

Biju Patnaik University of Technology, Odisha Rourkela

No. BPUT/CS&P/28/19/4875

Dated: 04-10-19

TENDER DOCUMENT FOR MAINTENANCE OF LAWNS, GARDENS, CAMPUS OF BPUT, ROURKELA

1.0 General Information

Sealed tenders are invited from reputed & experienced Firms/Agencies/Contractors for maintenance of lawns, gardens, campus and streets of BPUT, Chhend, Rourkela on annual contract basis as per the following terms and conditions.

The total work is divided into following broad areas as given hereunder (As per the work description in **Schedule -I**):

- (a) Development and maintenance of Gardens/ Lawns in front of BPUT main Building, Vice Chancellor's Bungalow, Guest House round the year.
- (b) Bush cutting/ Grass cutting of entire campus using man & machine once in November/ December on annual basis.
- (c) Bush cutting/ Grass cutting using man & machine.
- (d) Plantation & maintenance of bottle palm trees on road side as per the **Schedule -I** within one month of award of Tender

The interested bidders may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid. This tender document consists of 13 (thirteen) numbers of pages.

2.0 Tender Schedule

Sl	Event	Date & Time
1.	Tender Issuance (website & newspaper)	05.10.2019
2.	Pre Bid Meeting Date and Time at BPUT campus	21.10.2019 at 11.30 AM
3.	Last date of Bid receipt at BPUT, Chhend, Rourkela (Speed Post only) Date & Time	04.11.2019 at 5.00 PM
4.	Technical Bid Opening Date and Time	06.11.2019 at 11.30 AM
5.	Financial Bid Opening Date and Time	08.11.2019 at 11.30 AM

3.0 SCOPE OF WORK

(a) Gardens and Lawns

- I. Development & Maintenance of existing lawns & gardens, soil filling, watering, weeding & cutting of bushes by engaging adequate number of trained personnel and machines throughout the year.
- II. General sweeping of the gardens / lawn including removal of plastic /papers/leaves etc. on daily basis throughout the year and disposing of the same properly

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- III. Plantation of seasonal flowers, ornamental plants, Cacti, Replacement of plants and grass in the lawns. This includes engagement of qualified and experienced gardeners & and procurement of fresh replacement materials at its own cost.
- IV. Regular trimming of grass in lawns using Lawn Movers, replacement/development of hedges and grass in the lawns etc. by engaging adequate number of skilled personnel & machine .
- V. Application of manure, soil, sand as required at least once in a year and application of fertilizers, fungicides and medicines from time to time as required with due precautionary measure.

(b) Green Areas of entire campus including Road

- I. Cleaning, weeding & cutting of bushes for the entire campus area. This includes engagement of adequate numbers of labours & machinery.
- II. Trimming of branches of trees, removal of plants growing on rooftop/wall of buildings i.e hostels, guesthouse, quarters, Vice Chancellor bungalow, Canteen, PG Centre, Multi Activity Centre, Administrative Building, Library building, Canteen building etc.
- III. Regular cleaning/ sweeping of all road and road side including main gate & rear gate. Cleaning of open drains of entire campus areas.
- IV. Removal of Plastic / papers / leaves etc. from all the campus streets and main roads.
- V. Continuous manual leveling and de-stoning of land on both sides of roads. Continuous rough leveling and rough de-stoning of land away from road within plantation area so that a jungle bar type of weed cutter can be used.
- VI. The cutting and weeding shall be done as per **Schedule -I**. At no point of time, the area should give an impression of being unattended.
- VII. Protection of plants against possible fire (Dead and dry leaves must be swept early and disposed).
- VIII. Removal of wastage & disposals from Residential areas.
- IX. Grass cutting on both sides of all the roads in the campus.

4.0. OPERATIVE TERMS AND CONDITIONS

- 4.1 Adequate personnel as necessary for effective execution of the job must be deployed by the firm/agency for seven days a week throughout the year. The Agency/Firm will maintain the agreed deployment of well-trained gardeners and labourers throughout the year.
- 4.2 Electric and Hand Lawn mowers are recommended for use and the Firm/ Agency/ Contractor shall supply and maintain them at his own cost and the University shall have no financial liability for the same.
- 4.3 Jungle bars and/or any other useful equipment shall be supplied by the Firm/ Agency/ Contractor at its own cost. The Firm/ Agency shall be the custodian of all such equipments/ machinery.

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- 4.4 Electricity may be supplied free of cost by the University for use of above equipment wherever possible.
- 4.5 Water required for the job will be provided by BPUT, Rourkela at designated points. The contractor shall arrange pumping, supply and distribution etc. up to and within the required work-site.
- 4.6 The Agency shall assure that in the event of shortage of personnel on duty, the routine maintenance work shall be executed effectively by engaging substitute personnel at his own cost and expenses.
- 4.7 The Agency shall ensure that all personnel are imparted proper training at regular intervals and should not have criminal background.
- 4.8 Names and other personal details of the employees engaged by the Agency under this contact has to be submitted to the Registrar for record of the University.
- 4.9 The Agency shall designate its representatives stationed at the University, who would act as a liaison officer between the agency and the University.

5.0 DEFICIENCY IN SERVICE

The University authorities shall inspect the University area from time to time to assess the performance of the Contractor. If any deficiency in service is observed, the inspecting personnel may assess the value of the deficiency and recommend appropriate financial penalty in the monthly bill. Such penalty will be twice the value of the deficiency to account for the administrative cost and hardship to the users. The penalty shall also be for poor performance by contractor's personnel and of poor supervision. In case of dispute in assessment, the decision of the Vice Chancellor, BPUT, Rourkela shall be final and binding.

6.0 STATUTORY OBLIGATION

The Firm/Agency/Contractor shall render quality services to the University as per the terms and conditions of the contract. The agency/firm shall be solely responsible for payment of wages including other benefits like E.P.F. & E.S.I etc. as per Government norms to the manpower engaged under this contract at his own cost. Upon termination of contract, no physical or moral pressure shall be made on the University on the ground of "person displaced from job". The firm shall be responsible for all the statutory provisions.

7.0 SAFETY PROVISION

The Firm/ Agency/ Contractor shall be responsible for maintaining and ensuring the safety of all activities on the site in respect of all the property & personnel employed in the work. Firm/ Agency/ Contractor shall at his own expense arrange for the safety provisions as per Government Safety Code framed from time to time and shall at his own expense provide for all facilities in connection therewith. Under no circumstances, the University will be responsible for any such occurrence or any matter arising out of it.

8.0 DAMAGES

The Firm/ Agency/ Contractor shall pay the cost of damages to the BPUT in case of failure to execute the service properly. The amount of damages shall be deducted from

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payments due to the Firm/ Agency/ Contractor.

9.0 PAYMENT

- 9.1 The entire Tender award value shall be submitted for the whole year in single package and the same shall be divided into 12 equal parts, which shall be disbursed to the contractor on monthly basis subject to satisfactory performance.
- 9.2 All payments to the Firm/ Agency/ Contractor under the contract are to be transacted through Bank only.

10.0 MODE OF SELECTION

A committee constituted by the University will examine all the proposals on the basis of

- a) Credentials of the Contractor/ Agency/ Firm and the key personnel.
 - b) Past experience in similar business and satisfactory performance report for the previously executed work elsewhere
 - c) The quality of service
 - d) Methodology to be adopted for maintenance works.
- 10.1 The entire work as per Schedule –I for the entire year of 360 days shall be considered as single package and the Bidders shall submit their Financial Bid in a single package in Financial bid.
- 10.2 The contractors will be short-listed on the basis of sound knowledge and proven experience in the field related to maintenance of lawns and gardens. It is the responsibility of the bidder to convince the University committee that the University plants (which are live objects) are safe in their hands and will be properly looked after.
- 10.3 The technical bid shall have 100 marks. The bidders securing 50% of the total marks assigned to technical bid shall be declared qualified in the technical evaluation. Marks assigned to bidders by the appropriate committee and approved by authority of the University shall not be questioned by any bidder.
- 10.4 The bidders who qualify in the technical evaluation stage shall only be called for opening of financial bids. The University committee shall open the financial bid on the approved date & time or else intimate the bidders, the time/ venue for the financial bid opening in written communication/over telephone/e-mail communication.
- 10.5 The Financial Bids of all qualified Bidders which is a single package for all the works of **Schedule-I** for entire 360 days shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.
- 10.6 Photocopy of all relevant documents as mentioned has to be submitted along with the proposal, failing which the same is liable to be rejected.
- ## 11.0 COMMERCIAL TERMS AND CONDITIONS
- 11.1 The successful bidder/firms shall deposit the Security money in the form of crossed Bank Draft of an amount equal to 1/12th of contract value from a nationalized bank in favor of Biju Patnaik University of Technology payable at Rourkela. The security deposit without any interest shall be released within one month after realization of the University

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dues, if there would be any on termination of the contract. If the firm fails to operate as per agreed terms and conditions of the contract the security deposit shall be forfeited.

- 11.2 If the Firm/Agency/Contractors fail to initiate the job within specified time given by the University, the EMD shall be forfeited and the next eligible Firm/Agency shall be offered the job.
- 11.3 The agency shall submit a monthly claim which is 1/12th of the annual contract value as per the contract to the University through the designated officer of the University, who shall endorse a certificate on the bill for the services rendered by it during that month. The payment of the certified monthly bill shall normally be made within fifteen working days from the date of receipt of the bill.

12.0 CONTRACT VALIDITY

- 12.1 The contract shall be for a initial period of one year from the date of award of contract subject to continuous satisfactory performance. The contract can be extended to two more years after annual assessment of the performance every year by the University.
- 12.2 The contract can be terminated under any one of the following circumstances.
- (a) By giving one month's notice by the University, anytime without assigning a reason, if in the opinion of the authorities such termination is in the interest of the University. This termination will not be challenged by the Firm/ Agency/ Contractor.
 - (b) The Firm/ Agency/ Contractor not performing its duties properly as per the agreed terms and conditions of the contract. The University shall decide whether the performance of the contractor meets specification or is deficient and to what degree. In such a case the notice period shall be one week without any compensation.
 - (c) For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Agency to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week without any compensation.
 - (d) The Firm/ Agency/ Contractor being declared as insolvent by the court of law. The notice period shall be one week without any compensation.
 - (e) For indulging in any grossly unsafe practice, stealing or willfully damaging University property or engaging in any illegal activity, the contract may be terminated on immediate notice. Decision of the Vice Chancellor BPUT, Rourkela in this matter shall be final and binding.

13.0 OTHER TERMS & CONDITIONS

- 13.1 The Firm/Agency must have valid E.P.F, ESIC registration No., PAN, GST No. and a valid Labour license under contract Labour Act, 1970.
- 13.2 The Firm/Agency shall abide by all statutory and regulatory Acts of both State and Central Government.

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- 13.3 The Firm/Agency shall comply the regulatory clauses of labour Act and shall not engage any minor under this contract.
- 13.4 The University shall in no way be liable for any such incident. The University shall have no responsibility towards payment of wages, social security, medical care, safety or any benefit to the personnel engaged by the Agency/ Firm. Any unpleasant incident occurring during the contract period is the sole responsibility of the Firm and the University shall in no way be liable for any such incident. All safety measures must be taken care, in order to avoid any accident, fire and other safety hazards by the Firm.
- 13.5 If there is any damage to the University property or any other financial burden on the University because of willful or negligent action by the Firm/ Agency or its personnel, the University shall be entitled to recover the same by means of compensation from the Firm/ Agency.
- 13.6 The Registrar of the University is the authorized officer, who will represent the University in all dealings with the Firm/ Agency.
- 13.7 The manpower engaged by the Agency shall draw their remuneration from their Agency and will not claim any employment benefit from the University at any point of time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the University in the matter.
- 13.8 The initial cost of the contract price shall remain valid for one year. Any mid-year increase in expenditure because of enhancement of minimum wage by the State Government, cost of goods and services in the market or tax rates (except service tax) will be absorbed by the contractor without affecting the service provided and without any claim on the University (BPUT).
- 13.9 Smoking, tobacco chewing & spitting, alcohol, drugs etc. are strictly prohibited inside the campus area. Any personnel found with this act or with improper/indecent behavior shall be removed by the Firm and the University shall not be responsible for any situation arising out of that.
- 13.10 During an assignment, if substitution is necessary due to ill health of a staff member of the Firm proves to be unsuitable, or the member is no longer working with the firm, the firm shall immediately engage other staff of at least with the same level of qualifications with the consent from the competent authority of the University without affecting the work schedule.
- 13.11 During the notice period for termination of contract in any of the situations contemplated above, the contractor shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the Contractor to remove all the persons and / or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to BPUT, Rourkela or the Government of Odisha.
- 14.0 JURISDICTION AND RIGHT TO AMEND RULES:**
- 14.1 The University reserves the right to amend rules whenever and wherever considered necessary and appropriate. The same shall be intimated to the contractor in due course.
- 14.2 The rules frame by the university shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Vice Chancellor, BPUT, Rourkela is

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the sole arbitrator to decide the same and his decision is final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the High Court of Orissa only.

15.0 GENERAL INFORMATION TO BIDDERS:

- 15.1 This Invitation for Bids is open to the agencies having adequate experience in garden maintenance works for a period of minimum two years of a significant value, executed with Central / State Govt. Departments / Autonomous Bodies /Institutes of Repute.
- 15.2 The Bidder is required to examine all instructions, forms, terms & conditions, and specifications in the bidding document. Failure to furnish information required according to the bidding document or submission of a bid not in accordance to the bidding document in every respect will result in rejection of the bid.
- 15.3 Interested bidders can visit the site in the University campus on any working day. In case of any further clarification, the bidders may contact Director In-charge (EDMU) & Registrar of BPUT, Rourkela.
- 15.4 The bids must be submitted in three separate sealed envelopes as listed below all kept in one sealed big envelope. The Bids within due date shall be received at BPUT, Chhend, Rourkela by Speed Post only. No other mode of receipt shall be entertained.
- a) Technical Bid
b) Financial Bid
c) EMD
- 15.5 The Technical bid and Financial bid must be submitted with seal & signature of the bidder. The financial bid shall be opened only for those bidders, who qualify the technical bid.
- 15.6 The Tender Paper Cost of Rs. 500/- (Rupees Five hundred) to be submitted in the shape of demand draft in favor of "Biju Patnaik University of Technology", payable at any nationalized bank at Rourkela.
- 15.7 EMD of Rs.20,000/- (Rupees Twenty thousand only) in the shape of crossed demand draft in favor of " Biju Patnaik University of Technology", payable at SBI, Udit Nagar, Rourkela must be deposited along with the bid document separately in a sealed envelope. The EMD draft will be refunded to unsuccessful bidders within a month of finalization of tender.
- 15.8 The bidders are required to apply in a sealed envelope, addressed to the Registrar BPUT, Rourkela super scribing "TENDER FOR MAINTENANCE OF LAWNS, GARDENS, CAMPUS OF BPUT, ROURKELA.
- 15.9 All relevant information and documents must be furnished along with the proposals in the prescribed format.

REGISTRAR

Date :

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Schedule- I

Items

Item: A. Bush /Grass cutting in November and December using man & machine for the entire campus

Item: B. Bush/Grass cutting throughout the year using machine

Sl. No.	Items	Frequency of cutting	Area (Square feet)
1	Bush cutting using machine 3.0 ft each side of Road (main road and internal roads)	Once in every 15 days	89318.93
2	10 feet surrounding the staff quarter Building	Once in every 7 days	3683.52
3	20 feet surrounding the Multi Activity Centre	Once in every 15 days	34432.03
4	Biju Patnaik Yoga & Fitness Park area	Once in every 15 days	221392.11
5.	20 feet surrounding the Library Building	Once in every 15 days	14274.45
6.	20 feet surrounding the Canteen	Once in every 15 days	7647.33
7.	20 feet surrounding the CAPGS	Once in every 15 days	16010.03
8.	Guest House Campus	Once in every 7 days	53,090
9.	VC Residence Office campus	Once in every 7 days	37,184
10	Student Hostel Complex	Once in every 7 days	1000

Item: C. Lawn development, with permanent plants and seasonal flowers, with watering, fertilizer, pesticides, termite treatments, manuring etc. throughout the year at following places

Sl. No.	Items	Approximate Area (Square meter)	Area (Square feet)
1.	Front Left Lawn of Administrative Building	1250	13454.89
2.	Front Right Lawn of Administrative Building	1250	13454.89
3.	Guest House campus	972.23	10465
4.	VC Residence Office campus	446.96	4811

Out of the total area of each of the Lawns, the following subdivisions are made:

- i. Carpet Grass = 40% of the total area
- ii. Permanent ornamental plants = 20% of the total area
- iii. Seasonal flowers = 10% of the total area
- iv. Rose flower plants (multicolour) = 30% of the total area

Item: D. Watering and termite treatment of the Biju Patnaik Yoga & Fitness Park (two times every year)

Item: E. Planation of 800 numbers of healthy Bottle palm trees of 10 feet height (out of which 700 numbers are having tree guards) and each of which should be planted 3 ft inside the soil with manure, pesticides, fertilizers etc. as per requirements at different places in BPUT campus (including Watering, maintenance, providing protection to plants throughout the year).

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FORM NO. T-1 (Technical Bid)

(To be furnished in letter head of the firm)

TENDER FOR MAINTENANCE OF LAWNS, GARDENS, CAMPUS OF BPUT, ROURKELA

1.	Name of the Contractor/ Firm/Agency	:	
2.	Name of the Proprietor /Partner(s)	:	
3.	Full Postal Address	:	
4.	Other Business of the Firm (if any)	:	
5.	Office/Residence Phone No./ Mobile No	:	
6.	Office Fax No. If any	:	
7.	Name(s) of the Proprietor/Partners	:	
8.	GST Registration No.	:	
9.	PAN No.	:	
10.	E.P.F & ESI Registration No.	:	
11.	Labour License No.	:	
12.	Volume of Business in the Financial year 2016-17, 2017-18 & 2018-19 (use separate sheet)	:	
13.	Past experience in similar business (use separate sheet)	:	
14.	Tender Paper Cost Particular	:	
15.	EMD Particular	:	
16.	Number and qualification of personnel the firm proposes to be used (use separate sheet)	:	
17.	Machinery and methods used in executing the job (use separate sheet)	:	

N.B: The self attested copies of documents to be enclosed by the Bidder

Date :
Place

**Signature of the Proprietor/ Partner
(seal)**

Date :

**Authorised Signature of Bidder
(With Seal)**

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FORM NO. T-2 (Technical Bid)

(To be furnished in letter head of the firm)

FINANCIAL CAPACITY OF BIDDER

Sl. No	Period (Last 3 FYs)	Annual Financial Turnover from the similar service in INR	Annual Average Turnover from the similar service in INR
1	2016-17		
2	2017-18		
3	2018-19		

Signature of the Proprietor/ Partner
(seal)

Date :

Authorised Signature of Bidder
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FORM NO. T-3 (Technical Bid)

(To be furnished in letter head of the firm)

PAST EXPERIENCE OF THE BIDDER

Name of Bidder

Details of the similar assignments undertaken / completed during the five years:

Sl	Name of the project	Name of Client with address and contact numbers	Date of Award of Contract	Date of completion of assignment (for both completed and ongoing projects)	Period of Service	Contract Value (in INR)	Description of work/job

N.B. : Copies of the Work Orders / Completion Certificates from the respective authorities needs to be furnished by the Bidder along with the technical proposal as proof of evidence.

Signature of the Proprietor/ Partner
(seal)

Date :

Authorised Signature of Bidder
(With Seal)

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FORM NO. T-4 (Technical Bid)

MACHINERY AND METHODS TO BE USED IN EXECUTING THE JOB

Sl	Name of the work	Type of Machine	Method

Signature of the Proprietor/ Partner
(seal)

Date :

Authorised Signature of Bidder
(With Seal)



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FORM NO. F-1 (Financial Bid)

(To be furnished in letter head of the firm)

TENDER FOR MAINTENANCE OF LAWNS, GARDENS, CAMPUS OF BPUT, ROURKELA

FINANCIAL BID

1. Name of the firm with address:
2. Price quoted as in Rupees as whole for all works as a single package for the BPUT as per the **Schedule- I** vide tender call no. BPUT/CS&P/28/19/4875:Rs.....
(Rupees) only.

Note:

1. The amount quoted is for the entire year i.e 360 days from the date of award of contract. .
2. The quoted price in the price schedule shall be inclusive of all taxes/ duties, cess, or any other applicable taxes/levies as may be levied by the Govt. from time to time.
3. The University shall have the liberty to drop any of the work components mentioned above and the selection shall be done accordingly. The qualifying firm must agree to the decision of the University, failing which the EMD shall be forfeited.

Place

Date

Signature of the Bidder with seal

Date :

Authorised Signature of Bidder
(With Seal)

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