

Biju Patnaik University of Technology, Odisha, Rourkela

TENDER CALL NOTICE

Dated : 13.10.2020

Sealed tenders (two bid system) are invited from agencies/ parties on a single package for following activities of the University.

1	Tender Document for Maintenance of Lawn and Garden of BPUT, Rourkela	Tender No. BPUT/CS&P/50/20/3936, dated 13.10.2020
2.	Tender Document for Bush Cutting/ Grass Cutting in the Campus and Street of BPUT, Rourkela	Tender No. BPUT/CS&P/51/20/3937, dated 13.10.2020

Interested agencies may quote their rates in the prescribed format. For details, please visit www.bput.ac.in. The last date and time of receiving sealed tender by Speed post addressing to the Registrar, BPUT, Chhend, Rourkela is 12.11.2020 **up to 5.00 pm**. The tender received beyond the due date and time shall be rejected summarily.


13.10.2020
REGISTRAR





Biju Patnaik University of Technology, Odisha Rourkela

No. BPUT/CS&P/50/20/3936

Dated: 13.10.2020

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

1.0 General Information

Sealed Tenders are invited from reputed & experienced Firms/Agencies/Contractors for maintenance of lawns and gardens 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:

Maintenance of Lawn and Garden of BPUT, Rourkela as per Schedule-A (Annexed)

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.

2.0 Tender Schedule

Sl	Event	Date & Time
1	Pre-Bid Meeting Date and Time at BPUT Campus	16.10.2020 at 10.30 AM
2	Last date of Bid receipt at BPUT, Chhend, Rourkela (Speed Post only)	12.11.2020 at 5.00 PM
3	Technical Bid Opening	13.11.2020 at 04.30 AM
4	Financial Bid Opening	16.11.2020 at 11.30 AM

3.0 SCOPE OF WORK

Development and Maintenance of Gardens and Lawns at BPUT Campus, Chhend, Rourkela.

- I. Development & Maintenance of lawns & gardens, soil filling, watering, weeding & cutting of bushes by engaging adequate number of trained personnel and machines on daily basis throughout the year.
- II. General sweeping of the gardens / lawns including removal of plastics/papers/leaves etc. on daily basis throughout the year and disposing of the same properly.
- III. Plantation of permanent plants, seasonal flowers, ornamental plants, Cacti, Replacement of plants and carpet grass in the lawns. This includes engagement of qualified and experienced gardeners and procurement of fresh/replacement plants at its own cost.
- IV. Regular trimming of grass in lawns using Lawn Movers, replacement/development of plants and grass in the lawns etc. by engaging adequate number of skilled personnel.

Date :

Authorised Signature of Bidder with Seal

- V. Maintaining and watering all the Bottle Palm trees planted at the different locations in the University 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 Electricity may be supplied free of cost by the University for use of above equipment wherever possible. Typical distance of cord for lawn mowers shall be up to 150m.
- 4.4 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.
- 4.5 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.
- 4.6 The Agency shall ensure that all personnel are imparted proper training at regular intervals and should not have criminal background.
- 4.7 The Agency shall designate one person, who would act as a liaison officer between the agency and the University and shall report to the OIC, Horticulture of BPUT on day to day basis to represent the progress of the work executed.

5.0 DEFICIENCY IN SERVICE

The University authorities / its designated committee / officials 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 for deduction from the monthly bill. 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.

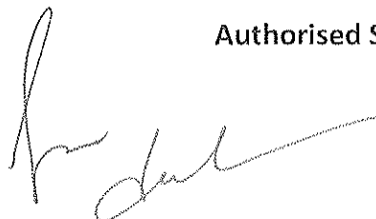
6.0 STATUTORY OBLIGATION

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 entirely responsible for all the statutory provisions and in no circumstances the BPUT shall be responsible on this account.

Date :

Authorised Signature of Bidder with Seal

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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. The Firm/ Agency/ Contractor shall at his own expense arrange for the safety provisions as per 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 determined by the BPUT and shall be deducted from payments due to the Firm/ Agency/ Contractor.

9.0 PAYMENT

The Firm/ Agency/ Contractor shall submit monthly bill with detailed statement of expenses including copy of the E.P.F./E.S.I. deduction of previous month along with the monthly bill before the release of monthly dues. The monthly bill must include all taxes. The University appointed committee shall review the actual work done in that month after which the payment shall be made on the basis of the recommendation of the committee.

10.0 MODE OF SELECTION

The University shall follow a two bid system: Sealed Technical Bid and Sealed Financial Bid.

10.1 Technical Bid:

The Bid shall be submitted in sealed cover by the Bidder.

A committee constituted by the University will examine all the proposals on the basis of the following valid documents and certification

- 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 in the Government owned Organization/ Autonomous organization (with minimum average annual Turn Over of Rs. 40 Lakhs in last three years).
- c) The quality of service
- d) Methodology to be adopted for maintenance works
- e) GST No
- f) IT Returns (Last three years)
- g) Labour License
- h) Manpower and Machines available with the Agency
- i) EMD of Rs. 40,000/- in shape of Bank Draft.

10.2 Financial Bid:

The Bid shall be submitted in sealed cover. The Financial Bid must be mentioning the monthly rate which must include all taxes and liabilities. The Bidders who qualify in the evaluation of the Technical Bid shall only be called for opening of Financial Bids. The University Committee shall open the Financial Bid on the approved date and time or else

Date :

Authorised Signature of Bidder with Seal

intimate the Bidders, the time / venue for the Financial Bid opening in written communication/over telephone / email communication.

- 10.3 The Financial Bids of all qualified bidders 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.
- 10.4 Photocopy of all relevant documents as mentioned self signed by the Bidder at each page has to be submitted along with the Bids/ Proposal, failing which the same is liable to be rejected.

11.0 COMMERCIAL TERMS AND CONDITIONS

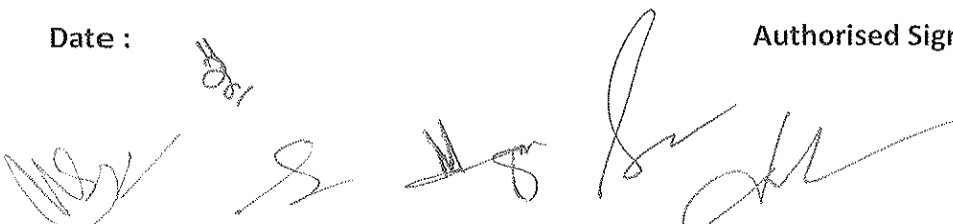
- 11.1 The successful bidder/firms shall deposit the Security deposit in the form of Bank Draft of an amount equal to one month's contract value from a nationalized bank in favor of Biju Patnaik University of Technology payable at Rourkela. The security deposit without any interest shall be released after realization of the University 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 fifteen(15) days after the work order is given by the University, the EMD shall be forfeited and the next eligible Firm/Agency shall be offered the job or as to be decided by the University.
- 11.3 The agency shall submit a monthly claim (the mutually agreed rate as per the contract) to the University through the OIC, Horticulture of the University, who shall endorse a certificate on the bill for the services rendered by it during that month as per the recommendation of the designated committee.

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 one more year after the 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 shall 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.

Date :

Authorised Signature of Bidder with Seal

The bottom of the page contains several handwritten signatures in black ink. To the left of the signatures, the word 'Date:' is printed. To the right, the text 'Authorised Signature of Bidder with Seal' is printed. The signatures are written over the printed text and extend across the width of the page.

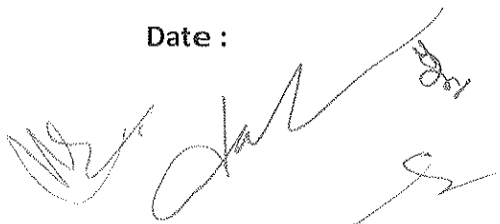
- (d) The Firm/ Agency/ Contractor being declared as insolvent by the court of law. The notice period shall be one week without any compensation.
- (e) For indulging in any grossly unsafe practice, stealing or willfully damaging University property or engaging in any illegal activity, the contract may be terminated on immediate notice. The 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.
- 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 occurrence of the accidents in the site. The University shall have no responsibility and liability 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 ensured, 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 shall be the authorized officer, who will represent the University in all dealings with the Firm/ Agency.
- 13.7 The staff 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 entirely responsible for the statutory obligations of such personnel and shall indemnify the University in the matter.
- 13.8 The initial cost of the monthly 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 the contract value.
- 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.

Date :

Authorised Signature of Bidder with Seal



- 13.10 During an assignment, if substitution is necessary due to ill health of an employee 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 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 equipments 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.

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 University rules 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 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 Hon'ble High Court of Odisha 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 expected 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 our campus on any working day. In case of any further clarification, the Bidders may contact OIC, Horticulture; Director In-charge (EDMU) & Registrar of BPUT, Rourkela.
- 15.4 The Bids must be signed on each page by the Bidder and then be submitted in three separate sealed envelopes as listed below all kept in one sealed big envelope. The Bids 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.

Date :

Authorised Signature of Bidder with Seal

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- 15.6 The Bid Processing Fee of Rs. 500/- (Rupees Five hundred) only to be submitted in the shape of Demand Draft in favor of "Biju Patnaik University of Technology", payable at any nationalized bank at Rourkela which is non-refundable.
- 15.7 EMD of Rs.40,000/- (Rupees Forty thousand only) in shape of Account Payee 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 OF BPUT CAMPUS, ROURKELA".
- 15.9 All relevant information and documents must be furnished along with the proposals in the prescribed format.

Date :

Authorised Signature of Bidder with Seal

16.0 Schedule- A (Works to be done)

Items

Item: A. Lawn development and maintenance, with permanent plants and seasonal flowers, with twice a day watering, fertilizer, pesticides, termite treatments, manuring, weeding out, etc. throughout the year at following places.

Sl. No.	Items
1.	Front Left Lawn of Administrative Building (3 ft x 10 ft at 6 patches) of Seasonal Flower
2.	Front Right Lawn of Administrative Building (3 ft x 10 ft at 6 patches) of Seasonal Flower
3.	Guest House Campus
4.	Campus of the Residential Office of the Vice Chancellor
5.	Back side of Administrative Building
6.	Inside Administrative Building
7.	Inside CAPGS Building
8.	Inside the perimeter of 3 ft x 10 ft area (each in 08 patches at the North and South side and in 05 patches at the East and West side) of the Biju Patnaik Yoga & Fitness Park

Out of the total area of each of the Lawns, the following sub-divisions are made:

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

Item: B Watering and termite treatment of the Biju Patnaik Yoga & Fitness Park (two times every day) throughout the year on daily basis.

Item: C. Watering twice daily and maintaining the Bottle Palm Trees in the BPUT Campus at various locations.

Date :



Authorised Signature of Bidder with Seal





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. and Date of Validity.	:	No. Date upto which valid :
12.	Information on the Volume of Business in the Financial year 2016-17, 2017-18 & 2018-19 (use separate sheet). IT Return & Average Annual Turn Over (Form T-2)	:	
13.	Past experience in similar business (use separate sheet) (Form T-3)	:	
14.	Bid Processing Fee Particular	:	
15.	EMD Particulars	:	Amount : Rs. 40,000/- No. & Date : Name of the Bank :
16.	Number and qualification of personnel the firm proposes to be used (use separate sheet) (Form T-4)	:	
17.	Machinery and methods used in executing the job (use separate sheet) (Form-T-4)	:	

N.B: The self attested copies of all documents to be enclosed by the Bidder with Form T-1.

Date :

Place :

Signature of the Proprietor/ Partner
(seal)

Date :

Authorised Signature of Bidder with Seal

FORM NO. T-2 (Technical Bid)

(To be furnished in letter head of the firm)

FINANCIAL CAPACITY OF BIDDER

(To be submitted with valid documents)

A. Minimum Required Average Annual Turn Over in last three Financial Years of Rs. 40 Lakhs.

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		

B. Income Tax Return Documents to be submitted.

Sl. No	Financial Years (Last 3 FYs)	Income Tax Date	Income Tax Paid
1	2016-17		
2	2017-18		
3	2018-19		

Signature of the Proprietor/ Partner
(seal)

Date :

Authorised Signature of Bidder with Seal

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 three years:

Financial Years	Name of the Project & Description of works.	Name of Client with address and contact numbers	Name of the Work Order No. & Date of Award of Contract (copies to be enclosed)	Date of Completion of Assignment (for both completed and ongoing Projects)	Period of Service	Contract Value (in INR)	No. of Men engaged on daily basis	
							Qty of Manpower	Labour & Others
2016-17								
2017-18								
2018-19								

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 :

Authorized Signature of Bidder with Seal

FORM NO. T-4 (Technical Bid)

MAN, MACHINERY AND METHODS PROPOSED TO BE USED IN EXECUTING
THE JOB OF BPUT

Sl	Name of the works (as per Schedule-A)	No. of Manpower to be engaged on daily basis (on average)		Type of Machine		Methods
		Qualified Man Power	Labourers	Type	Nos.	
1	Front Left Lawn of Administrative Building (3 ft x 10 ft at 6 patches) of Seasonal Flower					
2	Front Right Lawn of Administrative Building (3 ft x 10 ft at 6 patches) of Seasonal Flower					
3	Guest House Campus					
4	Campus of the Residential Office of the Vice Chancellor					
5	Back side of Administrative Building					
6	Inside Administrative Building					
7	Inside CAPGS Building					
8	Inside the perimeter of 3 ft x 10 ft area (each in 08 patches at the North and South side and in 05 patches at the East and West side) of the Biju Patnaik Yoga & Fitness Park					

Signature of the Proprietor/ Partner
(Seal)

Date :

Authorised Signature of Bidder with Seal

FORM NO. F-1 (Financial Bid)

(To be furnished in letter head of the firm)

TENDER FOR MAINTENANCE OF LAWNS & GARDENS OF BPUT, ROURKELA

FINANCIAL BID

1. Name of the Firm with Full Address:
2. * Price quoted as in Rupees as whole for all works as a single package on monthly basis for the BPUT as per the **Schedule- A** vide Tender Call Notice No. **BPUT/ CS&P/ 50/ 20/3936, Dated 13.10.2020** is Rs. _____ (in Figures) (Rupees _____) only (in Words).

* Note:

1. The amount quoted is for the 30 days (monthly basis) from the date of award of contract for the contract period.
2. The quoted price in the above price schedule includes all taxes/duties, cess, or any other applicable taxes/levies as may be levied by the Govt. from time to time and no additional amount shall be claimed by the Bidder.
3. The qualifying and selected 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