



# REGIONAL MUSEUM OF NATURAL HISTORY

(A regional centre of National Museum of Natural History, New Delhi)  
Ministry of Environment, Forests & Climate Change, Govt. of India  
PO-RRL, Acharya Vihar, Bhubaneswar-751013  
Telephone: 0674-2567114, Fax: 0674-2567784  
Email: [rmnhbhubaneswar@gmail.com](mailto:rmnhbhubaneswar@gmail.com)



No. 1.1(6)/2014-15/RMNH/BBSR/

August 7, 2015

To,

M/S \_\_\_\_\_

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## **NOTICE INVITING TENDER**

Sealed Tenders are invited from Reputed/Registered Agencies for providing maintenance services to horticulture & landscape of RMNH, Bhubaneswar, Odisha. Interested Agencies may collect the tender documents.

- (a) Personally from the office of the Regional Museum of Natural History, Post:-R R L, Acharya Vihar, Bhubaneswar:-751013. between 11.00 AM to 4.00 PM on all working days w.e.f. 08.08.2015

OR

- (b) by downloading from websites of NMNH ([www.nmnh.nic.in](http://www.nmnh.nic.in)),

**Last date for submitting Tender: 31<sup>st</sup> August 2015 upto 04:00 PM (Instruction mentioned in tender documents)**

**Opening date: 1<sup>st</sup> September 2015 at 11:00 AM.**

(Dr. G. N. Indresha)  
Scientist-D

**Free of Cost**

# **TENDER DOCUMENT**

For

## **PROVIDING OF MAINTENANCE SERVICES FOR HORTICULTURE & LANDSCAPE**

AT THE  
**REGIONAL MUSEUM OF NATURAL HISTORY**  
BHUBANESWAR

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Post:-R R L, Acharya Vihar, Bhubaneswar: 751013, Odisha.

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Website: [www.nmnh.nic.in](http://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 Regional Museum of Natural History, Post-RRL, Acharya Vihar, Bhubaneswar-751013. Sealed quotations addressed to the Scientist-D, Regional Museum of Natural History, Post-RRL, Acharya Vihar, Bhubaneswar-751013 should reach this office latest by **04.00 p.m. on 31<sup>st</sup> August 2015.**

#### **2. HORTICULTURE MAINTENANCE & LANDSCAPE WORK:**

- i. Contractor shall engage experienced and adequate number of workers for undertaking landscaping and horticulture work at RMNH, Bhubaneswar 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, cultivation and cutting of edges, pruning and clipping of hedges 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 which includes replacement of indoor and potted plants time to time.

#### **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. So as hedge cutting/shaping should be on regular intervals.
- g. Pruning: Clipping and trimming of hedges & edges, 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/ PSUs/ Corporate Sectors etc. and having the contract of not less than Rs.5 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. 10,000/-** 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. 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 order of horticulture works during each of last three years i.e. years, 2012-13, 2013-14 and 2014-15.
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

**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, inspect lawn area and works to be carried out physically on any working day before sending their quotations.
- (iv) The experience certificate should be issued by officers of the level of Section Officer and above clearly mentioning the annual value of the contract and period of contract.

**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 for a 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 per square feet per month should be mentioned in figures as well as in words inclusive of all taxes and levies 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-D, RMNH, Bhubaneswar 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 RMNH will be recovered from the contractor. Decision of the Scientist-D 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 RMNH.
- xv. The lawns, shrubs, trees, hedges shall have to be maintained in satisfactory condition by the contractor. The decision of Scientist-D RMNH, Bhubaneswar 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-D regarding the satisfactory standard of maintenance work shall be final and binding on the contractor.
- xx. 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. Bank Account No. and bank details should be submitted for payment through e-transfer.

- xxi. 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.
- xxii. 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.
- xxiii. 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 **04.00 p.m. on 31<sup>st</sup> August 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 RMNH, Bhubaneswar**" addressed to the Scientist-D, Regional Museum of Natural History, Post-RRL, Acharya Vihar, Bhubaneswar-751013. The bids will be opened on **1<sup>st</sup> September 2015 at 11:00 AM** by the committee in the presence of those bidders or their representatives, who wish to be present in the conference room of 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.

(Dr.G.N.Indresha)  
Scientist-D

**FINANCIAL BID****Quotations of rate for maintenance of Horticulture & Landscape in RMNH, Bhubaneswar**

Name of the agency with address and telephone No.	Consolidated charges per square feet per month to be quoted by the agency (Charges should be inclusive of all taxes/charges 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 rate per square feet 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

**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 Authorized Signatory  
Name of the Agency with Seal & date