



पूर्वोत्तर क्षेत्रीय जल और भूमि प्रबंधन संस्थान
NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT
(जल संसाधन, नदी विकास और गंगा कायाकल्प विभाग, जल शक्ति मंत्रालय, भारत सरकार के अधीन एक संस्थान)
(An Institute under the Department of Water Resources, River Development and Ganga Rejuvenation,
Ministry of Jal Shakti, Govt. of India)

No.NRWAM/AMH/3/Tender/2020-21/ 5934

Date: 07/03/2023

NOTICE INVITING BIDS THROUGH GEM

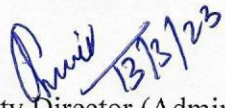
BIDS (Technical and Financial) are invited through GeM Portal by the Director, NERIWALM, Dolabari, Tezpur-784027(Assam) from appropriate registered Firms/Contractors/Company/Individuals with Govt Department having experience in similar nature of work as given below.

Interested bidders having the eligibility criteria and valid documents of the Technical Part may participate the bid process in GeM Portal.

The tender along with terms and conditions may be viewed and downloaded from the institute's website www.neriwalm.gov.in.

Sl. No.	Name of the work	Earnest Money	Tender Fee	Tentative Estimated value	Last date of submission of Tender (Technical & Financial)	Date of opening the tender
01	Annual Maintenance Contract (AMC) for "Maintenance of Horticulture & Landscaping at NERIWALM, Tezpur and Maintenance of Horticulture Activity in Research Farm of NERIWALM Campus,	As per GeM Portal	EMD and Tender Fee are payable Online through the following Account No. A/C No. 35338039537 Name of the Beneficiary: The Director, NERIWALM Bank : SBI IFS Code : SBIN0000195 Mode of Payment : NEFT/RTGS	Rs. 22,71,300.00 (Rupees Twenty Two Lakh Seventy One Thousand Three Hundred) Only	As per GeM	As per GeM

The price offers of only the qualifying parties in the first stage shall be opened at the same day **OR** date to be notified/informed separately. Director, NERIWALM reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The tender documents may please be read thoroughly before filling the Tender.


Deputy Director (Admin)
NERIWALM

Copy to:

1. PS to Director for favour of Director's kind information
2. Chief Vigilance Officer (CVO), NERIWALM
3. Assistant Director (Civil), NERIWALM
4. Accounts Officer, NERIWALM.
5. Assistant Engineer (Civil), NERIWALM
6. Library & Information Assistant, NERIWALM for information and he is requested to maintain the record of the advertisement published in the Assam Tribune.
7. Notice Board, NERIWALM for wide circulation.
8. NERIWALM WEBSITE: www.neriwalm.gov.in for publishing.
9. Purchase Cell for exploring through GeM Portal for publishing and Bidding

NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT

(An institute under the Ministry of Jal Shakti, Department of Water Resources, RD & GR, Govt. of India)
Dolabari, Kaliabhomora, Tezpur-784027, Assam

TENDER NOTICE FOR MAINTENANCE OF HORTICULTURE & LANDSCAPING AT NERIWALM CAMPUS, TEZPUR and MAINTENANCE OF HORTICULTURE ACTIVITY IN RESEARCH FARM

GENERAL GUIDELINES FOR SUBMITTING TENDER DOCUMENTS

Name of The Work: "MAINTENANCE OF HORTICULTURE & LANDSCAPING AT NERIWALM CAMPUS, TEZPUR and MAINTENANCE OF AGRICULTURAL AND HORTICULTURE ACTIVITIES IN RESEARCH FARM OF NERIWALM".

Part A: Regular Maintenance of Horticulture & Landscaping 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 Estimated Cost of the above works of **Part A** is **Rs. 961330.64** only and the cost is estimated based on the following broad work components:

- I. Labour component for the work (minimum un-skilled 3 Nos. and semi-skilled 1 No. labour engagement per day) per annum with provision for PF & ESIC contribution of the labour. (The rate of labour is taken from the GOI, Ministry of Labour & Employment, vied order no1/16(1)/2022-Is-II dated: 28.09.2022)
- II. Minimum (lump sum) cost involvement in tools/implements like power mower, brush cutter and other horticultural tools, sprayer etc. per annum.
- III. Expenditures of inputs like seasonal flower seeds & seedlings/FYM/fertilizers/plant protection agro-chemicals, POL for power mower etc. as and when necessary, per annum.
- IV. Contractors own profit per annum.
- V. Inclusive of all taxes as applicable.

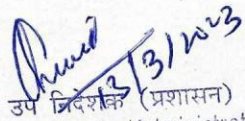
Part B: Conducted Agricultural and Horticulture activities in NERIWALM Research Farm, net house, poly house, Tezpur with land preparation, manuring, watering, pruning, trimming, application of pesticides/fungicide, mowing and regular maintenance etc. and other activities in net house

The Estimated Cost of the above works as **Part B** is **Rs. 1309994.28** only and the cost is estimated based on the following broad work components:

- I. Labour component for the work considering 7 (six) un-skilled labour engagement per day for the year with provision for PF & ESIC contribution of the labour considering central Govt. The rate of labour is taken from the GOI, Ministry of Labour & Employment, vied order no1/16(1)/2022-Is-II dated: 28.09.2022)
- II. Contractors own profit per annum.
- III. Inclusive of all taxes as applicable.

Total Estimated cost of the work (Part A + Part B) is Rs. 22,71,300.00 (Rupees Twenty-two Lakh Seventy-one Thousand Three Hundred) only.

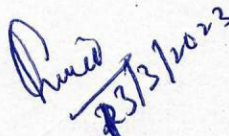
The rates quoted should be inclusive of all taxes and GST. GST has to be shown separately. The rates quoted will be valid for contract period. As and when wages of labour changed by The Ministry of Labour and Employment, Govt. of India, the difference (increase) of amount for minimum labour engaged as per contract will be borne by the Institute along with the labour welfare (EPF and ESIC) expenses for the increase amount.


उप निदेशक (प्रशासन)
Deputy Director (Administration)
पूर्वांचल क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर
North Eastern Regional Institute of Water and
Land Management, Tezpur

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2. Each page of the tender documents, terms and conditions etc. should be signed with seal by the tenderer.
 3. Demand draft or banker's cheque of the value of **2% of quoted amount** only drawn in favour of the **Director, NERIWALM**, Tezpur of any nationalized bank towards earnest money to be submitted off line along with the pass phrase and should reach the O/o Director NERIWALM before opening of the bids in sealed envelope and mark as "DD for earnest money MAINTENANCE OF HORTICULTURE & LANDSCAPING AT NERIWALM CAMPUS, TEZPUR and MAINTENANCE OF HORTICULTURE ACTIVITIES IN RESEARCH FARM." on the top of the envelope. If exempted, provide exemption certificate as per GFR 170 (2017).
 5. Tenders not accompanied by the aforesaid earnest money shall be summarily rejected.
 6. This invitation is open to any registered company/firm.
 7. The firm/company should have an experience of at least 1 year in executing such horticulture maintenance and landscaping work in state / central government/ PSU.
 8. Photostat/scan copy of the following testimonials/ documents to be attached along with the tender documents:-
 - (i) Registration certificate of the firm/agency.
 - (ii) PAN card.
 - (iii) Up-to-date Income Tax return of the last year.
 - (iv) GST Registration number.
 - (v) Experience certificate in similar nature of work.
 - (vi) PF and ESIC registration.
 - (vii) Labour License and tread licences.
 - (viii) The cumulative turnover of the firm during last three (3) financial years.
 - (ix) Manpower strength of the firm with designation, qualification and experience.

The tender may be rejected in the absence of any of these documents.

9. Canvassing in any forms in connection with the tender is prohibited and the tender submitted by the Contractor who resorts to canvassing are liable for rejection.
10. Tenders submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
11. The EMD will be remained as security; if the Contractor fails to execute the agreement as per the letter of award the amount of the security will be forfeited.
12. The Contractors/Bidders should certify that there are no any legal disputes against him in any court of law in relation to the labour disputes and he or his agency is not black listed either by Central Govt., State Govt. or by any public/private organization.
13. The last date of submission of **ONLINE** tender is 5.00 PM of 03.03.2023 address to, The Director, North Eastern Regional Institute of Water and Land Management (NERIWALM), Dolabari, P.O. Kaliabhomora, Tezpur- 784 027 (Assam).
14. The tender will be opened by a duly constituted Committee at NERIWALM on 06.03.2023 at 11.00 AM in presence of the tenderers or their authorised representatives. If 06.03.2023 is declared as a Govt. holiday tender will be open on next working day at 11:00 AM.
15. Tenders are not transferable.


23/3/2023

उप निदेशक (प्रशासन)
Deputy Director (Administration)
पूर्वांचर क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर
North Eastern Regional Institute of Water and
Land Management, Tezpur

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NATURE/SCOPE OF THE WORK:

Part A: Regular "Maintenance of Horticulture & Landscaping 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. Minimum manpower need to be engaged 3 unskilled labour and 1 semi-skilled labour daily for 6 days in a week for the year/ contract period.

Sl. No.	Schedule Items	Unit	Quantity (approx.)
1	LOCATION OF THE WORKS/ITEMS : (L-1) The premises of the Administrative Building.		
a	Lawn area	M ²	1072
b	Hedge	RM	392
c	Trees & shrubs	Nos.	62
d	Potted plants	Nos.	25
2	LOCATION OF THE WORKS/ITEMS : (L-2) The premises of the Trainees' Hostel.		
a	Lawn area	M ²	2550
b	Hedge	RM	100
c	Trees & shrubs	Nos.	63
d	Seasonal flower beds	RM	50
e	Potted plants	Nos.	25
3	LOCATION OF THE WORKS/ITEMS : (L-3) Premises of Guest House, Laboratory Block, Auditorium, Frontages of Recreation Club, Road around Research Farm and outside of the main gate along the road.		
	Lawn area	M ²	2879
	Hedge	RM	250
	Trees & shrubs	Nos.	142
	Seasonal flower beds	RM	60
	Creepers on fence	M ²	265
	Potted plants	Nos.	50
	Ground covering	M ²	1225
4	LOCATION OF THE WORKS/ITEMS : (L4) Cycle Stand Area and Premises of Agro-meteorological Station		
a)	Lawn area	M ²	1625
c)	Trees & shrubs	Nos.	25

Part B: Maintenance of Agricultural and Horticulture Crops in NERIWALM Research Farm, 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. Minimum manpower need to be engaged 7 per day and 6 days in a week for the year/ contract period.

Sl. No.	Schedule Items	Unit	Quantity (approx.)
1	LOCATION OF THE WORKS/ITEMS: in the Premises of NERIWALM research farm.		
	Cultivated/cropped area	M ²	10,000
2	Other demonstration/ research activities outside Research Farm		
a	Seasonal crop	M ²	5000
b	Tea plot	M ²	2500
c	Forest crop plantation	Nos.	130
d	NET House	M ²	300
f	Poly house	M ²	480


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 North Eastern Regional Institute of Water and
 Land Management, Tezpur

TERMS AND CONDITION OF THE WORK:

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

1. **Period of contract:** The annual maintenance work will be allotted initially for a period of two (2) 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**.

2. **Nature of the works:**

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.

Part A: Maintenance works include horticulture activities/ landscaping like lawn, trees, shrubs, seasonal flower beds, creepers, potted plants, ground cover, watering, cleaning of beds, mowing, weeding, hoeing, fine dressing, pruning, earthing up, irrigation etc. Necessary supply of labours, fertilizers & manures, required agrochemicals, seeds/seedlings of seasonal flowers, shrubs and trees need to be done **by the contractor in his own cost**. Input material will be allowed after accept by the Officer In-charge of the activity.

Part B: Maintenance works include agriculture and horticulture activities/ trees, shrubs, seasonal flower beds, shall include cost and supply of labours for this. Consumables, seed and seedlings, fertilizers and agrochemicals are **supplied by the institute**.

The rate(s) quoted by the contractor should be inclusive of all taxes and GST but **GST has to be shown separately**.

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. No implements/machineries will be provided by NERIWALM for Part 1 of this work.

5. **Security deposit:** Security deposit @ 5% of the tendered or accepted value of the work in the form of Demand Draft or banker's 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:** 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.

Labour Payment record for the month and EPF and ESIC submission record need to be submitted along with the bill.

No increase or decrease in the work value in less than 10% increase or decrease of actual quantum of work then the quantum of work tendered.

No advance payment shall be made under any circumstances.

Income tax and other taxes as applicable, if any, shall be deducted at source from the contractor's monthly bill.

[Handwritten Signature]
13/5/2023

उप निदेशक (प्रशासन)

Deputy Director (Administration)

पूर्वांचल क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर
North Eastern Regional Institute of Water and
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7. Engagement of labour:

- a. The contractor shall not employ a person as labour who has not completed 15 years of age. Age proof may be submitted.
- b. **For Part A:** 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 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.
- c. **For Part B:** A minimum of **7 (seven) un-skilled** regular labours should be engaged six days a week for the maintenance work. In case of exigencies, 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.
- d. 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.
- e. 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.
- f. 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.
- l. 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:** Implements such as power mower, brush cutter, scissors/ hedge cutter, lawn mower, daw, sickle, spade, khurpi, watering pipe, watering cane, pesticide sprayer, weedicide sprayer, ladder etc. required for the work will have to be arranged or made available by the contractor at his own risk and cost for **Part 1 of the work**.

10. **Consumable Items:** 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 for **Part 1 of the work**.

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. A statutory provision is kept in the labour component that, as per revision of labour rates by the Ministry of labour and Employment, Government of India, the labour cost will be changed and labour payment has to be made as per new revision.

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


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**ANNUAL MAINTANENCE CONTRACT HORTICULTURE & LANDSCAPING MAINTENANCE AND RESEARCH FARM
ACTIVITIES FOR 2023-24.
(Financial bid document)**

PART-A: ANNUAL MAINTANENCE CONTRACT HORTICULTURE & LANDSCAPING MAINTENANCE at NERIWALM campus, Tezpur with manuring, 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 for the work including EPF, ESIC etc. (un-skilled and semi-skilled labour engagement) per annum.
2. Minimum (lump sum) cost involvement in tools/implements like power mower, brush cutter and other horticultural tools, sprayer etc. per annum.
3. Expenditures of inputs like seasonal flower seeds & seedlings/FYM/fertilizers/plant protection agro-chemicals, POL for power mower etc. as and when necessary, per annum.
4. Contractors own profit per annum.
5. GST as/if applicable per annum.

LOCATION OF THE WORKS/ITEMS : (L-1) IN THE PREMISES OF THE ADMINISTRATIVE BUILDING.					
Sl. No.	Schedule of Items	Unit	Quantity (approx.)	Annual Rate/ unit (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.	62		
	d) Potted plants	Nos.	25		
LOCATION OF THE WORKS/ITEMS : (L-2) IN THE PREMISES OF THE TRAINEE'S HOSTEL.					
	Schedule of Items	Unit	Quantity (approx.)	Rate (Rs.) (in figure & words)	Amount (Rs.) (in figure & words)
(1)	(2)	(3)	(4)	(5)	(6)
2	a) Lawn area	m ²	2550		
	b) Hedge	RM	100		
	c) Trees & shrubs	Nos.	63		
	d) Seasonal flower beds	RM	50		
	e) Potted plants	Nos.	25		

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LOCATION OF THE WORKS/ITEMS : (L-3) Premises of Guest House, Laboratory Block, Auditorium, Frontages of Recreation Club, Road around Research Farm and outside of the main gate along the road.					
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 ²	2879		
	b) Hedge	RM	250		
	c) Trees & shrubs	Nos.	142		
	d) Seasonal flower beds	RM	60		
	e) Creepers on fence	m ²	265		
	f) Potted plants	Nos.	50		
	g) Ground covering	m ²	1225		
LOCATION OF THE WORKS/ITEMS : (L4) Cycle Stand Area and Premises of Agro-meteorological Station					
(1)	(2)	(3)	(4)	(5)	(6)
5	a) Lawn area	m ²	1625		
	c) Trees & shrubs	Nos.	25		
Total annual cost					
GST on cost					
Total cost including GST					

Signature of the Tenderer with seal

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PART-B Manpower engage in Research Farm activities, Polyhouse, Net House, other demo activities outside the Research Farm, Tea and forest crop maintenance etc.

(1)	(2)	(3)	(4)	(5)	(6)
1	Unskilled labour engage	Person	7		
Total annual cost					
GST on cost					
Total cost including GST					

Total annual cost (PART-A+PART-B)					(6)
1	Annual Cost of PART-A				
2	Annual Cost of PART-B				
Total annual cost (PART-A+PART-B)					
GST on cost					
Total cost including GST					

(Rupees _____) only per annum.

Name of the Contractor:

Address: Village/Town:

Ward No.:

P.O. :

PIN:

District & State:

Contact No. (mobile phone) _____

mail ID _____

Signature of the Tenderer with seal