



**NORTH EASTERN REGIONAL INSTITUTE OF  
WATER AND LAND MANAGEMENT**  
(An Institute under the Ministry of Water Resources, River Development and  
Ganga Rejuvenation, Govt. of India)  
(Registered under the Societies Registration Act, 1860)



NO:NRWM/AMH/3/PT-II/tender/2016-17/2770-2779 Dated 17.08.2017

**NOTICE INVITING E-TENDERING**

E-Tenders are invited by the Director, NERIWALM, Tezpur from Government Registered Contractors/Firms having experience in similar nature of works. The last date for **ONLINE** submission of tender is **06.09.2017 upto 5.00 PM** and will be opened at **1100 hrs of 07.09.2017**. In the event of **07.09.2017** being declared a holiday, the tender will be opened on the next working day at the same time. Interested bidders/parties may participate in the ONLINE bidding process by depositing the required earnest money and related documents. The tenders alongwith terms and conditions and may be viewed and downloaded from the institute's website. [www.neriwalm.gov.in](http://www.neriwalm.gov.in). For ONLINE Bid submission, you are requested to go to the following link <https://www.tcil-india-electronictender.com> and follow instructions as given in Annexure-I.

Sl. No	Name of work	Earnest Money
1.	Maintenance of Horticulture and Landscaping (Part 1 &2) at NERIWALM Campus, Tezpur.	2% of quoted amount

LINK : <https://www.tcil-india-electronictender.com>

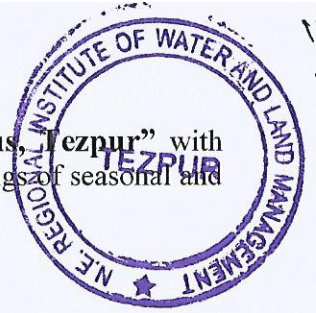
*Deputy Director*  
17/08/17  
Deputy Director (Admin)

**Copy to:**

1. The Administrative Officer, LGBRIMH, Tezpur for favour of kind information. He is requested to display the tender notice on the notice board of his office for wide circulation.
2. The Executive Engineer, CPWD, Rubber Bagan, Tezpur for favour of kind information. He is requested to display the tender notice on the notice board of his office for wide circulation.
3. The Executive Engineer, PWD, Tezpur Building Division, Tezpur for favour of kind information. He is requested to display the tender notice on the notice board of his office for wide circulation.
4. The Garrison Engineer, MES, Solmara, Tezpur for favour of kind information. He is requested to display the tender notice on the notice board of his office for wide circulation.
5. The Executive Engineer (Civil), CPWD, Rubber Bagan, Tezpur – 1 for information. He is requested to display the tender notice on the notice board of his office for wide circulation.
6. The Accounts Officer, NERIWALM, Tezpur for information & necessary action.
7. The Assistant Engineer (Civil), NERIWALM, Tezpur for information and necessary action.
8. The Junior Engineer (Civil), NERIWALM, Tezpur for information and necessary action.
9. The Notice Board, NERIWALM, Tezpur for wide circulation.
10. Concerned file for record.



**Name of the Work:** Regular "Maintenance of Horticulture & Landscaping (Part-1&2) at NERIWALM campus, Tezpur" with manuring and fertilizers (NPK), watering, pruning, trimming, application of pesticides/fungicide, mowing, supply of seed/seedlings of seasonal and perennial flower plant and regular maintenance etc.



The rate of the above works may be estimated based on the following broad work components:

1. Labour component (un-skilled and semi skilled labour engagement) per annum
2. Minimum (lump sum) cost involvement in small tools/implements etc. per annum
3. Expenditures of inputs like seasonal flower seeds & seedlings/FYM/fertilizers/plant protection agro-chemicals etc. as and when necessary, per annum.
4. Contractors own profit per annum.
5. GST if applicable per annum.

**LOCATION OF THE WORKS/ITEMS : (1/1) IN THE PREMISES OF THE ADMINISTRATIVE BUILDING.**

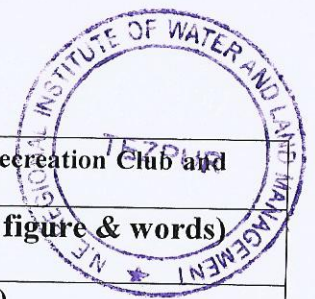
Sl. No.	Schedule of Items	Unit	Quantity (approx.)	Rate (Rs.) (in figure & words)	Amount (Rs.) (in figure & words)
(1)	(2)	(3)	(4)	(5)	(6)
1	a) Lawn area	m <sup>2</sup>	1072		
	b) Hedge	RM	392		
	c) Trees & shrubs	Nos.	68		
	d) Potted plants	Nos.	25		

**LOCATION OF THE WORKS/ITEMS : (1/2) IN THE PREMISES OF THE TRAINEE'S HOSTEL.**

(1)	(2)	(3)	(4)	(5)	(6)
2	a) Lawn area	m <sup>2</sup>	2550		
	b) Hedge	RM	100		
	c) Trees & shrubs	Nos.	37		
	d) Seasonal flower beds	RM	50		
	e) Potted plants	Nos.	25		

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**LOCATION OF THE WORKS/ITEMS : (L-2/1) Premises of Guest House, Laboratory Block, Auditorium, Frontages of Recreation Club and Road around Research Farm**

Sl. No.	Schedule of Items	Unit	Quantity (approx.)	Rate (Rs.) (in figure & words)	Amount (Rs.) (in figure & words)
(1)	(2)	(3)	(4)	(5)	(6)
3	a) Lawn area	m <sup>2</sup>	2879		
	b) Hedge	RM	210		
	c) Trees & shrubs	Nos.	150		
	d) Seasonal flower beds	RM	50		
	e) Creepers on fence	m <sup>2</sup>	265		
	f) Potted plants	Nos.	50		
	g) Ground covering	m <sup>2</sup>	1911		

**LOCATION OF THE WORKS/ITEMS : Cycle Stand Area (L-2/2)**

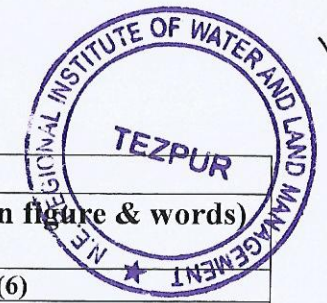
(1)	(2)	(3)	(4)	(5)	(6)
4	a) Lawn area	m <sup>2</sup>	1150		
	b) Trees & shrubs	Nos.	25		

**LOCATION OF THE WORKS/ITEMS : (L-2/3) Premises of Agro-meteorological Station (L-2/3)**

(1)	(2)	(3)	(4)	(5)	(6)
5	a) Lawn area	m <sup>2</sup>	575		
	c) Trees & shrubs	Nos.	6		

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Signature of the Tenderer with seal



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LOCATION OF THE WORKS/ITEMS : Areas not cover under AMC for Horticulture					
Sl. No.	Schedule of Items	Unit	Quantity (approx.)	Rate (Rs.) (in figure & words)	Amount (Rs.) (in figure & words)
(1)	(2)	(3)	(4)	(5)	(6)
6	Grass cutting using Brush cutter in NERIWALM campus areas not cover under AMC for horticulture maintenance. The rate covering machine rent, POL and other consumable and operator	Per day	100 days		
	GST				
	<b>Total cost</b>				

(Rupees \_\_\_\_\_) only  
per annum.

Name of the Contractor \_\_\_\_\_  
Address: Village/Town \_\_\_\_\_ Ward No. \_\_\_\_\_ P.O. \_\_\_\_\_

PIN: \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_  
Country \_\_\_\_\_

Contact No. (mobile phone) \_\_\_\_\_ mail ID \_\_\_\_\_

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Signature of the Tenderer with seal



**TERMS AND CONDITIONS FOR "MAINTENANCE OF HORTICULTURE & LANDSCAPING (PART-1&2) AT NERIWALM CAMPUS, TEZPUR":**



**(To be signed and submitted along with Tender document)**

**1. Location of the work:**

The work is to be carried out in part-1 the NERIWALM campus located at Dolabari, Tezpur, P.O. Kaliabhomora -784027, Assam, India.

**2. Period of contract:**

The annual maintenance work will be allotted initially for a period of one year. The work can be extended for a further period of one year and more on mutual understanding of both the parties at same terms and conditions provided the NERIWALM authority is satisfied by the work performance of the contractor. The date of commencement of the work shall be notified after observing all formalities. The work shall be carried out 6 (six) day in a week.

**3. Nature of the works:**

- i. Maintenance activities will have to be carried out as per the "Schedule of works" decided by the concerned Officer In-charge under his/her supervision/ guidance and to satisfaction of the Director, NERIWALM.
- ii. Maintenance works include horticulture activities/ landscaping like lawn, trees, shrubs, seasonal flower beds, creepers, potted plants, ground cover etc. shall include cost and supply of labours, fertilizers & manures, seeds/seedlings of seasonal flowers, shrubs and trees, pesticides, watering, cleaning of beds, mowing, weeding, hoeing, fine dressing, pruning, earthing up etc.
- iii. The rate(s) quoted by the contractor should be inclusive of all taxes but excluding GST etc. which ever applicable as shown in tender document.
- iv. Any delay or damage caused to the planting materials/ landscaped areas and Institute's properties by the contractor during the execution of the works shall be replaced /repaired by the contractor at his own cost and risk.

**4. Facilities to be offered by NERIWALM:**

NERIWALM shall provide water for irrigation and electricity for operating machineries/tools to the contractor/ service provider from the possible nearest points/locations for execution of the work as and when necessary.

**5. Security deposit:**

Security deposit @ 5% of the tendered or accepted value of the work in the form of Demand Draft or bankers cheque drawn in favour of Director, NERIWALM should be deposited before taking up the maintenance works. The earnest money may be adjusted with the security deposit.

**6. Terms of payment:**

- i. The payment shall be made on monthly basis on the basis of actual quantum of work (whole or part of any item) executed, accepted and certified by the concerned Officer-in-charge and to the satisfaction of the Director, NERIWALM. Payment will be made preferably before 10<sup>th</sup> of every month on submission of bill in duplicate addressed to the Director, NERIWALM, Tezpur within first week of each month.
- ii. No advance payment shall be made under any circumstances.
- iii. Income tax and other taxes as applicable, if any, shall be deducted at source from the contractor's monthly bill.

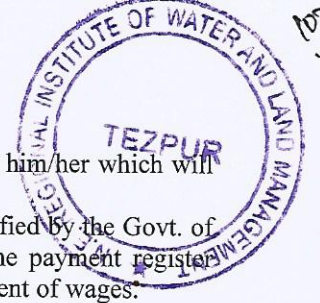
**7. Engagement of labour:**

- i. The contractor shall not employ a person as labour who has not completed 15 years of age. Age proof may be submitted.
- ii. A minimum of 1 (one) semi-skilled and 3 (three) unskilled regular labours should be engaged six days a week for the maintenance work in part-1 and part-2. In case of exigencies, NERIWALM (shall be referred as Institute) may ask to offer service at time even on Sundays and holidays. The Institute may issue advance intimation before 24 hours for the purpose. No extra payment will be made for exigencies works.

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- iii. An Attendance Register shall be maintained by the contractor for the labour engaged by him/her which will be examined/checked by the Officer-in-charge of the Institute as and when felt necessary.
- iv. Payment to the labours should be made by the contractor as per the minimum wages notified by the Govt. of India within 10<sup>th</sup> day of every month in presence of the concerned Officer-in-charge. The payment register should be made available to the Institute for necessary checking every month after disbursement of wages.
- v. The contractor should ensure that the labour engaged for work should be disciplined, well mannered, obedient and does not roam around the campus unnecessarily both during duty hours and non duty hours.
- vi. If any misconduct of labour is reported, the contractor should immediately replace him.

**8. Schedule Quantities of items:**

The quantities shown in the "Schedule of Items" are estimated quantities only. The Quantities of different items may vary depending upon various conditions/situations during execution of the work and payment will be made as per the actual measurement only.

9. Implements such as scissors/ hedge cutter, lawn mower, daw, sickle, spade, khurpi, watering pipe, watering can, ladder etc. required for the work will have to be arranged or made available by the contractor at his own risk and cost.

10. The consumable items such as manure, fertilizer, seeds & seedlings of seasonal flowers and trees & shrubs (as and when necessary), pesticides/fungicides, cow-dung/FYM, bamboo, jharu, bamboo basket, rope etc, will have to be supplied by the contractor as and when needed at his own risk and cost.

11. The garbage collected from working sites should be disposed-off immediately. No litters/garbage should be allowed to be accumulated in the lawns or at any place within the campus at any point of time.

12. The contractor should take necessary risk for the labour for any type of accident that may arise at the work site or within the campus.

13. The Director, NERIWALM reserves the right to cancel the agreement/work allotted to the contractor at any time without assigning any reason thereof and decision of the Director will be binding on the contractor.

14. An agreement has to be signed by the Contractor with the Institute before undertaking the work.

15. The Director, NERIWALM reserves the right to accept/reject any or all tender without assigning any reason thereof.

16. The labours are to be paid based on the latest rates notified by Government of India, Ministry of Labour & Employment. The rates of the labours may be revised as and when the revision is effected by Govt of India from time to time.

17. Any other items and conditions which are not covered above, the Director, NERIWALM will be the sole authority to dispose the matter judiciously and amicably.

Signature of the Contractor .....

Name .....

Address .....

.....

Contact No .....

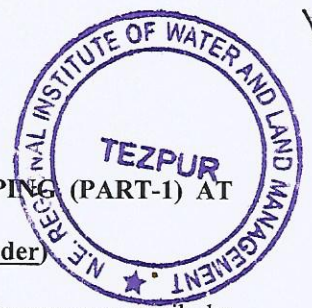
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**GUIDELINES FOR  
SUBMITTING TENDER “MAINTENANCE OF HORTICULTURE & LANDSCAPING  
NERIWALM CAMPUS, TEZPUR”**

**(This page is to be retained by the Contractor. Not to submit with Tender)**



The tender should be accompanied with the following DOCUMENTS without which tender may summarily be rejected.

1. Earnest money @ 2% of the quoted amount only in the form of Demand Draft/Banker's Chèque drawn in favour of Director, NERIWALM, Tezpur.
2. Attested copies of **up to date** Registration Certificate, copy of GST Registration, PAN Card and if available Labour License, Experience Certificate, PF Registration, ESIC Registration, etc.
3. The rate should be **legibly written in figure and in words** in the respective column of the tender document. Any correction or overwriting on the rate should be properly initialed /signed. No request for change of rate will be entertained after opening of the tender.
4. In the body of the sealed envelope “**Tender for maintenance of Horticulture & Landscaping at (Part-1) at NERIWALM campus, Tezpur**” is to be inscribed to avoid misplacing or pre-opening of the tender documents.
5. The contractor will strictly abide by the necessary labour rules imposed upon by the Central Govt., Department of Labour, from time to time for the labour engaged by him. Payments to the labour should be made by the contractor as per the minimum wages approved by the govt. The quoted rate should also include all taxes excluding GST if applicable with provision for PF & ESIC contribution of the labour.
6. Taxes such as Income tax, GST if applicable, will be deducted at the source and deposited in the Govt's account. The party will be made available with the receipt of tax deposited certificate in due course.
7. The contractor should provide the necessary protection to the labour for any type of accident that may arise at the work site or within the campus.

  
Deputy Director  
NERIWALM  
Dolabari, P.O., Kaliabhomora  
Tezpur – 784 027





## INSTRUCTIONS TO BIDDERS REGARDING ONLINE BID SUBMISSION

### 1. Bidding Methodology:

Single-stage Two-Bid System (Technical Part and Financial Part to be submitted at the same time) shall be followed.

### 2. Broad outline of activities from Bidders prespective:

- i) Procure Digital Signature Certificates (DSC) for users of the organization (if not procured earlier)
- ii) Register your organization on Electronic Tendering System® (ETS) Portal of TCIL (<https://www.tcil-india-electronictender.com>) if not already registered
- iii) Create Users and assign roles on ETS
- iv) Assign Tender to a department of your organization on ETS
- v) Download Official Copy of Tender Documents from ETS
- vi) Clarification to Tender Documents on ETS
  - Post query to TCIL (Optional)
  - View response to queries posted by TCIL
- vii) Online Bid-Submission on ETS
- viii) Attend Online Public Tender Opening Event (TOE) for Techno-Commercial Bid on ETS
  - Opening of Technical-Part
- ix) Post-TOE Clarification on ETS (Optional)
  - Respond to TCIL's Post-TOE technical queries
- x) Attend Public Online Tender Opening Event (TOE) for Financial Bid on ETS
  - Opening of Financial-Part

(Only for Technically Responsive Bidders)  
For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.

### 3. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and to become compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC).

also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

### 4. Registration

To use the Electronic Tender® portal (<https://www.tcil-india-electronictender.com>) the Bidder need to register on the portal. Registration of bidders organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In ETS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the 'Supplier Organization' link

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under 'Registration' (on the Home Page), and follow further instructions as given on the site.

Pay Annual Registration Fee as applicable.

**Note: After successful submission of Registration details online and Annual Registration Fee (Rs. 6,000/- + Service Tax @ 14%) physically to TCIL, please contact e-Tendering Helpdesk (as given in Section 1), to get your registration accepted/activated. The Annual Registration Fee can be submitted by the following modes:**

i) DD in favour of "Telecommunications Consultants India Limited" is to be submitted to Sr. Manager (F&A-IT), TCIL, TCIL Bhawan, 6th Floor, G.K.-I, New Delhi-110048.

Or

ii) Fee Amount can be deposited in TCIL's Bank Account No. 000705005880 in ICICI Bank, Connaught Place Branch, IFSC Code: ICIC0000007 by electronic transfer and Transaction Details to be emailed to [ets\\_support@tcil-india.com](mailto:ets_support@tcil-india.com)

### 5. On-Line Submission

The On Line Submission will have the following activities:

- i) Submission of digitally signed copy of Tender Documents/ Addendum
- ii) Submission of Acceptance/Rejection of General Terms & Conditions
- iii) Submission of Acceptance/Rejection of Special Terms & Conditions
- iv) Submission of particulars of EMD

v) Submission of **Technical Part** as under:

- Submission of Electronic Form (Mandatory)
- Submission of Main Bid (Mandatory)
- Submission of Bid Annexure (Optional)

Technical Part must contain the following which is required to be submitted in the Main Bid/Bid Annexure:

- a) Duly filled in Bid Submission Form as per Section – 9
- b) Statement showing Clause by Clause Compliance to all Terms & Conditions of all the Sections of the Tender.
- c) Scanned copy of Documentary Evidence of Eligibility Criteria
- d) Technical Offer specifying Make & Model of the Offered Product
- e) Product Data Sheet/ Product Brochure
- f) Un-priced Bid Schedule as per Section-5
- g) Any other supporting documents the bidder wishes to submit as a part of Technical Offer

vi) Submission of **Financial Part** as under:

- Submission of Electronic Form (Mandatory)
- Submission of Main Bid (Mandatory)
- Submission of Bid Annexure (Optional)

Financial Part must contain the Price Bid Schedule as per Section-5.

The entire bid-submission as above would be online on ETS.

### 6. Offline Submissions:

The bidder is requested to submit the following documents offline (i.e. physically) to Director, NERIWALM, Dolabari, P.O. Kaliabhomora, Tezpur - 784027 before the due date & time of submission in a Sealed Envelope, the envelope shall bear, the Tender No. & Description and the words 'DO NOT OPEN BEFORE' (due date & time):

*17/10/17*





- EMD/Bid Security (Original) for 2% of the estimated amount by Demand Draft in favour of "Director, NERIWALM, Dolabari, Tezpur – 784027" in the prescribed format from a scheduled bank.
- Pass Phrase for Technical and Financial Bid

### 7. Special Note on Security of Bids

Security related functionality has been rigorously implemented in ETS in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically for Bid

Submission, some security related aspects are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder

himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (eg I love this World). A Pass-Phrase is easier to remember, and more difficult

to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Online Public Tender

Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer. A bid cannot be opened without a correct Pass-Phrase.

**It may also be noted that if a bidder fails to furnish the correct Pass-Phrase during the**

**TOE of Technical Part, the bid shall be rejected. If the bidder fails to furnish the correct**

**Pass-Phrase during the TOE of Financial Part, not only shall the bid be rejected but also**

**the EMD shall be forfeited.**

There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

### 8. Online Public Tender Opening Event (TOE)

ETS offers a unique facility for 'Online Public Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Online Public

Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized are requested to carry a

Laptop and Wireless Connectivity to Internet.

Every legal requirement for a transparent and secure 'Online Public Tender Opening Event

(TOE)' has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the

bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a

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manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Online Public Tender Opening Event (TOE)'.

ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by TCIL for each

Tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhances Transparency.

Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event

(TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'.

### 9. Other Instructions

For further instructions, the Bidder should visit the home-page of the portal (<https://www.tcilindia-electronicstender.com>), and go to the **User-Guidance Center**. The help information provided through 'ETS User-Guidance Center' is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

**Important Note:** It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

The following '**FOUR KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

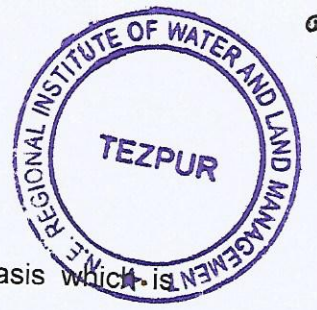
- i) Obtain individual Digital Signature Certificate (DSC or DC) well in advance of tender submission deadline on ETS
- ii) Register your organization on ETS well in advance of tender submission deadline on ETS
- iii) Get your organization's concerned executives trained on ETS well in advance of tender submission deadline on ETS
- iv) Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, etc.) While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth instruction is relevant at all times.

### 10. Minimum Requirements at Bidders end

- Computer System with good configuration (Min P IV, 1 GB RAM, Windows 7)
- Broadband Internet Connectivity.
- Microsoft Internet Explorer 6.0 or above
- Digital Certificate(s)

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### 11. Bidders Training Program

One day training (10:00 hrs. to 17:00 hrs.) is arranged on payment basis which is scheduled as indicated in Section – 1 of this tender at TCIL Bhawan, Greater Kailash-I, New Delhi 110048. Training is optional. Bidders opting for Training shall have to pay Rs. 2,500 + Service Tax @14% by Demand Draft in favour of "Telecommunications Consultants India Limited" payable at New Delhi and are required to carry a Laptop with device for Wireless Connectivity to Internet as TCIL will not provide Internet connectivity to the trainees. Bidders are required to inform number of participants from their organization latest 2 working days prior to training schedule

*Abhinav  
17-9-17*