

**NORTH EASTERN REGIONAL INSTITUTE OF
WATER AND LAND MANAGEMENT**

Dolabari, Tezpur – 784 027

An Institute under the Ministry of Water Resources, RD & GR, Govt. of India
(Registered under Society Registration Act, 1860)

NO: NRW/AMH/03/2005-06/

Dated 09.06.2015

NOTICE INVITING TENDER

Sealed tenders are invited by the Director, NERIWALM, Tezpur from Govt. registered contractors / firms having experiences in similar nature of works of “**Maintenance of Horticulture & Landscaping at NERIWALM campus, Tezpur**”. Detailed tender papers (schedule of works, Terms and conditions as Annexure I & II respectively) may be collected from the EAD, NERIWALM on depositing Rs. 100.00 (Rupees one hundred) only to the Accounts Section in cash up to **4 P.M.** of **27.06.2015**. The tender documents may also be downloaded from website: www.neriwalm.gov.in.

The duly filled up tender (schedule of works, Terms and conditions as Annexure I & II respectively) along with copies of valid documents is to be sent to the Director, NERIWALM, Dolabari, P.O. Kaliabomora, Tezpur – 784 027 either through **REGISTERED POST** or drop in the **Tender Box** being kept in the administrative building of NERIWALM, Dolabari, Tezpur. The last date for receipt of sealed tender documents is up to **5.00 PM** of **30.06.2015**. In the body of the sealed envelope “**Tender for maintenance of Horticulture & Landscaping at NERIWALM campus, Tezpur**” is to be **inscribed** to avoid misplacing or pre-opening of the tender documents.

The tenders will be opened at **11.00 AM** on **01.07.2015** in presence/ absence of the tenderers or their authorized representatives. Tender documents received after last date /time will be rejected. In the event of **01.07.2015** being declared a holiday, the tenders will be opened on the next working day at the same time.

Name of work: Maintenance of Horticulture & Landscaping at NERIWALM campus, Tezpur.
Estimated Amount : **Rs 4,09,300.00**
Earnest Money : **Rs 8,200.00**

(A K Sharma)
Deputy Director I/c

NO:NRWM/AMH/03/2005-06/

2699.

Dated 09.06.2015

Copy to :

- 1) The Director, DRL, Solmara, Sonitpur with a request to display the notice in his office notice board for wide circulation.
- 2) The Administrative Officer, LGBRIMH, Tezpur with a request to display the notice in his office notice board for wide circulation.
- 3) The Executive Engineer, PWD (Roads), Tezpur with a request to display the notice in his office notice board for wide circulation.
- 4) The Executive Engineer, PWD (Bldg), Tezpur with a request to display the notice in his office notice board for wide circulation.
- 5) The Executive Engineer (Civil), CPWD, Rubber Bagan, Tezpur with a request to display the notice in his office notice board for wide circulation.
- 6) The Accounts Officer, NERIWALM for information and necessary action.
- 7) The EAD, NERIWALM for information and necessary action to keep ready the tender papers and Tender Box.
- 8) The Notice board of NERIWALM for wide circulation
- 9) Website of NERIWALM at www.neriwalm.gov.in

(A K Sharma)
Deputy Director I/c



SCOPE OF WORK : Regular maintenance of horticulture activities and landscaping area with manuring and fertilizers (NPK), watering, pruning, trimming, pruning, application of pesticides/fungicides, mowing, weeding, supply of seeds/seedlings of seasonal & perennial flower plants and maintenance etc.

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

1. Labour component (un-skilled /semi-skilled labour. Full time and part time engagement)
2. Minimum (lum sum) cost involvement in small tools/implements etc.
3. Expenditures of inputs like seasonal flower seeds & seedling/FYM/fertilizers etc. as and when necessary
4. Contractors own profit
5. Service tax and other tax if applicable.

SCHEDULE OF WORKS					
LOCATION OF THE WORKS/ITEMS : (A) IN THE PREMISES OF THE ADMINISTRATIVE BUILDING, LABORATORY, GUEST HOUSE, GUEST HOUSE ANNEXE, WATER PUMP HOUSE, DIRECTOR'S RESIDENCE, FRONT SIDE OF RECREATION CLUB, AUDITORIUM ETC.					
Sl. No.	Items/work	Unit	Quantity (approx.)	Rate (Rs) (in figure & words)	Amount (Rs) (in figure & words)
(1)	(2)	(3)	(4)	(5)	(6)
1	a) Lawn area	m ²	4300		
	b) Hedge	RM	1016		
	c) Trees & shrubs	Nos.	270		
	d) Seasonal flower beds	RM	50		
	e) Creepers on fence	m ²	315		
	f) Potted plants	Nos.	100		
	g) Ground covering	m ²	2023		

LOCATION OF THE WORKS/ITEMS : (B) FLOWER GARDEN IN FRONT OF GUEST HOUSE

(1)	(2)	(3)	(4)	(5)	(6)
2	a) Lawn area	m ²	1150		
	b) Trees & Shrubs	Nos.	25		
	c) Hedge	RM	05		
	d) Seasonal flower beds	RM	30		
	e) Creepers	m ²	Nil		

LOCATION OF THE WORKS/ITEMS : (C) GARDEN INSIDE AGRO METEOROLOGICAL

(1)	(2)	(3)	(4)	(5)	(6)
3	a) Lawn Area	m ²	575		
	b) Hedge	RM	nil		
	c) Trees & Shrubs	Nos	25		

LOCATION OF THE WORKS/ITEMS : (D) GARDEN AT THE BACK SIDE OF GUEST HOUSE

(1)	(2)	(3)	(4)	(5)	(6)
4	a) Maintenance of Ground cover	m ²	650		

LOCATION OF THE WORKS/ITEMS : (E) TRAINING HOSTEL PREMISES					
(1)	(2)	(3)	(4)	(5)	(6)
5	a) Lawn areas	m ²	2550		
	b) Hedges	RM	89		
	c) Trees & Shrubs	Nos.	35		
	d) Seasonal flower beds	RM	35		
LOCATION OF THE WORKS/ITEMS : (F) FRONTAGE OF THE CAMPUS ALONG THE MAIN ROAD					
(1)	(2)	(3)	(4)	(5)	(6)
6	a) Hedges	RM	50		
	b) Trees & shrubs	Nos.	20		
	c) Ground covering	m ²	835		

TOTAL Rs. _____ per annum

(Rupees) only per annum.

NAME OF THE CONTRACTOR

CONTACT NO. (MOBILE PHONE):

ADDRESS

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TERMS AND CONDITIONS FOR MAINTENANCE AND UPKEEPING OF LANDSCAPING AND HORTICULTURAL SITES OF NERIWALM CAMPUS

1. Location of the work:

The work is to be carried out at six different locations in the NERIWALM campus located at Dolabari, Tezpur- 784027(Assam).

2. Period of contract:

The annual maintenance works 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 provided the authority is satisfied by the work performance. In such extension, if considered, 10% enhancement will be provided per year over and above the previous rate. The date of commencement of the work shall be notified after observing all formalities. The work shall be carried out 6 (six) days a week.

3. Facilities offered:

The Institute shall provide water for irrigation and electricity for operating machineries/tools free of cost to the contractor/service provider from the possible nearest points for execution of the work.

4. Nature of works:

i. Maintenance activities will have to be carried out as per the “Schedule of works” under the supervision/guidance of concerned Officer In-charge and to the satisfaction of the Director, NERIWALM.

ii. Maintenance of Horticultural activities/landscaping (lawns, 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 and shrubs & trees, fungicides, watering, cleaning of beds, mowing, weeding, hoeing, watering, fine dressing, pruning, earthling up etc.

iii. The rate quoted by the contractor should be inclusive of all taxes, duties and transportation etc.

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/repared by the contractor at this own cost and risk.

5. Security Deposit: Security Deposit at the rate 10% of the ordered amount in the form of Demand Draft drawn in favour of Director, NERIWALM should be deposited before taking up the maintenance works. The earnest money will be adjusted with the security deposit.

6. Terms of payment:

i. The payment shall be made 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. Payments will be made on monthly basis (before 10th 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, sales tax and other tax 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 who has not completed 15 years of age.

ii. A minimum of 4 (four) regular labours (at least 3 unskilled and 1 semi-skilled labours) should be engaged six days a week for the maintenance work. In case of exigencies, NERIWALM (shall be referred as the Institute) may ask to offer service at times 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.

iii. An Attendance Register shall be maintained by the Contractor for the labours engaged by him/her which will be examined/checked by the Officer, In-charge, NERIWALM as and when felt necessary.

- iv. Payments to the workers should be made by the contractor as per the minimum wages notified by the Govt. of India within 10th day of every month. The payment register should be made available to the Institute for necessary checking every month after disbursement of wages.
- iii. The contractor should ensure that the labours engaged for work should be disciplined, well mannered, obedient and does not roam around the campus unnecessarily both during duty hours and during non-duty hours.
- iv. If any misconduct of the 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 the various conditions/situations during execution of the work and payment will be made as per actual measurement.

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

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

11. The garbages collected from field should be disposed off immediately in the low lying areas outside the campus of the Institute. No litters/garbages should be allowed to be accumulated in the lawns any places within the campus at any point of time.

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

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

14. Any other terms & conditions which is not covered above, the Director, NERIWALM will be the sole authority to dispose the matter judiciously and amicably.

Sig

Signature of the Contractor

TERMS & CONDITIONS **FOR SUBMITTING TENDER** FOR MAINTENANCE AND UPKEEPING OF LANDSCAPING AND HORTICULTURAL SITES OF NERIWALM CAMPUS

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

1. Earnest money amounting to Rs 8,200.00 (Rupees eight thousand two hundred) only in the form of a Demand Draft / Banker's Cheque drawn in favour of the Director, NERIWALM, Tezpur.
2. Attested copies of **up to date** Registration Certificate, copy of GRN number under VAT rules, PAN Card, Labour License, experience certificate, PF registration, ESIC registration, etc. as per applicable.
3. The rate should be **legibly written both in figure and in words**. Any correction on the rate should be properly initialed. No request for change of rate will be entertained after opening of the tender.
4. The contractor will strictly abide by the necessary labour rules imposed upon by the Central Govt., Deptt. of Labour, from time to time for the labours engaged by him. Payments to the labours should be made by the contractor as per the minimum wages approved by the govt. The quoted rate should also include service tax and other taxes if applicable with provision for PF & ESIC contribution of the labours.
5. The contractor should provide the necessary risk to the labours for any type of accident that may arise at the work site or within the campus.
6. Taxes such as Income Tax, VAT, etc will be deducted at 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 materials to be used at the work site should be good and of reputed brand/manufacture. The quality of the materials to be used should be checked/examined and got approved before using it for the work.
8. The labours engaged for the work should be confined within the working area and should not roam around the campus. It is the contractor's responsibility to ascertain that the labours engaged by him is well disciplined, polite and good mannered.
9. Any other clause not covered above, the contractor will be liable to abide by the direction of the Director, NERIWALM.
10. In the body of the sealed envelope **“Tender for maintenance of Horticulture & Landscaping at NERIWALM campus, Tezpur”** is to be **inscribed** to avoid misplacing or pre-opening of the tender documents.
11. The Director, NERIWALM reserves the right to accept / reject any or all tender without assigning any reason thereof and there is no binding on the Director to accept the lowest tenderer (L-1).

Sd/-
Deputy Director, i/c
NERIWALM
Dolabari, P.O., Kaliabhomora,
Tezpur -784 027