



Ref. No.: F/Gardening/20-21/6

Date: 10.8.2020

Maintenance contract of Gardening (Total approx. area- 90750 sq.ft) of B.U., initially for a period of one year.

Proposals are invited for 'Gardening at different Premises of Burdwan University' from firm/horticulture society/agencies/cooperatives/corporation/Company for providing of Gardening Services purely on contractual basis at different campuses of Burdwan University(B.U.) for a period of one year extendable by two more years subject to satisfactory performance of the service provider under the following terms and conditions.

1. General Instructions:

Intending bidder may download the tender documents from the website www.buruniv.ac.in directly. Last date of submission of bids 20.08.2020 at 11 hrs.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly signed by the firm/horticulture society/agencies/cooperatives/corporation/Company personnel who is in the pay roll of the agencies/cooperatives/corporation in the University Tender box at Finance Department. All papers must be submitted in English language.

3. Time Schedules for the tender:

The Time Schedule for obtaining the Bid Documents, Pre Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 10 given below.

4. Eligibility for Quoting:

agencies/cooperatives/corporation who are authorized competent agencies/cooperatives/corporation as per requirement & have requisite Annual Average Turnover, as per clause no. 5, are only eligible for quoting. Agencies/cooperatives/corporation not having the capability to supply as per requirement need not apply. Failure of submission of declaration of full supply will lead to cancellation of tender. Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

5. Annual Turnover Requirements:

Vendors having average annual Turn Over of at least **Rs 5 lakh** in India or equivalent foreign currency in the respective foreign country for the year 2016-17, 2017-18 & 2017-18 and being profit making entity are eligible to participate in the Tender.

6. Submission of Tenders

6.1 General process of submission

Tenders are to be submitted in the designated tender box

7. The tenderers are required to submit hard copies of File.

8. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

8.1 Bid Information:

a) Partial Quotation within the same item will not be accepted and tender will be liable for cancellation.

b) All duties, taxes and other levies payable by the agencies/cooperatives/corporation under the contract shall be included in the total price but should be indicated separately in the price bid.



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c)The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

d)Bidder must follow the instruction for filling up BOQ as per Clause .

8.2Evaluation of Quotation: The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

8.3Award of Contract: The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

8.4The contract will be maximum for 3 years. However, job-order will be issued on yearly basis after the performance of the vendor being evaluated.

9.1 The bidder should have registered establishment set up in Bardhaman or its adjacent locality.

9.2The quoted rate should consider minimum wages and other allowances as applicable in the State of West Bengal for Gardening personnel, employers' contribution to E.P.F. and E.S.I., uniform charges, carrying of gun or any other service charges.

9.3Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of six months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

9.4Place of work: Burdwan University (Rajbati & Golapbag), Rabindra Udyan,Najrul Udyan,VC bungalow Garden,Jibanananda Manch Garden,In front Central Library,In front of Physics Building,In front of Humanities Building, Besides Auditorium

Garden Name	Area (Sq. ft)
Rabindra Udyan	9000
Najrul Udyan	8500
VC bungalow Garden/ Pro-VC garden	16000
Jibanananda Manch Garden	10000
In front Central Library	7250
In front of Physics / Mathematics Building	3000
In front of Humanities Building	23000
Auditorium	6000
CRSMF	8000

***Pro-V.C. Garden to be newly developed**

9.5 Payment Schedule : Payment be made within 7 days from end of each month.

10. Dates & Information:

10.1.Bid Submission Start Date 10.08.2020.

10.2.Bid Submission Closing Date 20.08.2020 at 11 hrs



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11. A pre-bid meeting shall be held in the office of the Development Officer of B.U., Bardhaman on the date mentioned in Section II, to clarify any query of bidders regarding terms and conditions and scope of work. The Time, date and venue is mentioned in Section - I above.

12. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

13. The Tender Selection Committee reserves to right to cancel the tender due to unavoidable Circumstances and no claim in this respect will be entertained.

14.1 The agencies/cooperatives/corporation shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by Government. Enhanced minimum labour wages will be paid to the agencies/cooperatives/corporation as and when Government (Office of the Labour Enforcement Officer) issues notification in this regard.

14.2 Income tax, etc. will be deducted from the bill of the executing agencies/cooperatives/corporation / agencies/cooperatives/corporation as per existing rules. All consumables, gardening tools and tackles required for the above work should be provided by the agencies/cooperatives/corporation / agencies/cooperatives/corporation at no extra cost to the Institute. Payment will be arranged only monthly basis with all supporting document and proof of all statutory compliances after satisfactory completion of work / certification. The agencies/cooperatives/corporation will be solely responsible for any mishap due to lapse in safety measures. in case of a death or mishap occurred during discharging the duty, the compensation liability will solely rest with the Agencies/cooperatives/corporation . The agencies/cooperatives/corporation must abide by all the prevalent labour rule and minimum wages rule of the Government. The agencies/cooperatives/corporation shall visit the work areas indicated in the tender documents. He shall have to report to see the officer dealing with the services under the contract awarded to him, for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any observed in their working. Non-performers would be removed and replaced by competent workers within two working days by the agencies/cooperatives/corporation . The duty of the personnel of the agencies/cooperatives/corporation for this contract purpose will be as per the Duty Roster prepared in consultation with designated officer of B.U. They may also be called on Weekly Off Days and as and when required. They may also be asked to remain in the work area beyond normal working hours also on occasional demands.

14.3 The personnel deployed shall be healthy, active and preferably not more than 60 years of age. Nobody shall have any communicable diseases.

14.4 It is to be noted that neither you nor your deployed employees shall have any claim on employment with this Institute at any point of time and this arrangement is purely between your company and the Institute for specific services for the specific period.

15. It shall be responsibility of the agencies/cooperatives/corporation to issue the employment card/photo/identity card to the workers and maintain the muster roll, the wage register and other registers as provided in the Contract Labour(Regulation & Abolition) Act. Agencies/cooperatives/corporation has to ensure that all its employees deployed in University invariably wear ID card during office hours.

16. The agencies/cooperatives/corporation shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling, satta or any immoral act.

17. If as a result of post payment audit any overpayment is detected in respect of any work done by the agencies/cooperatives/corporation or alleged to have done by the agencies/cooperatives/corporation under the tender, it shall be recovered by B.U. from the agencies/cooperatives/corporation .

18. Scope of work

Scope of Work The purpose of Gardening work is that the whole University /Guest House/Hostel premise must look Clean, Hygienic, rich with lush green lawns, gardens and beautiful flowers so as to provide an excellent ambience of work-environment and at the same time makes the University /Guest House/Hostel premises environmental friendly and to make a good impression on the visitors and public who visit here for various purposes.



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1. The maintenance of lawn includes, weeding, trimming and pruning of grass by mowing with grass cutting
2. machines, top dressing, using of manure, fertilizers, spraying of insecticides, pesticides, fungicides, weedicides, sweeping and watering etc and patch work by planting the do b grass where dead.
2. The maintenance of trees, flowering plants, shrubs and creepers by their manuring, watering hoeing, pruning and trimming, replacement of old dead one by one and to ensure enough supply of water. The creepers across wall are to be provided support by rope and other trees and shrubs by bamboo sticks as required.
3. The maintenance of hedges includes their watering, hoeing of channels, pruning and trimming and replacing old and dead plants by planting the new saplings/cutting dead/up-rooted plants etc. Broken pots should be replaced with the new ones by the Agencies/cooperatives/corporation
4. Keeping the lawn area, garden and the surroundings in a clean and neat condition
5. Removal of unwanted bushes from the campus
6. Maintenance of Green House related work like cleaning, repotting, propagation of plants etc.
7. Preparation of green manure compost in identified locations and feeding this manure to the plants. Vermiculture may be done in the garden to make the soil more fertile.
8. Maintain the overall activities of the landscape and supervision of labourers.
9. The Agencies/cooperatives/corporation shall take such steps that snakes/bandicoots etc. do not cause any menace in the garden.
10. Planting additional trees as required at the Centre.
11. Erosion of soil on any part of the garden due to rain or for whatsoever reason will have to be filled up with good red soil and levelled.
12. In case of necessity, shift duty shall be imposed during the maintenance period.
13. Maintenance of water bodies at the Centre and its other locations.
14. Proper maintenance of log notes, appraising the Engineer/authorized Officer in-charge about maintenance activities on a regular basis are to be strictly followed.
15. The rate to be quoted is for an area of sq mts and on monthly basis. In case work not carried out satisfactorily, the rate quoted shall be reduced based on actual area of work done on pro-rata basis. Decision of the Centre shall be final and binding on agencies/cooperatives/corporation .
16. The Agencies/cooperatives/corporation shall provide floral arrangements for important events to be held at the Centre based on instructions from the Competent Authority. The payment for the same will be made on actual basis on production of original bills on monthly basis, for the purchases made, if any.
17. If any items including purchase of fresh soil levelling work undertaken, the payment for the same will be made at the actual basis for the soil purchased and additional manpower, if deployed.
18. Consumables and equipments not included in the Contract shall be provided by the Agencies/cooperatives/corporation from time to time. The payment for the same will be made at the actual basis on production of original bills.
19. For having on estimate of the work involved, the interested agencies can visit the Centre on any working day to know the amount of work involved, before submitting their bids.
20. A more detailed list of activities and their schedule will be given to the successful agencies/cooperatives/corporation at the time of signing the contract.
- 21. Soil purchase, tractor hire, purchase of fertilizers and pesticides, machinery and petrol for running machinery and equipments at own cost.**



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Sl.No.	Item Description	Quantity(E) - A	Minimum Wages of each employee (A)Rs. B	Service Charge Percentage (.....%of F) =G	GST (....%) of (I)(G)	E.P.F Percentage (13.15% of (A*B)=C	E.S.I. Percentage (4.75% of A*B)=D	Bonus Percentage (8.33% of A*B)=E	Total without Service Charge(F) = (B+C+D+E)*A	Total with Service Charge(I) =F*G	Total without GST(J)=I+F	Total with GST(I) - 18% of J + J
1	Gardening (Unskilled)	7	6684	To be quoted		879	317	334	57498	Be calculated	Be calculated	Be calculated
2	Gardening Supervisor (Unskilled)	1	10000	To be quoted		1315	475	500	12290	Be calculated	Be calculated	Be calculated

Sd-
Finance Officer