

TENDER DOCUMENT

For

**PROVIDING
HORTICULTURE MAINTENANCE SERVICES ON
JOB CONTRACT BASIS**

At

**REGIONAL MUSEUM OF NATURAL HISTORY
BHUBANESWAR**

REGIONAL MUSEUM OF NATURAL HISTORY

(A regional centre of National Museum of Natural History, New Delhi)

Ministry of Environment & Forests, Govt. of India

PO-RRL, Acharya Vihar, Bhubaneswar-751013

Telephone: 0674-2567114, Fax: 0674-2567784

Email: rmnhbhubaneswar@gmail.com

Website: www.nmnh.nic.in

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(Closing date: 1500 hrs. of 24 / 06 / 2013)

NOTICE INVITING TENDER FOR PROVIDING HORTICULTURE MAINTENANCE SERVICES TO RMNH, BHUBANESWAR CAMPUS

1. For and on behalf of the President of India, sealed tenders are invited by the Director, National Museum of Natural History (NMNH), New Delhi from registered and reputed agencies for maintenance of garden trees, shrubs, hedges, lawn and potted plants on **Job Contract Basis** for the Regional Museum of Natural History (RMNH), Bhubaneswar, Orissa for a period of one year.
2. Tenders should be addressed to the Scientist-in-Charge, Regional Museum of Natural History, PO-RRL, Acharya Vihar, Bhubaneswar-751013, clearly super-scribing on the top of the sealed envelop **"Tender for providing horticulture services"**
3. Sealed tenders will be received upto **1500 hrs. on 24th June 2013 (Monday)** along with an Earnest Money Deposit of Rs. 10,000/- in the form of Demand Draft drawn in favour of the Scientist-in-Charge, RMNH, Bhubaneswar payable at Bhubaneswar.
4. Tenders would be opened on **24th June 2013 (Monday) at 1600 hrs.** in the museum conference room. If adequate tenders are not available, date of receipt and opening may be extended, if so felt by the Director, NMNH, New Delhi. The tender should accompany the following documents:
 - a) Profile of the company
 - b) Registration with Govt.
 - c) EPF registration details (proof to be attached)
 - d) ESI registration details (proof to be attached)
 - e) PAN ((proof to be attached)
 - f) Service tax registration number
 - g) Name of the organization / Government institutes where the manpower was supplied during last three years (proof to be attached)
 - h) Any other relevant information (proof to be attached)
5. The tender, which are not supported by any of these documents, will be summarily rejected. The tenders, which do not fulfill 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.

6. The agency should quote their consolidated charges per month in figures as well as in words in **Annexure-I** of this NIT. These charges shall be inclusive of all taxes and labour charges, ESI, EPF, bonus etc.
7. The Director, NMNH, New Delhi, 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.
8. The description of items to be covered under the maintenance contract:

a. Lawn grass	:	57000 sq.ft.
b. Shrubs plant	:	1175 nos.
c. Hedges plants	:	2365 R.ft.
d. Trees	:	265 nos.
e. Medicinal plant garden:		7100 sq.ft.
f. Potted plants	:	3000 nos.
g. Cactus & succulent	:	545 plants of 20 varieties covering 250 sq.ft.
h. Bonsai	:	100 nos.

Terms & Conditions:

9. The term "Government" wherever mentioned in this Notice Inviting Tenders shall mean the Regional Museum of Natural History, Bhubaneswar. 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 Government and the agency signed at the time of award of the work by the Government to the Agency.
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, periodical weeding and organic manuring should be done for lawns, shrubs, hedge and potted plants. Pest control without any harmful chemical is advisable.
12. The Government shall have power to disallow any Mali if found unsuitable. The agency shall have to replace such person(s) within 24 hours.
13. During the maintenance contract period, if 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 the contractor's bill.
14. Reallocation of potted plants display, inside and outside the museum building should be done as per the direction of the Scientist-in-Charge, RMNH, Bhubaneswar.
15. The garden should be maintained up to proper standard throughout the period and kept ready for any garden competition as and when conducted.

16. Materials like good earth and sand & all sorts of manure and pesticides, insecticides and fungicides etc., required for the healthy maintenance and disease control, need to be arranged by the agency for which no separate payments will be made.
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. When water supply is not available from the bore well of RMNH due to electrical or mechanical failure of the pumping system the agency has to make its own arrangements for watering lawn, hedge, trees and potted plants without any extra charges / cost.
19. The agency can prove its competency by participating in various competitions arranged on their own efforts.
20. The agency shall be required to enter into a formal agreement while contract is awarded on the stamp paper worth Rs. 100/- the cost of which will be borne by the agency. The agency shall declare in writing that none of their partners in no way related to any officer of the Regional Museum of Natural History, Bhubaneswar or the Ministry of Environment & Forests, Govt. of India.
21. A security deposit in the form of bank guarantee for not less than 1/10 of the annual tender value with the legal binding should be given.
22. In the beginning the contract would be on a trial basis for three months only and thereafter it will be renewed for a total period of one year during which the service charges quoted by the agency shall remain valid. No increase in charges during this period shall be admissible.
23. The contract can be terminated by the Government at any time without notice in the event of gross risk or gross damage to Government's property due to agency's failure or persistent failure by the agency in proving satisfactory service to the Government. The decision of the Government in this regard shall be final and binding on the agency.
24. 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.
25. 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.
26. If during the 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, RMNH, Bhubaneswar 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 Government also will be recovered from the agency.

27. 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 the 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 Government.
28. The payment would be arranged through the Director, NMNH, New Delhi and Ministry of Environment & Forests by demand draft after submission of the proper pre-receipted bill in triplicate for the month duly certified by the authorized representative of the Government. Normally payment would be received from NMNH, New Delhi after 1 – 2 months from the date of submission of the bills. However, the RMNH, Bhubaneswar need not be held responsible for any inadvertent delay in such payment.
29. Tenders incorporating additional conditions are liable to be rejected.

Scientist-C & H.O.
R.M.N.H., Bhubaneswar

Annexure-I

Quotations of rate for maintenance of horticulture in RMNH, Bhubaneswar

Name of the agency with address and telephone No.	Consolidated charges to be quoted by the agency per month (Charges should be inclusive of all taxes, ESI, EPF, Bonus and any other obligations)		Signature and name of the authorized person with office seal	Remarks
	Amount in Figures	Amount in words		

Note:

1. The agency should quote the consolidated amount per month inclusive of all charges & taxes etc.
2. Rate quotation should be given in figures as well as in words
3. No breakup details to be given
4. Over writing or correction in the rate quotation will not be accepted
5. Signature, name and office seal in the appropriate column is mandatory