

TENDER DOCUMENT
FOR
HORTICULTURE SERVICES
At

REGIONAL MUSEUM OF NATURAL HISTORY, BHOPAL

Regional Museum of Natural History
(Ministry of Environment, Forest & Climate Change)
E-5, Arera Colony, Bhopal-462016 Fax: 0755-2467551

Government of India
Regional Museum of Natural History
(Ministry of Environment, Forest & Climate Change)
E-5, Arera Colony, Bhopal-462016 Fax: 0755-2467551

Tender rules for providing the Garden Maintenance Services

1. Sealed tenders are invited by the Scientist-B& Head of Office, Regional Museum of Natural History (RMNH) Bhopal from Registered and reputed agencies for maintenance of garden trees, shrubs, hedges, lawn and potted plants on contract basis for the Regional Museum of Natural History (RMNH), M.P. for a period of one year initially, and extendable further, subject to satisfactory performance of the vendor.
2. Tender should be addressed to the Scientist-B & Head of Office, Regional Museum of Natural History, Paryavaran Parisar, E-5, Arera Colony, Bhopal-462016, clearly super-scribing on the top of the sealed envelope "Tender for providing Horticulture Services".
3. Sealed tenders will be received up to **3.00 p.m. on 21.02.2018** along with a Bid Security (EMD) Deposit of Rs.8,000/- (Rs. Eight thousand only) in the form of Demand Draft in favour of **Scientist-in-Charge, RMNH, Bhopal** payable at Bhopal. Tenders would be opened at **4.00 p.m. on 21.02.2018** in the museum's Conference Room.

The contractor shall deploy at least three (03) numbers of workers including supervisor for providing these services. However the contractor shall have to deploy additional manpower for satisfactory services as per his own assessment and at his own cost. The tender should accompany the following documents:

1. The Notice Inviting Tender (NIT).
2. EMD of Rs.8,000/- by way of bank draft issued by a nationalized bank in favour of "**Scientist-in-Charge, RMNH, Bhopal**" payable at Bhopal
3. Profile of the company
4. Registration with Govt. (Certificate to be attached)
5. EPF registration details (copy to be attached)
6. ESI registration details (copy to be attached)
7. Registration with Labour office from Central and State (copy to be attached)
8. PAN ((copy to be attached)
9. GST Registration (copy to be attached)
10. Name of the organization / Government institutes where similar service was provided by the agency during last three years (proof to be attached)
11. Proof of executing orders of similar works during each of last three years i.e. years 2014-15, 2015-16 & 2016-17.
12. Any other relevant information (proof to be attached)
13. Details of the firm/company in case of Partnership Firm.
14. Self- attested copies of Income Tax return for last two years

4. The tender, not supported by any of these documents, will be summarily rejected. The tenders not fulfilling the conditions or incomplete in any respect, are liable to be rejected. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the parties who resort to canvassing will be liable to rejection on that ground.

5. The term "agency" wherever mentioned in the NIT shall mean the agency selected for acceptance of award of the contract. The term contract means formal agreement between the RMNH, Bhopal and the agency signed at the time of the award of the work

6. The agency should quote rate and amount per month in figures as well as in words in the prescribed Proforma attached as Annexure I. These rates shall be inclusive of all taxes and labour charges etc.

7- Providing the materials like manure, gardening clay, pesticide, insecticide and fungicides required for the healthy maintenance and disease control, good earth / equipment like lawn mover, grass cutter, tree branch cutter, pipe for watering the plants, khurpi phavda, trolly for loading / unloading the garden waste from every corner to garbage area of Nagar Nigam etc. will be responsibility of the contractor without any extra charge / cost etc.

8. The Scientist-B & Head of Office, RMNH, Bhopal reserves all rights including the right to reject or accept any or all the tenders and to modify any or all the terms and conditions stipulated herein without assigning any reason thereof.

9. The details of the area to be covered under the contract includes the following:

- a. Lawn grass: 3.4 Acre
- b. Shrubs Plant: 1604 Nos.
- c. Hedges clipping: 6240 R. Ft.
- d. Tree (fast growing)
 - i) Below Three year: 655 Nos.
 - ii) More than three year: 90 Nos.
- e. Medicinal plant: 221 Nos.
- f. Plotted Plants: 1600 Nos.
- g. Rockeries: 293 Sq.Mtr.

10. Regular moving of lawn shall be done and lawn should be maintained free from weeds, stones and other garden rubbish like litters.

11. Regular watering, periodically weeding and organic manuring should be done for lawns, shrubs, hedge, herbal plants of medicinal garden and potted plants. Pest control without any harmful chemical is advisable.

12. The agency shall be required to enter into a formal agreement while contract is awarded on the stamp paper worth of Rs. 500/- the cost of which will be borne by the agency. The agency shall declare in writing that none of their partners in any way related to any officer of the Regional Museum of Natural History, Bhopal or the Ministry of Environment, Forest & Climate Change, Govt. of India.

13. On award of the contract, the successful contractor / agency / firm will be required to execute an agreement and to deposit an amount of 10% of the annual amount in the form of account payee Demand Draft in favour of "Pay & Accounts Officer, Ministry of Environment, Forest and Climate Change, New Delhi" as Performance Security. No interest will be payable on the performance security. The performance security will be refundable after the expiry of the contract period. Any loss / damage sustained to the RMNH during the period of agreement would be adjusted / recovered from the monthly bills payable or the amount of performance security. This performance security amount will be released by the "Pay & Accounts Officer, Ministry of Environment, Forest and Climate Change, New Delhi" after approx. three months of the expiry of the contract.

14. The RMNH shall have the power to disallow any Mali if found unsuitable. The agency shall have to replace such person(s) within 24 hours.

15. The "Agency" shall maintain an Attendance Register for all their staff deployed in the campus of the RMNH and such registers must be checked and countersigned by person deputed by the RMNH for the purpose, every day by 10.00 am positively.

16. During the contract period, if any casualty occurs to lawn or plants etc., the agency has to replace the same at its own cost. This includes purchase of new pots also. If the agency fails to do so, the recovery of the cost of plants and maintenance thereof will be made from contractor's bill.

17. The contract can be terminated by the RMNH at any time without notice in the event of gross security risk or gross damage to RMNH property due to the agency's failure or persistent failure by the agency in providing satisfactory service to the RMNH. The decision of the RMNH in this regard shall be final and binding on the Agency.
18. For reason other than mentioned in the clause above, the contract can be terminated by either party by providing clear two months' notice in writing.
19. Reallocation of potted plants display, inside and outside the Museum premises should be done as per the directions of the Scientist-in-Charge & Head of Office, RMNH, Bhopal.
20. The garden should be maintained up to proper standard throughout the period and kept ready for any garden competition as and when conducted.
21. Income tax and surcharge i.e. TDS as per rules shall be deducted from the bills and as amended from time to time by Govt. of India.
22. Agency is allowed to use the existing water supply system for garden maintenance and other horticulture purpose as per the availability of water from bore well.
23. In case the water supply is not available from the bore well of RMNH, Bhopal due to any reason, the agency will have to make its own arrangements for watering lawn, hedge, trees, and potted plants without any extra charges / cost.
24. If during the contract period, the garden plants are not maintained properly, the contract shall be terminated and cost of damaged plants shall be recovered from the agency. The decision regarding the quantum of the rate for this shall be taken by the Scientist-in-charge, RMNH, Bhopal which shall be final and binding to agency. Similarly, the cost involved in the replacement and repairs of the tools and equipment supplied by the RMNH also will be recovered from the agency.
25. The agency can prove its competency by participating in various competitions arranged on their own efforts.
26. The payment would be arranged through the Director, National Museum of Natural History (NMNH), New Delhi, Ministry of Environment, Forest & Climate Change by ECS after submission of the proper pre-receipted bill in triplicate. Normally payment would be received from NMNH, New Delhi after 1 to 3 months from the date of submission of the bills. However, the RMNH, Bhopal would not be held responsible for any inadvertent delay in such payment.
27. Tenders incorporating additional conditions are liable to be rejected.

Dr. Manoj Kumar Sharma,
Scientist-B & H.O
Regional Museum of Natural History, Bhopal

REGIONAL MUSEUM OF NATURAL HISTORY, BHOPAL - 462 016

Name and Address of the agency

Phone (O)..... (R)..... Fax.....

S. No. Name of the item & Quantity	Rate	Service Charges	Remarks
Maintenance of garden area of RMNH campus, with all required T & P and other materials required for day to day use. Disposal of garden waste materials to a suitable place as and when required. With all other materials required for the garden as below mentioned approximate quantities Lawn grass: 3.4 Acre Shrubs Plant: 1604 nos. Hedges clipping 6240 Rft. Trees (Fast growing) Below 4 years: 655 nos. More than 4 years: 90 nos. Medicinal plant: 221 nos. Plotted Plants: 1600 nos. Rockeries: 293 Sq.Mtr.			

Note:

- Any over writing or cutting in the above tables will not be considered.
- The quoted rates should be inclusive of all taxes and other mandatory levies and statutory benefit such as minimum wages, ESI / PF & GST (CGST & SGST) etc.
- Tender will have to include service charges. Without service Charge, tenders will not be entertained and summarily rejected. If a firm quotes 'Nil' charges / consideration, the bid shall be treated as unresponsive and will not be considered.

Certificate: I have physically inspected the premises and understand the volume of work and agree to the terms and conditions laid down in the letter inviting quotations.

(Signature of the authorized representative of the Agency with seal)

If any additional information, please attach separately.

Agreement

This agreement is made at Bhopal on this day, the ----- between the Regional Museum of Natural History, Bhopal, hereinafter called RMNH, on the one part and M/s. ----- (hereinafter called the party) the term which includes successor legal heir on the other part.

1. The term "RMNH" wherever mentioned in Notice Inviting Tenders shall mean the Regional Museum of Natural History, Bhopal. The term "Agency" wherever mentioned in the NIT shall mean the agency selected for acceptance of award of the contract. The term contract means the formal agreement between the RMNH and the agency signed at the time of award of the work by the RMNH to the Agency.
2. Providing the materials like manure, gardening clay, good earth / equipments like lawn-mover, grass cutter, tree branch cutter, pipe for watering the plants, khurpi, phavda, trolly for loading / unloading the garden waste from one corner to garbage area etc. to be responsibility of the contractor without any extra charge / cost etc.
3. The Scientist-in-Charge & Head of Office, RMNH, Bhopal reserves all rights including the right to reject or accept any or the tenders and to modify any or all terms and conditions stipulated herein without assigning any reason thereof.
4. Regular moving of lawn shall be done and lawn should be maintained free from weeds, stones and other garden rubbish like litters.
5. Regular watering, periodically weeding and organic manuring should be done for lawns, shrubs, hedge, Medicinal garden and potted plants. Pest control without any harmful chemical is advisable.
6. On award of the contract, the successful contractor / agency / firm / party will be required to execute an agreement and to deposit an amount of 10% of the Annual amount in form of account payee DD in favour of "**Pay & Accounts Officer, Ministry of Environment, Forest & Climate Change, New Delhi**" as Performance Security. No interest will be payable on the performance security. The performance security will be refundable after the expiry of the contract period, any loss / damage sustained to the RMNH during the currency of agreement would be adjusted / recovered from the monthly bills payable or the amount of performance Security. This performance Security amount will be released by the "Pay & Accounts Officer, Ministry of Environment, Forest & Climate Change, New Delhi" after approx. three months of the expiry of the contract.
7. The RMNH shall have power to disallow any Mali if found unsuitable. The agency shall have to replace such person(s) within 24 hours.
8. The agency shall maintain an attendance register for all their staff deployed in the campus of the RMNH and such attendance register must be got checked and countersigned by person deputed by the RMNH for the purpose every day by 10.00 am positively.
9. The Agreement will be in force in from for a period of one year. On the other hand, if service is found unsatisfactory, the contract will be terminated.
10. During the maintenance contract period, if any casualty occurs to lawn or plants etc., the agency has to replace the same at its own cost. This includes purchase of new pots also. If the agency fails to do so, the recovery of the cost of plants and maintenance thereof will be made from contractor's bill.
11. The contract can be terminated by the RMNH at any time without notice in the event of gross risk damage to RMNH's property due to agency's failure or persistent failure by the agency in providing satisfactory service to the RMNH. The decision of the RMNH in this regard shall be final and binding on the agency.

12. For reasons other than mentioned in the clause above, the contract can be terminated by either party by providing clear two months' notice in writing.
13. Reallocation of potted plants display, inside and outside the museum building should be done as per directions of the Scientist-in-Charge, RMNH, Bhopal.
14. The garden should be maintained up to proper standard throughout the period and kept ready for any garden competition as and when conducted.
15. Materials like good earth and sand & all sorts of manure and pesticides, insecticides and fungicides etc., required for the healthy maintenance and disease control will be arranged by the agency for which no separate payments will be made.
16. Income Tax and Surcharge (i.e. TDS) as applicable and as amended from time to time by Govt. of India shall be deducted from the bills.
17. Agency is allowed to use the existing system of water supply for the lawn, garden maintenance and other horticultural purpose as per the availability of water from bore well.
18. In case the water supply is not available from the bore well of RMNH, Bhopal due to electrical or mechanical failure of the pumping system or otherwise, the agency will have to make its own arrangements for watering lawn, hedge, trees and potted plants without any extra charges/cost.
19. If during currency of the contract, the garden features are not maintained properly, the contract shall be terminated and cost of damaged plants shall be recovered from the agency. The decision regarding the quantum of the rate for this shall be taken by the Scientist-in-Charge & Head of Office, RMNH, Bhopal which shall be final and binding to agency. Similarly the cost involved in the replacement and repairs of the tools and equipments supplied by the employer also will be recovered from the agency.
20. The RMNH agrees to pay the party a maximum total monthly amount of Rs. ----- (----- only) per month during the period of Agreement. The RMNH, Bhopal shall not be bound to pay any amount more than this. The agency shall engage minimum (three) 03 numbers of Personnel.
21. The agency can prove its competency by participating in various competitions arranged on their own efforts.
22. All wages and allied benefits like PF, Bonus, ESI etc. are to be paid by the agency. "The agency shall remain liable to the authorities concerned for compliance of the existing rules and regulations of Govt. for this purpose and shall remain liable for any contravention thereof. The agency shall have to abide by the minimum wage as per law to the members of staff deployed by them in the campus of the employer.
23. The payment would be arranged through the Director, NMNH, Ministry of Environment, Forest & Climate Change, Govt. of India at New Delhi through ECS after submission of the proper pre- receipted bill in triplicate, along with a copy of the attendance register for the month duly certified by the authorized representative of the RMNH. In case of agency's failure for providing requisite number of persons on particular days, proportionate deduction shall be made from the bill. Normally payment would be received from NMNH, New Delhi after 1 to 3 months from the date of submission of the bills. However, the RMNH, Bhopal would not be held responsible for any inadvertent delay in such payment.
24. Tenders incorporating additional conditions are liable to be rejected.

IN WITNESS WHERE OF THE Parties to this Agreement have set their hands on thisday of.....2017.