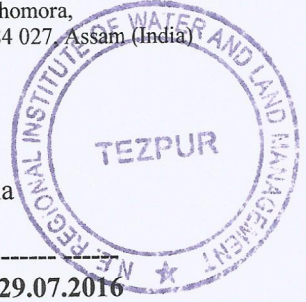


**NORTH EASTERN REGIONAL INSTITUTE OF
WATER AND LAND MANAGEMENT**

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/Pt-II/2015-16/

Date: 29.07.2016

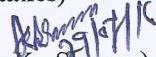
NOTICE INVITING TENDER

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 (Part-1) at NERIWALM campus, Tezpur”**. Detailed tender papers (Name of the work, Terms and conditions as **Annexure I & II** respectively) may be collected from the Extra Assistant Director, NERIWALM, Dolabari, Tezpur-784 027 on depositing Rs. 100.00 (Rupees one hundred) only to the Accounts Section in cash up to **4 P.M. of 08.08.2016**. The tender documents may also be downloaded from website: **www.neriwalm.gov.in**.

The duly filled up and signed tender documents (Name of the work, 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, Assam either through **REGISTERED POST** or drop in the **Tender Box** being kept in the administrative building of NERIWALM, Dolabari, Tezpur-784 027. The last date for receipt of sealed tender documents is up to **5.00 PM of 09.08.2016**. In the body of the sealed envelope **“Tender for maintenance of Horticulture & Landscaping (Part-1) 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 10.08.2016** in presence/ absence of the tenderers or their authorized representatives. Tender documents received after last date /time will be rejected. In the event of **10.08.2016** 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 (Part-1) at NERIWALM campus, Tezpur.
Estimated Amount : **Rs 1,97,000.00 (including service tax and other taxes)**
Earnest Money : **@ 2% of the quoted amount**


(A. K. Sharma)
Deputy Director, i/c

No. NRW/AMH/03/2005-06/

775.

Date: 29.07.2016

Copy to :

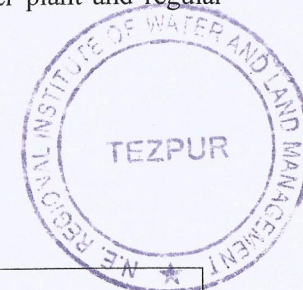
- 1) The Director, DRL, Solmara, Sonitpur with a request to display the notice in his office notice board for wide circulation.
- 2) The Administrative Officer, LGBRIMH, Tezpur with a request to display the notice in his office notice board for wide circulation.
- 3) The Executive Engineer, PWD (Roads), 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.

Annexure-1(Two pages)

Name of the Work: Regular “Maintenance of Horticulture & Landscaping (Part-1) 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 on the above works may be estimated based on the following broad work components:

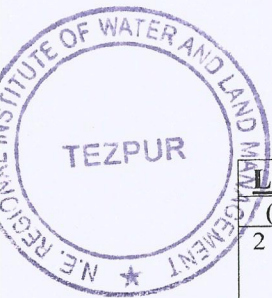
1. Labour component (un-skilled labour engagement) per annum
2. Minimum (lump sum) cost involvement in small tools/implements etc. per annum
3. Expenditures of inputs like seasonal flower seeds & seedlings/FYM/fertilizers etc. as and when necessary, per annum.
4. Contractors own profit per annum.
5.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



LOCATION OF THE WORKS/ITEMS : (A) 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 ²	1072		
	b) Hedge	RM	392		
	c) Trees & shrubs	Nos.	68		
	d) Seasonal flower beds	RM	nil		
	e) Creepers on fence	m ²	nil		
	f) Potted plants	Nos.	25		
	g) Ground covering	m ²	nil		

Signature of the Tenderer with seal



LOCATION OF THE WORKS/ITEMS : (B) IN THE PREMISES OF THE TRAINEE'S HOSTEL.					
(1)	(2)	(3)	(4)	(5)	(6)
2	a) Lawn area	m ²	2550		
	b) Hedge	RM	100		
	c) Trees & shrubs	Nos.	39		
	d) Seasonal flower beds	RM	50		
	e) Creepers on fence	m ²	nil		
	f) Potted plants	Nos.	25		
	g) Ground covering	m ²	nil		
3	Service Tax @14%, SBC @0.5% & AKC @0.5%			@15%	
	TOTAL (Rs.)				

(Rupees _____) only per annum.

Name of the Contractor _____

Contact No. (mobile phone) _____

Address: Village/Town: _____

Ward No. _____

P.O. _____

PIN: _____

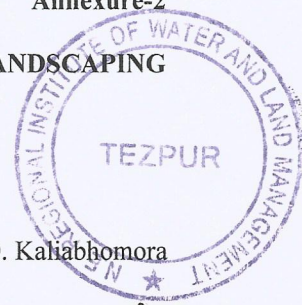
District _____

State _____

Country _____

TERMS AND CONDITIONS FOR “MAINTENANCE OF HORTICULTURE & LANDSCAPING (PART-1) 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 Service tax, SBC and KKC 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.

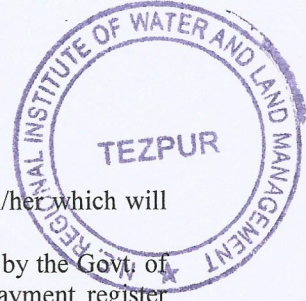
6. Terms of payment:

- 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 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 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 2 (two) regular labours should be engaged six days a week for the maintenance work in part-1. 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.

Contd...



- iii. An Attendance Register shall be maintained by the contractor for the labour engaged by him/het 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 10th 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 the 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 cane, 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 to 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. 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



**GUIDELINES FOR
SUBMITTING TENDER “MAINTENANCE OF HORTICULTURE & LANDSCAPING (PART-1) AT
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 Cheque drawn in favour of Director, NERIWALM, Tezpur.
2. Attested copies of **up to date** Registration Certificate, copy of GRN/VAT rules, 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 Service tax, SBC & KKC if applicable with provision for PF & ESIC contribution of the labour.
6. Taxes such as Income tax, VAT 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