of payment
2. Penalties
3. Works contractor's Responsibility and Liability
4. Contracting Institute's Rights and Exclusion
5. Termination of Contract / Extension of Contract period
6. Place of jurisdiction

**Scope of work( custom requirements if any):**[1678445754.pdf](#)

**If you want to add additional conditions in addition to standard SLA then please upload approval from competent authority.:**[1678445921.pdf](#)

**Horticulture Service - Maintenance Based Model - Service Inclusive Of Consumables; General Maintenance Of Garden/Lawn/Field/Nursery/Park ( 11200 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Horticulture service model	Service inclusive of Consumables
Scope of Service	General Maintenance of Garden/Lawn/Field/Nursery/Park
<b>Addon(s)</b>	
Inorganic Fertilizers	NA
Organic Fertilizers	NA
Insecticides	NA
Herbicides	NA
Rodenticides	NA
Bactericides	NA
Fungicides	NA
Larvicides	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/प्रेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र.सं	Consignee Reporting/Officer/प्रेषिती/रिपोर्टिंग अधिकारी	Address/पता	Area of Maintenance of Garden/Lawn/Field/Nursery/Park/pots/container plant in Sq.m	Additional Requirement
1	Ravinder Singh	403804, Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	11200	<ul style="list-style-type: none"> <li>Number of Potted Plants : 0</li> <li>Deployment of Machines in month : 12</li> <li>Contract Period in Months : 12</li> </ul>

**Horticulture Service - Maintenance Based Model - Service Inclusive Of Consumables; Maintenance Of Potted/Container Plant ( 650 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	

Specification	Values
Type of Horticulture service model	Service inclusive of Consumables
Scope of Service	Maintenance of Potted/Container Plant
<b>Addon(s)</b>	
Inorganic Fertilizers	NA
Organic Fertilizers	NA
Insecticides	NA
Herbicides	NA
Rodenticides	NA
Bactericides	NA
Fungicides	NA
Larvicides	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र.सं	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Area of Maintenance of Garden/Lawn/Field/Nursery/Park/pots/container plant in Sq.m	Additional Requirement
1	Ravinder Singh	403804, Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	650	<ul style="list-style-type: none"> <li>Number of Potted Plants : 0</li> <li>Deployment of Machines in month : 12</li> <li>Contract Period in Months : 12</li> </ul>

**Horticulture Service - Maintenance Based Model - Service Inclusive Of Consumables; Wild Grass Cutting In Open Area ( 40000 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Horticulture service model	Service inclusive of Consumables

Specification	Values
Scope of Service	Wild Grass cutting in Open area
<b>Addon(s)</b>	
Inorganic Fertilizers	NA
Organic Fertilizers	NA
Insecticides	NA
Herbicides	NA
Rodenticides	NA
Bactericides	NA
Fungicides	NA
Larvicides	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र.सं	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Area of Maintenance of Garden/Lawn/Field/Nursery/Park/pots/container plant in Sq.m	Additional Requirement
1	Ravinder Singh	403804, Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	40000	<ul style="list-style-type: none"> <li>Number of Potted Plants : 0</li> <li>Deployment of Machines in month : 2</li> <li>Contract Period in Months : 12</li> </ul>

**Horticulture Service - Maintenance Based Model - Service Inclusive Of Consumables; Development Of Lawn As And When Required ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Horticulture service model	Service inclusive of Consumables
Scope of Service	Development of Lawn as and when required

Specification	Values
<b>Addon(s)</b>	
Inorganic Fertilizers	NA
Organic Fertilizers	NA
Insecticides	NA
Herbicides	NA
Rodenticides	NA
Bactericides	NA
Fungicides	NA
Larvicides	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परिषिती/रिपोर्टिंग अधिकारी**

S.No./क्र.सं.	Consignee Reporting/Officer/परिषिती/रिपोर्टिंग अधिकारी	Address/पता	Area of Maintenance of Garden/Lawn/Field/Nursery/Park/pots/container plant in Sq.m	Additional Requirement
1	Ravinder Singh	403804, Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	1	<ul style="list-style-type: none"> <li>Number of Pottec Plants : 0</li> <li>Deployment of Machines in mon 12</li> <li>Contract Period in Months : 12</li> </ul>

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**

**1. Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contract rates. Bidders are bound to accept the orders accordingly.

**2. Generic**

- The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buye
- The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior writ

consent of buyer.

3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Seller's obligations there under.

### 3. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

National Centre for Polar and Ocean Research (NCPOR)

Account No.

10153336180

IFSC Code

SBIN0004116

Bank Name

State Bank of India

Branch address

Vasco da Gama Commercial Branch

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

### 4. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

#### 1. Approximate garden area in square meters/ potted plants to be maintained

Scope of Work	Area/ No.
Maintenance of Lawn	11,200 m <sup>2</sup>
Wild Grass Cutting	40,000 m <sup>2</sup>
Maintenance of Plotted Plats	650 No's
Development of Lawn	As per requirement

**2.1 MAINTENANCE OF GARDEN/LAWNS AND HEDGES FOR ALREADY DEVELOPED AREA OF 10 SQMT (WITH DEPLOYMENT OF MINIMUM DAILY MAN POWER AS PER THE TENDER) INCLUDING WEEDING, GAP FILLING, GRASS CUTTING WITH KHURPI/ SICKLE, MOVING WITH THE HELP OF TRACTOR, ROLLING, IRRIGATION, FERTILIZER, MANURE AND PESTICIDE APPLICATION, INTERCULTURE, SOIL/MANURE FILLING ETC. and THE SERVICE PROVIDER IS REQUIRED TO DO THE FOLLOWING: -**

1. The thickness of the grass shall not be allowed to increase beyond 55-60 mm.
2. The minimum thickness of the grass shall be maintained as 40-50 mm from the ground level.
3. The grass shall be kept free from unwanted weeds.
4. The application of fertilizer and manuring of the lawn shall be done in the month of October and November.



5. Insecticides, pesticides, fungicides, weedicides, manures and fertilizers of reputed brands only will be applied by the contractor.
6. Watering the lawns/garden before 11.00 am and after 4.00 pm through adjustable sprinkler system covering small as well as larger area of garden as required.
7. Every alternate days watering of pathway hedges, hedges of garden and for existing plants around garden/lawn and pathway in the range of 5 mtr.
8. Water required for carrying out the work will be supplied by NCPOR through the existing water supply system. Required pipes and adjustable sprinkler to be assessed and provided by the service provider.
9. Daily weeding, cleaning and removing dry leaves from the garden/lawns.
10. Protection against and control of insects, pests and diseases by spraying insecticides, fungicides etc. in every month.
11. Weeding and Mowing of lawns by using Mechanical Lawn Mower regularly (not exceeding 15 days) as per the instructions of the designated officers of NCPOR to maintain the grass height not exceeding 4 inches from ground, so as not to allow grass to grow wild.
12. Trimming and replacing spoiled patches of lawns with fresh grass of same nature.
13. Trimming of tree branches within the campus of NCPOR at least twice a year or as per instructions of designated Officer(s) of NCPOR.
14. Plucking of coconuts from the coconut trees & other fruits and handover to Administrative Division, NCPOR.
15. Digging and Planting of hedges from the already developed hedges stalk in rainy season.
16. Cleaning and cutting of hedges and shrubs regularly (not exceeding 15 days) and as per the instructions of the designated officer(s) of NCPOR to maintain their required height from ground, so as not to allow hedges shrubs to grow wild.
17. Hoeing operation of shrubs and hedge plants once in a month to loosen the soil.

18. Top dressing of Garden/lawns with the help of one heavy and one light manuring after four cuttings alternatively for maintenance of grass in green condition.
19. The trimmed hedge and shrubs from the garden/Lawn area as well pathways should be removed by mowing and disposed at the place identified by NCPOR within the campus immediately on the same day
20. Surrounding five meter area of the NCPOR buildings and quarters and all the pathways should be cleared by removing wild growth and grass by using bush cutter to the ground level every 10 days and/or as per the instructions of the designated officer(s) of NCPOR.
21. Within three months of award of contract potted soil to be replaced with new soil by mixing cow dung and manure. NCPOR shall supply the required soil, cow dung and manure.
22. The successful bidder should provide the minimum maintenance equipments as listed under Point 1 of the para 2.8 to execute the maintenance work effectively within 15 days of award order.
23. From June-September the following should be applied by mixing for lawns/garden and hedges.
  - a) Manure minimum 100 Kg per year
  - b) Fertilizers/Urea minimum 75 Kgs per Year
  - c) Suphala or equivalent minimum 75 Kgs per year
  - d) Cow dung minimum 100 kg
24. The supply report of the above has to be provided to Administrative Officer, after getting the security checks.
25. The service provider should assess and deploy required man power to satisfactorily complete the scope of daily maintenance work. The below indicated minimum manpower for daily maintenance work would be deployed everyday from 9.00 hrs to 13.00 hrs and 14.00hrs to 18.00hrs except on Sundays. The age of the deployed person should not be ideally more than 45 years. To substantiate the age of the deployed personnel the age proof like date of birth certificate/SSC certificate/Aadhaar Card/ Pan Card etc to be produced to Administrative Officer, NCPOR before deploying the personnel at NCPOR.

Sl. No.	Name of the Post	Type of post and number	Total Nos.
1	Mali Cum Supervisor having two years gardening experience	Highly Skilled (1)	1
2	Garden Worker	Skilled (Male) (5) Unskilled (Female) (3)	8
		<b>Total</b>	<b>9</b>

Note: Gardening Staff shall be given weekly off on Sunday.

26. All the above work force should physically work for all the maintenance work including lawn mower, cutter etc. The operation work should be carried out among the deployed personnel as per scope of work. Skilled Deployed personnel should have experience in operation of Lawn mower, bush cutter etc.
27. The contractor within 10 days from the award of contract should notify to Administrative Officer the details of the labourers to be deployed for work at NCPOR with the relevant details. The contractor should also inform in writing about the change in the employment of any of his staff members, at least 3 days in advance before the date of deployment in the campus.
28. The Contractor shall maintain the Minimum Wage Rules set by the Ministry of Labour, Government of India and Government of Goa. The Contractor will make payment to his staff engaged in NCPOR as per the minimum wage rates for these categories, as specified from time to time by the Labour Commissioner (Centre/State of Goa, whichever is higher) and follow the Contract Labour Act, 1970 and Rules 1971 in respect.
29. The Contractor shall be responsible for fulfilling the requirements of all the statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Gratuity Act, Contract Labour Act and all other labour and industrial enactment at his own risk and cost in respect of all employees employed by him and keep the NCPOR indemnified of any action brought against it for any violation/non-compliance of any of the provisions of any of the acts etc. The Contractor will abide by all the rules and regulations of labour laws and rules framed there under and maintain all the Registers required under the mentioned rules and regulations and the NCPOR and its authorized representative shall be entitled to inspect all such records at any time. The copies of all the relevant payments made to fulfill all the statutory requirement should be provided to NCPOR on monthly basis.
30. The Contractor shall pay wages directly to the workman latest by the 07th of the every month without delay. The Contractor shall also ensure that no amount by way of commission or otherwise is deducted from wages of the workmen.
31. The Contractor shall at his own expense, take workmen Compensation Insurance and he shall also obtain from his underwriter of such insurance a waiver of subrogation in favour of the NCPOR. The Contractor shall further at his own expense, register claims and pursue realization of all insurance claims. He shall produce proof of such insurance within a reasonable time from the date of issue of letter of acceptance of tender.
32. The EPF and ESI Nos. allotted to the deployed workers to be provided in the following format. Photocopy of identification card certified by the contractor to be provided to the workers deployed indicating their EPF and ESI Nos. etc and copy of the same to be attached to list being submitted to NCPOR:-

Name of the Post	Name of Employees	Age	Address	Type of Post	EPF and ESI No
Mali Cum Supervisor				Skilled	
Garden Worker				Skilled	
Garden Worker				Unskilled	

33. The quantity (area of garden/lawn) may vary, however, for the increased quantity, if any, pro-rata rate shall be applied. In that case of every 500- 1000 Sqmt. increase one additional skilled garden worker (male) shall be engaged from the date of increase as minimum labour.
34. Payment for maintenance will be made only after completion of monthly maintenance of work as per scope of work and just deployment of minimum labour does not constitute for the liability of release of payment.

## **2.2 TREES, PLANTS, ORNAMENTAL PLANTS, CREEPERS, SHRUBS ETC.**

1. The plants shall be watered regularly as required.
2. The dry and fallen leaves of avenue trees and bungalows will be collected and cleaned by the contractor.
3. Light pruning, trimming, thinning etc. shall be done on regular basis.
4. The proper shape of the tree to be maintained after pruning and removal of unwanted branches and shrubs.
5. Spraying insecticide/fungicide pruning and applying manure etc. to be followed from time to time.
6. Every avenue tree as well as area under the trees should be cleaned and to be well maintained by the contractor.
7. Lifting of fallen trees, branches and twigs etc. and storing as directed.

## **2.3 HEDGES/EDGES**

1. The hedge cutting shall be required twice in a month in a proper height and shape.
2. The hedge shall be free from dodder, cuscuta and unwanted plants.
3. Cleaning of the area around hedge plants shall be done regularly.
4. Gap filling with same soil will be done by the contractor. The institute will bear only the cost of labour.
5. The hedge plants shall be regularly manured with well decomposed cow dung/okhla sludge or any other chemical fertilizer as required.
6. After clipping or pruning of hedge, the pruned material shall be collected by the contractor's means and disposed of at specified location (preferably dumped in the pits for decomposition)

7. It will be the responsibility of the contractor to ensure proper maintenance and keep roads and adjacent areas clean of grass and waste materials.
8. Irrigation required once or twice in a month (excluding rainy season) as per availability of water.
9. The contractor will prune the hedges in the form of shapes/patterns/topiary.

#### **2.4 FLOWER, FOLIAGE, ROSE AND CANNA BEDS**

1. The contractor will maintain beds of flowers, rose, canna and other bulbous plants etc. including preparation of beds, watering, inter culture, weeding, thinning, spraying of insecticide etc.
2. The Contractor will ensure that maximum flowers are available throughout the year in these beds.
3. The Quantity of cow dung manure to be used shall be 2.5 to 3 cu. meter/100 sq. meter of flower beds area/year in the month of September-October.
4. Rose and other plant casualty due to negligence or poor maintenance by the contractor will be replaced by the contractor with healthy and acceptable plants, free of any charges.
5. The canna beds will be changed / replanted every year.
6. Participation in flower shows in Goa will be allowed only to participate on behalf of the Director/In-charge.
7. Indoor plant arrangement to be done in office for decoration, if required and instructed by the officer incharge.

#### **2.5 MAINTENANCE OF POTTED PLANTS: Total Qty 650 Nos**

1. Alternate day watering of plants inside and outside the buildings.
2. Monthly application of manures and fertilizers, spraying of insecticides and pesticides, weeding, and removal of dry leaves, pruning and light digging of soil.
3. Weekly rotation of plants inside and outside the buildings and positioning rest of the potted plants in front yard.
4. The pots and plants will be supplied by NCPOR; the planting would be the responsibility of the service provider.
5. Within three months of award of contract potted soil to be replaced with new soil by mixing cow dung and manure. The quantity may vary, however, for the increased quantity, if any, pro-rata rate will be applied.

6. Payment for maintenance will be made only after completion of monthly maintenance of work as per the scope of work and just deployment of minimum labour does not constitute for the liability of release of payment.

## **2.6 MAINTENANCE OF THE OPEN AREA WITHIN THE NCPOR CAMPUS: TOTAL AREA-40000 SQ M (minimum twice in a year)**

1. Cutting/clearing (06 inches height level from ground) of wild growth, shrubs bushes, wild vegetation on ideally TWICE IN A YEAR and/or as per the instructions of the designated officer(s) of NCPOR and dispose at the place identified by NCPOR within the campus in a proper manner.
2. The first cutting should start from 15th October of the calendar year and should be completed within 15 days. The second cutting (if required) should start on 15th January of the Calendar year and should be completed within 15 days. The cutting/clearing dates may vary as per the instructions of the designated officer(s) of NCPOR.
3. The service provider should engage minimum 05 working bush cutter every day for 8 hours to complete the above work and required labour to dispose the grass. The disposal of grass should be done on alternative days and the entire work should be completed within 25 days.
4. The already engaged labour for routine maintenance work at NCPOR should not be used for this work. e. NCPOR may decide any further requirement of cutting during the contract period on a pro-rata basis. f. The quantity may vary, however, for the increased quantity, if any, pro-rata rate shall be applied.

## **2.7 DEVELOPMENT OF GARDEN/LAWN WITH SOIL AS AND WHEN REQUIRED DURING THE CONTRACT PERIOD:**

1. Development of the lawn should commence as and when the work order is issued during the contract period for development of new garden /lawn with soil.
2. Supply of good quality garden soil free from debris and roots with normal pH range as per requirement for development of garden/Lawns. While developing the area it should be ensured that the thickness of soil spreading should not be less than 4 inches from the existing surface of the ground. Administrative officer's inspection report should be obtained towards spreading of garden soil before laying the Mexican grass.
3. Development of lawns by using Mexican grass turf at the location marked by NCPOR including preparation of soil like digging and applying at least 100 kgs of cow dung and 50 Kgs manures in the beginning of development.
4. The newly developed lawn should be maintained from the date of laying of Mexican grass turf with the quoted price for development of Garden/lawn with soil. During the maintenance period the contractor should apply the following on a monthly basis for the period of six months:-
  - i. Manures;
  - ii. Fertilizers: Urea and Suphala or equivalent;
  - iii. Cow dung;
  - iv. Insecticides, fungicides and other pesticides as per requirement.

5. The supply report of the above has to be provided to Administrative Officer after getting the site check-in.
6. During first six months of the development of garden/lawns any loss of grass etc to be replaced within 7 days without any extra cost.
7. Separate labour force should be deployed and the already engaged labour for routine maintenance at NCPOR should not be used for above work.
8. Maintenance for the first six months from the date of completion of the development work shall be taken by the contractor i.e. no payment shall be made by this office for the maintenance of the newly developed area.

## **2.8 SCOPE OF THE CONTRACTOR**

1. Small tools such as phawda, gamala, Talwar, Hand axe, khurpi, weeder to be provided by contractor.
2. Dress (Uniform), Gumboot, Raincoat, Hand gloves, Umbrellas, Helmets all safety equipment to be provided by the contractor.
3. Nursery to be maintained by contractor.
4. Dry fallen branches and sudden fallen branches by winds to be removed immediately.
5. Garden area of the Institute will always be maintained.
6. Dry leaves will always be disposed at designated area within the campus marked.
7. Petrol /Diesel if required shall be provided by the contractor.
8. The contractor shall be responsible for and shall pay the expenses or provide any medical aid to workman who may suffer bodily injury as a result of an accident.
9. Any injury/accident/death to the worker during the contract period shall be the responsibility of the contractor, and the compensation, etc. Payable under the labour laws shall be paid by the contractor.
10. The contractor shall provide all necessary personal safety equipment and first aid apparatus available for the use of workers employed on the site and shall maintain the same in condition suitable for immediate use at any time and shall comply with following regulation in connection therewith.

11. The contractor, at his own expense, shall make available items / equipments (in functional condition and not limited to) on site within two months and maintain on site for subsequent period of the contract for execution the work : -

Sr. No	Particulars	Qty
1	Electric Lawns Mowers with high capacity collection bags having excellent work condition.	02 Nos
2	Long Hose Pipe	100 Meter
3	Sprinklers	12 Nos
4	Bush Cutter having excellent work condition with full tank of fuel and to be refilled as per requirement.	03 Nos
5	Wood Saw Chain cutting machine with Fuel	01 Nos
6	Axe	03 Nos
7	New hose pipe (1 inch/1.5 Inch) 500 Mtrs for watering	01 Nos
8	Weeder Fork	As per Requirement
9	Twist Fork	
10	Pruning Shear	
11	Hedge Shear	
12	Grass Shear	
13	Pruning Saw	
14	Hoe	
15	Garden Tool Kit	
16	Digging Fork and Spade	
17	Insecticide Sprayer	

## 2.9 RECORD TO BE MAINTAINED BY CONTRACTOR

The Contractor should maintain and update all records of labour employed for this work and produce



ame to the Administration officer regularly and any other Competent Authority as and when required following minimum records shall be maintained and shall be produced as and when required by the cting Institute: -

- Register of Wages
- Register of Workman Employed by the Contractor
- Any other records to be maintained under various act as applicable Material Register.
- Any other record as applicable under various labour act(s).
- Muster roll for the labourers attending for work shall be maintained at site indicating the name of workers. Contractor shall direct all his labour either to sign or put thumb impression or mark "P" on muster roll every day. Daily submission of attendance record/ muster roll copy on garden maintenance work duly counter signed by Administrative In-charge / Authority is must for this contract and failure to do so will be treated as labour not engaged/absent on work.

## 2.10 SCOPE OF THE INSTITUTE

1. Store room with lock and key arrangement to be provided by the Institute;
2. Water for watering plants /Lawn shall be provided by the Institution;
3. Area to be earmarked for the decomposing of dry leaves.
4. Electricity used for Lawn Mover shall be provided by the institution.

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### 5. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 6. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. **The prospect bidders are required to thoroughly read and understand the 'Scope of Work' before bidding and understand that the price being quoted by them shall be considered as inclusive of all the requirements mentioned therein e.g. (not limited to) the manpower (nine) and mandatory tools and equipment to be provided on site during the entire contract period, manure/ fertilizers etc.**

#### 2. Eligibility of bid:

The following criteria shall be adopted for considering the bid eligible: -

**(Form Annexure 1, 1A and 1B to be mandatorily uploaded by the bidder along with requisite documents mentioned below).** Format of form Annexure 1, 1A and 1B are provided in 'Buyer uploaded ATC document')

Sr. No.	Eligibility and Qualification requirement	Supporting Document required
1	Bidder should have its own Bank Account, PAN No. and all other registration required for legal operation.	Self attested copies of (i) Registration Certificate of the Establishment. (ii) PAN Card (iii)Cancelled Cheque / first page of Bank Passbook indicating account details
2	The Bidder should be registered under the GST, Employees Provident Fund Organisation, Employees State Insurance Corporation.	Self attested copies of (i)GST Registration (ii)EPFO Registration (iii)ESIC Registration
3	Three years experience in similar area	Work Order/ Completion Certificate establishing experience in lawn development or maintenance of garden/lawn services in Govt./ PSU/ Govt. Autonomous Bodies /Reputed Organizations in past three years  (i) One (1) single contract of Rs. 20 Lakhs  OR  Two (2) contracts of Rs.12.50 Lakhs each  OR  Three (3) contract of Rs.10 Lakhs each  Details of Work order/completion certificate in support of the same should be enclosed along with the tender as per the format given in Form Annexure B1 as per 'Buyer uploaded ATC document'.
4	Bidder's Company must not have been blacklisted by Central Government/State Government/any PSU in last three years.	Declaration on Bidder's Company Letter head stating that the agency is/has not been blacklisted by Central Government/State Government/any PSU in last three years.
5	The Bidder should have the minimum average turnover of <b>14.00</b> lakhs in past three years	Certificate on Bidder's Company letter head as per Form Annexure B 2 as per 'Buyer uploaded ATC document' supported by (i) CA certified copy of balance sheet of past three financial years OR (ii) IT return of past three financial years

#### 7. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## 8. Buyer Added Bid Specific SLA

Text Clause(s)

### 1. Terms of Payment

#### (a) Payment to Agency

- (i) All payments shall be preferred by contracting Institute through Electronic Transfer (NEFT/ RTGS etc.) at its discretion.
- (ii) All payments due under the Contract shall be paid after deduction of statutory levies at source (TDS, GST etc.), wherever applicable.
- (iii) The Payments to the agency will be made monthly on the basis as per rate quoted by the agency in the financial bid.
- (iv) Monthly bills (in original) shall be submitted by the contractor as specified in contract along with attendance sheets, PF & ESIC monthly ECR + remittance challan along with attendance sheet, salary slip and bank credit statement etc.
- (v) All payments to agency shall be made subject to deduction of TDS (Tax deduction at Source) as per the income-Tax Act, 1961 and other taxes if any as per Government of India rules made applicable from time to time.
- (vi) The payment to the agency by the contracting Institute will be made within 15 working days after the submission of complete documents along with Invoice.

#### (b) Payment to Manpower

- i) The agency will ensure that salaries are given to the deployed personnel in time i.e. by 7th day of every month. The service provider shall abide by Minimum Wages Act and credit the monthly wage before 7th of every month, Employees Provident Fund remittance on or before 15th of every month, Employees State Insurance remittance on or before 15th of every month, failing which 20% penalty shall be imposed on monthly bill.
- ii) Notwithstanding any administrative delay in releasing the payment to the agency, agency shall invariably make payment to its employee deployed at Contracting Institute in time.

### 2. Penalties

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In addition to the penalty provisions in the GeM SLC and/or GTC for the contract category, in case the contractor deploys less number of manpower on any day than the minimum work force prescribed in the contract, a penalty shall be made @ 1.5 times the prescribed minimum wages for such workers in force from the monthly bill. A penalty of 20% of the bill value shall be imposed if Maintenance of open area if not undertaken/performed as per scope of work.

### 3. Works contractor's Responsibility and Liability

- i) The Contractor / Agency shall provide all the required gardening / horticulture services and perform all the work included in the Scope of Work as specified.
- ii) The Agency is fully responsible for timely claiming and disbursing monthly payment of wages to the personnel.

el deployed by them in the Contracting Institute.

- iii) The agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to ns deployed for carrying out the gardening / horticulture services.
- iv) The Agency is responsible in providing the necessary undertaking and documentary evidence in the re f deployment of manpower for carrying out the gardening / horticulture services, if it is required.
- v) The contractor is responsible for the verification of the character and antecedents of all the personnel their deployment at Contracting Institute and a certification to this effect will be submitted to Contracti tute.
- vi) The agency shall ensure that the personnel deployed are healthy to perform the assigned duty.
- vii) The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any ty prejudicial to interest of the Contracting Institute.
- viii) Agency shall arrange to maintain the daily attendance record of the personnel deployed by showing th val and departure time.
- ix) The person engaged by the contractor shall be the employee of the contractor and it shall be the duty contractor to pay his/her salary every month. The Transportation, food, medical, and other statutory r cements in respect of each personnel of the contractor will be the responsibility of the service provider.
- x) The Agency is solely responsible and liable for compliance to provisions of various labour, Industrial a y other laws applicable and all statutory obligations, such as, wages, allowances, EPF, Bonus, Gratuity, tc. relating to personnel deployed in Contracting Institute The Contracting Institute shall have no liabili his regard.
- xi) The Contracting Institute shall remit the wages of the Manpower at actual to the Agency / contractor i olidated amount on the basis of Bill raised by the agency / contractor. In case of any administrative del eases the payment to the agency, agency shall make payment to its employee deployed at Contract stitute in time.
- xii) For all purposes the agency will be the "Employer" within the meaning of different labour legislations i ect of the personnel so employed and engaged by him. The persons deployed by the service provider i racting Institute shall not have any claims whatsoever like employer and employee relationship agains racting Institute.
- xiii) The agency shall not be permitted to transfer or assign his rights and obligations under the contract to ther organization or otherwise.
- xiv) The contractor shall not assign, transfer, pledge or subcontract the performance of service without the written consent of this office, as this types of activities are not permitted as the extant rules and guidel available on GeM web portal.
- xv) The contractor shall be contactable at all times and messages sent by e-mail / fax/ special messenger the Contracting Institute to the service provider shall be acknowledged immediately on receipt on the day. Non Compliance to this will invoke the penalty.
- xvi) The Agency has to provide the photo identity cards to the persons employed by him/her during the offi rs. These cards are to be constantly displayed & their loss to be reported immediately.
- xvii) The Agency personnel's working should be polite, Cordial, positive and efficient, while handling the ass work and their action shall promote good will and enhance the image of this office. The service provide be responsible for any act of indiscipline on the part of persons deployed by him.
- xviii) In case of any theft or loss of property due to negligence or carelessness of your personnel, agency w ully responsible and contractor will have to make good of the losses so insures to Contracting Institute, wise the same will be deducted from the security deposit or from the Agency Charges payable.

#### **4. Contracting Institute's Rights and Exclusion**

- i) The Contracting Institute shall have no liability in for any accident/medical/health related liability for tl

sonnel deployed by Agency at Contracting Institute.

- ii) If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of Contracting Institute at Agency's own cost.
- iii) No leave of any kind to the personnel shall be sanctioned by Contracting Institute's authority. The agency shall be liable to make substitute arrangements in case of the absence of the personnel.
- iv) The deployed personnel of the contractor shall not claim any absorption at any cadre in Contracting Institute at any point of time.
- v) The person deployed shall not claim any master & servant relationship against this office.
- vi) The Contracting Institute shall not be liable to provide any residential accommodation to the personnel.
- vii) The personnel provided by the Agency will not claim to become the employees of the Contracting Institute and there will be no Employee and Employer relationship between the personnel engaged by the Agency and the Contracting Institute.
- viii) Decision of Contracting Institute in regard to interpretation of the Terms and Conditions of the Agreement and Contract shall be final and binding on the Agency.
- ix) Contracting Institute's authority reserves the right to ask for replacement of a particular personnel engaged by the agency if the service of the individual is found unsatisfactory. But in case such a request for replacement is made, the agency will ensure the compliance of the required legal formality.
- x) Contracting Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers. In case of any theft or pilferage or loss or other offences, the agency will investigate and submit a report to the NCPOR and maintain liaison with the police. FIR will be lodged by the NCPOR wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility shall be fixed.
- xi) In case of any loss that might be caused to the NCPOR due to lapse on the part of the personnel discharging duties & responsibilities will be borne by the Agency and in this connection, the NCPOR shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to the NCPOR or impose penalty. In case of frequent lapses on the part of the personnel deployed by the contractor, the NCPOR shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
- xii) In case, the personnel deployed by the agency are found absent from duty any time or sleeping or found engaged in irregular activities, the NCPOR shall deduct the requisite amount from the bill of the agency by imposition of penalty for non-observance of the terms of contract as per the penalty clauses mentioned in the GeM SLA document.
- xiii) In case of breach of any of the terms of agreement, the performance security deposit of the agency shall be liable to be forfeited by the NCPOR. In addition, the contract/Agreement will also be liable to be terminated and any sum of money due or payable to the NCPOR including the security deposit refundable to him under the contract can be appropriated by the NCPOR against any amount which the agency may owe to the NCPOR.

## **5. Termination of Contract / Extension of Contract period**

The period of contract can be extended with the mutual consent of both the parties as per the provisions available on GeM web portal. Extension of contract period shall solely be at the discretion of the NCPOR (Contracting Institute) and this option will not be available to seller / contractor as a matter of course. However, contract can be terminated at any time by giving the suitable notice period by Contracting Institute if performance is found unsatisfactory in accordance with the various relevant clauses mentioned in the tender bidding document.

## **6. Place of Jurisdiction**

The place of jurisdiction shall be Goa, India.

**Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category being bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this they can raise their representation against the same by using the Representation window provided in the bid details in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./ सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न व अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**