

GOVERNMENT OF INDIA
National Museum of Natural History
(Ministry of Environment Forest & Climate Change)

Tansen Marg,
New Delhi:-110001

No. 19-9/2014-15/RGRMNH/SWM/

01, January 2016

To,

M/S _____

NOTICE INVITING TENDER

Sealed Tenders are invited from Reputed/Registered Agencies for providing maintenance services to horticulture & landscape of RGRMNH, Sawai Madhopur, Rajasthan. Interested Agencies may collect the tender documents.

- (a) Personally from the office of the National Museum of Natural History, Tansen Marg, New Delhi:-110001 and Rajiv Gandhi Regional Museum of Natural History, Ranathambhore Road, Ramsinghpura, Post Sherpur, Sawai Madhopur, Rajasthan during 11.00 AM to 4.00 PM on all working days.

OR

- (b) by downloading from the website of NMNH (www.nmnh.nic.in),

Last date of tender submitting & opening: 18/01//2016 up to 1:00 PM (Instruction mentioned in tender documents) and will be opened on the same date at 3:00 P.M.

(Vinod Kuma Garg)
Administrative Officer

Free of Cost

TENDER DOCUMENT

For

PROVIDING OF MAINTENANCE SERVICES FOR HORTICULTURE & LANDSCAPE

AT THE
RAJIV GANDHI REGIONAL MUSEUM OF NATURAL HISTORY
(A Regional Centre of National Museum of Natural History, New Delhi)
SAWAI MADHOPUR

NATIONAL MUSEUM OF NATURAL HISTORY
(Ministry of Environment, Forest & Climate Change, Govt. of India)
Tansen Marg, FICCI Museum Building, New Delhi -110001
Phone : (011) 23314932, Fax (011) 23319173

NATIONAL MUSEUM OF NATURAL HISTORY
(Ministry of Environment, Forest & Climate Change, Govt. of India)
Tansen Marg, FICCI Museum Building, New Delhi -110001
Phone : (011) 23314932, Fax (011) 23319173
Email: nmnh.headquarter@gmail.com
Website: www.nmnh.nic.in

**TENDER RULES FOR PROVIDING HORTICULTURE & LANDSCAPE
MAINTENANCE SERVICES**

Sealed quotations are invited by The Director, National Museum of Natural History, New Delhi from reputed and experienced agencies for maintenance of Horticulture & Landscape in the premises of Rajiv Gandhi Regional Museum of Natural History, Village-Ramsinghpura, Sawai Madhopur-322001 Sealed quotations addressed to the Director, National Museum of Natural History, Tansen Marg, New Delhi-110001, should reach this office latest by **01.00 p.m. on 18/01/2016**

2. HORTICULTURE MAINTENANCE & LANDSCAPE WORK:

- i. Contractor shall engage 02 number of experienced Gardener (Mali) for undertaking landscaping and horticulture work at RGRMNH, Sawai Madhopur premises covered under the contract and shall maintain garden, trees, outdoor and indoor plants on regular basis and shall arrange all durables, consumables and machines required for gardening/maintenance.
- ii. The maintenance shall include watering, manuring, fertilizing, plant protection, sweeping, weeding, mowing and disposal of garden refuse and cultivation etc. and minor repair works and all other landscape operations necessary for the proper growth for garden features and maintaining them in proper standard of maintenance.

2.1 The scope of work would include:

- a. Cultivation: Regular weeding, cutting edges of lawn and flower beds, ground covers, making basins of tree pits and mowing to be done periodically.
- b. Repair & Replacement: The contractor shall carry out all minor repairs to garden features damaged due to digging in the area, natural calamity or any other reason.
- c. Irrigation: Adequate watering of all garden features with hose pipe or sprinkler system in different areas should be done regularly. Contractor will make his own arrangement of water pumps/hose pipe in adequate quantities. All the lawns and fields should be irrigated properly. Contractor must ensure that unnecessary wastage of water does not occur at any time and must protect the irrigation fitting/hydrant etc. any damage to existing irrigation system due to negligence of his staff/workers will have to be made good by contractor at his cost.
- d. Fertilizer, Manure and Chemicals: Manure and fertilizers specified shall be applied by contractor as required. Manure, Fertilizer and Chemical shall be provided by contractor at his cost during the season and whenever required.

- e. Plant protection: Periodic checks to be carried out for pests and disease. In the event of infestation, prompt spraying of appropriate pesticides, insecticides and fungicides will be required for eradication of the same. Pesticides, insecticides and fungicides will be supplied by contractor.
- f. Mowing: Lawn mowing to take place as per need to give neat, clean, tidy and even looks.
- g. Pruning: Clipping and trimming of shrub plants, trees, creepers and bougainvilleas etc. at regular intervals, stacking of plants whenever and wherever required.
- h. Any areas, if added at later stage in future, would be maintained under the maintenance on the quoted rates.
- i. Contractor shall also be responsible for maintenance of indoor plants and timely replacement with ornamental plant of good quality & height.
- j. The contractor shall be responsible for arranging tools/trackless for proper development and maintenance of the garden and ensure that all garden machinery tools/ hose pipes etc. are removed from the site or kept in hidden places to avoid public view during the visiting hours.
- k. The contractor should cultivate seasonal flower plants/flower beds at the premises and should regularly colour the pots to give a good look.

3. QUALIFYING CRITERIA:

Only firms having experience of at least three years in the relevant field of maintenance of horticulture works on job/contract basis to Govt. Ministries / Departments/ Govt. Organizations/ P S Us/ Corporate Sectors etc. and having the contract of not less than Rs.25 lacs per annum.

Technical bid should contain the self attested copies of 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 **“PAO, MoEF&CC, New Delhi payable at New Delhi.**
3. Profile of the company
4. Registration with Govt.
5. EPF registration details (proof to be attached)
6. ESI registration details (proof to be attached)
7. Registration with central labour commissioner/Labour officer
8. PAN ((proof to be attached)
9. Service tax registration number
10. Banker certificate regarding credit worthiness
11. Name of the organization / Government institutes where similar service was provided by the agency during last three years (proof to be attached)
12. Proof of executing order of horticulture works during each of last three years i.e. years, 2012-13, 2013-14 and 2014-15.
13. Audited Balance Sheet for the last three financial years
14. Any other relevant information (proof to be attached)
15. Details of the firm/company in case of Partnership Firm.
16. Self attested copies of Income Tax return for last two years

Note:

- (i) The bidder should put his/her dated signature on every page of the bid document as a token of having read and understood the terms and conditions of the tender.
- (ii) All pages of the tender document including attachments/enclosures should be serially numbered. The bidder is advised to prepare an index of the documents with page number and put the index at the top for easy identification of documents.
- (iii) Interested parties may visit the site inspects lawn area and works to be carried out physically on any working day before sending their quotations.

4. TERMS AND CONDITIONS:

- i. Successful contractor will deposit performance security in the form of Security Deposit Receipt for an amount equivalent to 10% of the contract value of one year for due performance of the contract. No interest will be payable on the amount of security deposit. The security deposit will be refunded without any interest only after expiry of entire contract period on production of satisfactory certificate from the users. The performance security should remain valid for a period of sixty days beyond the date of completion all contractual obligations.
- ii. The tenderers are advised to visit the site prior to the submission of price to get familiarized with the site and ground situation of areas to be maintained under this contract.
- iii. The contract will be valid initially up to 31/03/2016 thereafter extended up to the period of one year. In case the contractor fails to comply with any of the terms and conditions of this contract or commits any breach of contract, this office may cancel the contract by giving reasonable opportunity to show cause by giving one month notice. In that case, the security deposit will be forfeited.
- iv. **The Director, National Museum of Natural History, New Delhi reserves the right to terminate the contract by giving 30 days notice and without assigning any reason thereof.**
- v. The contract can be extended with mutual consent for further period, if the services are found satisfactory.
- vi. **The rate of per person per month along with the other statutory obligations should be mentioned in figures as well as in words in the financial bid document attached as Annexure-I. Financial bids submitted in any other format will not be accepted.**
- vii. Payment of wages shall be made in presence of the authorized representative of the Scientist-C, RGRMNH, Sawai Madhopur and record of payment will be maintained by the agency.

- viii. Any damage caused to the property due to substandard material or due to negligence on the part of contractor's men and as quantified by RGRMNH will be recovered from the contractor. Decision of the Scientist-C will be final in the matter.
- ix. The contractor will be responsible for the conduct/integrity of his workers and will also be responsible for any act of commission or omission on their part. He will vouch for their character and integrity.
- x. The contractor will be liable for fulfilling requirements as prescribed under labour laws and social legislation such as EPF/ESI, workmen compensation act, shop & establishment act, minimum wage act etc. in respect of staff engaged by him for carrying on his business. The contractor will also reimburse all such contributions, expenses and all other charges/liabilities to which this office may be held liable in respect of staff employed by him by the authority/court competent for this purpose under the provision of any of the laws, social legislation in force as on date or which may be made applicable subsequently.
- xi. Electricity and water will be supplied free of cost but necessary arrangements for lead/wire, cable etc. shall be arranged by the contractor at his cost.
- xii. The contractor shall provide tools and plants to the deployed labourers for maintenance of horticulture works. Besides this lawn mower machines, water sprinklers systems and adequate quantity of rubber hose pipes shall be arranged by the contractor and no claim whatsoever shall be entertained at any stage.
- xiii. Normal tools and implements such as spades, rakes, kasia, khurpi, hedge gears, hatchets, garden saw etc. required during the day to day operation of horticulture work shall have to be arranged by the contractor himself.
- xiv. The contractor shall be required to arrange necessary entry/gate passes for equipments/manpower as per rules & regulations of RGRMNH.
- xv. The lawns, shrubs, trees, hedges shall have to be maintained in satisfactory condition by the contractor. The decision of Scientist-C RGRMNH, Sawai Madhopur regarding the quality of maintenance shall be final and binding by the contractor.
- xvi. In case any casualty of trees/plants/shrubs etc. occurs at garden that shall be made good by replacing with equal standard of plants/trees/shrubs etc. by the contractor himself and nothing extra shall be paid.
- xvii. The contractor will not appoint any sub-contractor for the work under any circumstances.
- xviii. Any dispute regarding working hours and regarding compensation to be paid to the personnel deployed will be the responsibility of the contractor and no representation will be entertained on this issue by this institute.
- xix. The decision of Scientist-C regarding the satisfactory standard of maintenance work shall be final and binding on the contractor.
- xx. If any firm quotes 'Nil' charges/consideration, the bid shall be treated as unresponsive and will not be considered.

- xxi. The payment would be arranged through the Director, NMNH, New Delhi through e-transfer. No advance payment will be made. The payment will be released on monthly basis after the work has been completed satisfactorily and deducting TDS & penalty if any. For release of payment, pre-receipted bill in triplicate may be submitted at the end of every month along with the mandate form duly signed by the banker.
- xxii. The bidders shall not be at liberty to offer his/her terms and conditions with regard to the tendered work that means the bidder cannot deviate from the terms and conditions given herein. Otherwise, the tenderers are liable to be summarily rejected.
- xxiii. The rate shall be valid for acceptance for a period of 180 days (hereinafter referred to as validity period) and shall not be withdrawn on or after the opening of bids till the expiration of the validity period or any extension mutually agreed thereof.
- xxiv. Income Tax and surcharge (i.e. TDS) as applicable as per rule shall be deducted from the bills and as amended from time to time by Govt. of India.
- xxv. If the Museum required extra gardener (Mali), the agency will liable to provide extra gardener (Mali) to the Museum on same rates, terms & condition etc.
- xxvi. The Director, NMNH, New Delhi reserves the right to reject any/all quotations or incomplete quotations without assigning any reason.

5. SUBMISSION OF QUOTATION:

The interested parties/firms/agencies meeting all above requirements are requested to send their quotations. The quotations should be submitted in sealed covers latest by **01.00 p.m. on 18/01/2015**. The technical bids and financial bids are to be submitted separately in two separate sealed envelopes and both these envelopes should be placed in a bigger sealed envelope which should be super-scribing **“Tender for Maintenance of Horticulture & Landscape work in the premises of RGRMNH, Sawai Madhopur”** addressed to the Director, National Museum of Natural History, Tansen Marg, New Delhi-110001. The bids will be opened by the committee in the presence of those bidders or their representatives, who wish to be present on the same day at **3:00 PM** in the museum. The Technical Bids will be opened first and evaluated by the committee. Financial Bids of only the technically acceptable offers will be opened for further evaluation and ranking. Request for extension of last date for submission of tenders will not be considered.

(Vinod Kumar Garg)
Administrative Officer

Agreement

This agreement is made at Sawai Madhipur (Rajasthan) on this day, the ----- between the Rajiv Gandhi Regional Museum of Natural History, Sawai Madhopur, here after called Museum, on the one part and M/s. ---- -----, (here after called the party) the term which includes successor legal heir on the other part. 1. The term "Museum" wherever mentioned in Notice Inviting Tenders shall mean the Rajiv Gandhi Regional Museum of Natural History, Sawai Madhopur. 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 Museum and the agency signed at the time of award of the work by the Museum 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 will be responsibility of the contractor without any extra charge / cost etc.
3. The Scientist-C, RGRMNH, Sawai Madhipur 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. The contract will be valid initially up to 31/03/2016 and can be extended up the period of one year. In case the contractor fails to comply with any of the terms and conditions of this contract or commits any breach of contract, this office may cancel the contract by giving reasonable opportunity to show cause by giving one month notice. In that case the security deposit will be forfeited.
7. 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 Bank Guarantee in favour of " Pay & Accounts Officer, Ministry of Environment, Forests & 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 RGRMNH during the currency of agreement would be adjusted / recovered from the amount of performance Security. This performance Security amount will be released by the National Museum of Natural History (Ministry of Environment, Forests & Climate Change), New Delhi after approx three months of the expiry of the contract.
8. The employer shall have power to disallow any Mali if found unsuitable. The agency shall have to replace such person(s) within 24 hours.
9. The contract can be extended with mutual consent for further period, if the services are found satisfactory.

10. The agency shall maintain an attendance register for all their staff deployed in the campus of the Museum and such attendance registers must be got checked and countersigned by person deputed by the Scientist-C, RGRMNH for the purpose every day within 10.00 am positively.
11. The agreement will be in force up to 31/03/2016 as trial period. After satisfactory completion of the trial period, the agreement shall be effective for duration for one year including trial period. On the other hand, if service is found unsatisfactory during the completion of trial period, the contract will be terminated.
12. 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 contractor's bill.
13. The contract can be terminated by the Museum at any time without notice in the event of gross risk damage to Museum's property due to agency's failure or persistent failure by the agency in providing satisfactory service to the Museum. The decision of the Director, NMNH/Scientist-C, RGRMNH in this regard shall be final and binding on the agency.
14. 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.
15. Reallocation of potted plants display, inside and outside the museum building should be done as per the direction of the Scientist-C, RGRMNH, Sawai Madhipur.
16. The garden should be maintained up to proper standard throughout the period and kept ready for any garden competition as and when conducted.
17. 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.
18. 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.
19. 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.
20. When water supply is not available from the bore well of RGRMNH 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.
21. Electricity and water will be supplied free of cost but necessary arrangement for lead/wire, Cable etc. shall be arranged by the contractor at his cost.

22. During the period of 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-C, RGRMNH, Sawai Madhopur 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 Museum also will be recovered from the agency.
23. Payment of wages shall be made in presence of the authorized representative of the Scientist-C, RGRMNH, Sawai Madhopur and record of payment will be maintained by the agency.
24. The Museum agrees to pay the agency a maximum total monthly amount of Rs..... (Rupees only) at the rate of Rs.....per Gardner (Mali) per month. If the minimum wages are revised by the Government of Rajasthan/Government of India the incremental wages, if applicable, will be provided. No other charges would be payable by the RGRMNH/NMNH.
25. The agency can prove its competency by participating in various competitions arranged on their own efforts.
26. All wages and allied benefits like PF, Bonus, E.S.I.C. 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 Museum.
27. No regular employees of RGRMNH, Sawai Madhopur shall be employed by the Agency either part-time or full time.
28. The payment would be arranged through the Director, NMNH, New Delhi and Ministry of Environment, Forests & Climate Change, Govt. of India at New Delhi through ECS after submission of the proper pre receipted bill in triplicate, along a copy of the attendance register for the month duly certified by the authorized representative of the Museum. 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 RGRMNH, Sawai Madhopur would not be held responsible for any inadvertent delay in such payment.
29. Tenders incorporating additional conditional are liable to be rejected. IN WITNESS WHERE OF THE Parties to this Agreement have set their hands on thisday of.....2016.

FINANCIAL BID**Quotations of rate for maintenance of Horticulture & Landscape in RGRMNH, Sawai Madhopur**

1.	2.	3.	4.	5.	6.	7.	8.
Category of Man power	Monthly Wage Per Gardener (Rs)	EPF (Statutory) (Rs.)	ESI (Statutory) (Rs.)	Total (2+3+4)	Service Charge (Rs.)	Service Tax Rs.)	Total amount per Gardener/ month (5+6+7) In figure as well as in words
Gardener (Mali)							

Rate of wages are to be quoted as on 01.10.2014 under the central Govt. minimum wage act 1948 **vide No. 1-17(3)/2014-LS-II dated 29.09.2014 notified by Govt. of India, Ministry of Labour & Employment, office of the Chief Labour Commissioner, New Delhi** Supporting documents for monthly basic wage quoted above (Column 2) (such as order from Labour Commissioner Govt. of India regarding minimum wages) may be submitted.

1. Rate quotation should be given in figures as well as in words
2. Over writing or correction in the rate quotation will not be accepted
3. Signature, name and office seal in the appropriate column is mandatory

Signature of Authorized Signatory
Name of the Agency with Seal

