



NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT (NERIWALM)

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



जल बचत जल विनिर्माण

No.: NRW/AMH/3/Tender/2020-21 557 - 564. dated: 02.12.2020
NOTICE INVITING TENDER

1. e-Tenders are invited by the Director, NERIWALM, Dolabari, Tezpur for MAINTENANCE OF HORTICULTURE & LANDSCAPING AT NERIWALM CAMPUS, TEZPUR and MAINTENANCE OF AGRICULTURAL & HORTICULTURE CROPS IN RESEARCH FARM OF NERIWALM.
2. The last date of submission of filled in e- tender is 23.12.2020 upto 5 PM and will be opened at 11:00 hrs. of 24.11.2020 in conference hall of NERIWALM in presence of the tenderer or their authorized representatives, if any.
3. In the event of 24.11.2020 being declared a holiday, the tender will be opened on the next working day at the same time and place.
4. Interested bidder may collect the detailed tender document along with terms and conditions from institute's website www.neriwalm.gov.in and can be viewed in CPPP Portal during the all working days from 03.12.2020 to 23.12.2020 upto 1700 hrs.
5. The tenders along with terms and condition may be viewed and downloaded from the institute's website www.neriwalm.gov.in and can be viewed in CPP Portal.
6. The volume and scope of the work is given in detail at tender document as Annexure-I.
7. The total estimated amount of the work is **Rs. 15,50,000.00** (Rupees fifteen lakhs fifty thousand) only for Part A and Part B including GST.
8. Earnest money is 2% of the quoted amount.

(S. Sunar)
Assistant director (Civil)

Copy for information and necessary action to:

1. PS to the Director for kind information of the Director, NERIWALM.
2. Professor (WRE) & CVO, NERIWALM for kind information.
3. Assistant Director (Civil), NERIWALM for information and necessary action.
4. Accounts Officer, NERIWALM for information and necessary action.
5. Shri M. Nath, Assistant Professor (Agriculture) & coordinator of this project.
6. Assistant Engineer (Civil), NERIWALM for information and necessary action.
7. Notice Board, NERIWALM for wide Circulation
8. NERIWALM website: www.neriwalm.gov.in & CPP portal for publication



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

From: (Name of the Party with postal address including PIN)

DD NO. _____
Date: _____
Amount: _____
Bank: _____
Issued to: _____
Signature

GENERAL GUIDELINES FOR SUBMITTING TENDER DOCUMENTS

1. e-Tenders are invited by the Director, NERIWALM, Dolabari, Tezpur for "MAINTENANCE OF HORTICULTURE & LANDSCAPING AT NERIWALM CAMPUS, TEZPUR and MAINTENANCE OF AGRICULTURAL AND HORTICULTURE CROPS 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. 8,83,000.00** only and the cost is estimated based on the following broad work components:

- I. Labour component for the work (un-skilled and semi-skilled labour engagement) per annum with provision for PF & ESIC contribution of the labour.
- 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. GST if applicable per annum.

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.

The Estimated Cost of the above works as Part B is **Rs. 6,67,000.00** only and the cost is estimated based on the following broad work components:

- I. Labour component for the work (un-skilled labour engagement) per annum with provision for PF & ESIC contribution of the labour.
- II. Contractors own profit per annum.
- III. GST if applicable per annum.

Total Estimated cost of the work (Part A + Part B) is Rs. 15,50,000.00 only.

Signature of the tenderer with seal



2. The rates quoted should be inclusive of all taxes and GST. GST has to be shown separately. The rates quoted will be valid for one year.
3. Each page of the tender documents, terms and conditions etc. should be signed with seal by the tenderer.
4. 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 and Pass Phase for MAINTENANCE OF HORTICULTURE & LANDSCAPING AT NERIWALM CAMPUS, TEZPUR and MAINTENANCE OF HORTICULTURE ACTIVITY IN RESEARCH FARM." on the top of the envelope.
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 years 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 (optional).
 - (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 22.12.2020 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 23.12.2020 at 11.00 AM in presence of the tenderers or their authorised representatives. If 23.12.2020 is declared as a Govt. holiday tender will be open on next working day at 11:00 AM.
15. Tenders are not transferable.

Signature of the tenderer with seal

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

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.

Sl. No.	Schedule Items	Unit	Quantity (approx.)
1	LOCATION OF THE WORKS/ITEMS: in the Premises of NERIWALM research farm.		
a	Cultivated/cropped area	M ²	10.000
b	Trees and Shrubs	Nos.	681
c	Seasonal Flower beds	RM	500



Signature of the tenderer with seal

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.
- 2. 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.
- 3. 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.**

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 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:** 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.
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.
- 7. Engagement of labour:**
 - The contractor shall not employ a person as labour who has not completed 15 years of age. Age proof may be submitted.
 - 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.

Signature of the tenderer with seal

- d. **For Part B:** A minimum of **4 (four) 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.
- e. 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.
- f. 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.
- g. 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.



Signature of the tenderer with seal

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, Kalibhahomora, Tezpur-784027, Assam

I/We have understood the terms and condition of the tender detailed in the tender documents supplied to us and are fully aware of the nature of contract. I/We affirm to security adhere to the terms and conditions supplied therein.

Name 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 etc.

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

1. Labour component for the work (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 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) 1	(2) a) Lawn area	(3) m ²	(4) 1072	(5)	(6)
	b) Hedge	RM	392		
	c) Trees & shrubs	Nos.	62		
	d) Potted plants	Nos.	25		



Signature of the Tenderer with seal

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

(1)	Schedule of Items	Unit	Quantity (approx.)	Rate (Rs.) (in figure & words)	Amount (Rs.) (in figure & words)
(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		

Signature of the Tenderer with seal



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		



Signature of the Tenderer with seal

LOCATION OF THE WORKS/ITEMS : (L4) Cycle Stand Area and Premises of Agro-meteorological Station					
(1)	(2)	(3)	(4)	(5)	(6)
Sl. No.	Schedule of Items	Unit	Quantity (approx.)	Rate (Rs.) (in figure & words)	Amount (Rs.) (in figure & words)
4	a) Lawn area	m ²	1625		
	b) Trees & shrubs	Nos.	25		
Total annual cost					
GST on cost					
Total cost including GST					

Signature of the Tenderer with seal



(2) 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.

1. Labour component for the work (un-skilled labour engagement) per annum.
2. Contractors own profit per annum.
3. GST if applicable per annum.

LOCATION OF THE WORKS/ITEMS : In the Premises of NERIWALM research farm.					
(1)	(2)	(3)	(4)	(5)	(6)
Sl. No.	Schedule of Items	Unit	Quantity (approx.)	Rate (Rs.) (in figure & words)	Amount (Rs.) (in figure & words)
1	a) Cultivated /Cropped area	m ²	10,000		
	b) Trees & shrubs	Nos.	681		
	c) Seasonal Flowers	RM	500		
Total annual cost					
GST on cost					
Total cost including GST					

Total Annual Cost for the work Part A and Part B (including GST) _____) only per annum.

Name of the Contractor _____
 Address: Village/Town _____ Ward No. _____ P.O. _____
 PIN: _____ District _____ State _____ b Country _____
 Contact No. (mobile phone) _____ mail ID _____



Signature of the Tenderer with seal