

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010
Advertisement No. IDSA/044/2011

QUOTATION FOR MAINTENANCE OF ARBORICULTURE SERVICES
TWO BID SYSTEMS

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Maintenance of Arboriculture Services
2.	Earnest Money	Rs. 20,000/-
3.	Validity period	180 days
4.	Security Deposit	10 % of contract value in form of cash/Demand Draft
5.	Period of Contract	One year
6.	Last date of Submission of Tender	30.09.2011
7.	Mode of Sending	a. In sealed cover in original and duplicate copies by Registered post A.D/Speed post/Hand Delivery/Courier b. Tender sent by ordinary post will be rejected out rightly.
8.	Description essential to be made on sealed cover	a. Name of work and Tender No, name of Bidder and opening date of Tender. b. Last date of receiving Tender by IDSA.

Signature of bidder
Name:

Assistant Director
IDSA

Company seal

Date

Sealed quotations in the prescribed format (enclosed as Annexure A, B, C & D) are invited from experienced contractors/agencies for providing "Maintenance of Arboriculture Services" for IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, New Delhi -110010 as per details given in format/s.

Sealed quotation addressed to Assistant Director (Admin), Institute for Defence Studies and Analysis may be sent at the Institute's address mentioned above either by Registered Post AD/Speed Post/By hand delivery at the Reception. The quotations should have "**Quotation for Maintenance of Arboriculture Services**" written on top of the envelope. It should reach on or before **3.00 PM on 30th Sept 2011**. The pre bid conference will be held on 22nd September 2011

The Institute shall not be liable for any postal delay and quotation received after the stipulated time/date are liable to be rejected summarily without giving any reason.

All the tender are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of part "A", "B" & "C" as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute or alternatively can also be submitted by using the same proforma on your letter head and should be submitted as prescribed in para 2 above.

The financial quotations would be opened in presence of bidders. Party or their authorized representatives, not more than one person, may be present at the time of opening of the quotations, if they so desire.

IDSA reserves the right to accept or reject any or all quotations including the lowest quotation/s without assigning any reason at its sole discretion and the decision of the IDSA will be final and binding on all concerned.

Note: Contractor may inspect the Campus & assess its requirement before quoting the tenders.

Wg. Cdr Hemlata Lohani
Assistant Director

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010

(TERMS AND CONDITIONS)

1. The rates quoted should include the cost of material, labour and statutory component and all taxes and no further amount over and above the rate quoted shall be payable.
2. **The total cost including Man and Material will be taken into consideration before finalizing the contract.**
3. Quoting less, violation of minimum wages act, Contract Labour act, Govt. of India, Ministry of labour and Employment order and other statutory provisions shall be liable for disqualification and such tenders shall not be considered and rejected summarily without assigning any reasons. No communication will be entertained in this regards.
4. The proposal shall clearly indicate the cost including material and labor, statutory component and your service charges details. Also the brand/s of material would be supplied as per term in tender documents.
5. The labour deployed as Gardners should be indicated in terms of number and while quoting, 01 supervisors should also be nominated by you to oversee their work and who shall be available to Institute during the working hours. The working timings of each Gardeners/Supervisor shall be consonance with various labour legislation.
6. The selected vendor would be required to indicate the name/s of the Gardners and Supervisor along with their photographs and addresses for maintaining records with the Institute for security reasons along with the Police verification report.
7. The assignment of Aboriculture Services under the scope of this quotation document is **PURELY JOB WORK** in nature and Gardeners deployed by the party shall remain on his pay rolls and he shall be solely responsible for the payment of amounts/wages to them directly on monthly basis as per minimum wages notified by appropriate authority and amount claimed towards various statutory components must be deposited by you with appropriate authorities and also maintain relevant register/records as per statutory requirement. The vendor shall also indemnify and keep at all times indemnified the IDSA against any loss or damage suffered in the event of failure to adhere to the provisions of statutory enactment/s.

8. The attention of the bidders is invited to Part-C wherein the rates for services to be provided are to be indicated. While the Part-C gives details of the area available, number of manpower, number of trees and other covered/open areas with SCOPE OF WORK, the bidders are advised to personally inspect the premises on any working day and contact the designated official for quoting a realistic and comprehensive bid.
9. While submitting your proposals, you shall deposit Earnest Money of **Rs. 20,000/-** (Rs. Twenty Thousand only) by way of demand draft favoring “**IDSA, New Delhi**” **payable at New Delhi**. No other mode of remittance shall be accepted. The bidders found without EMD are liable for outright rejection. No interest will be payable on EMD.
10. The EMD of unsuccessful bidders shall be returned within 60 days of opening of the quotations. This shall be refunded without any interest. In case of successful bidder, the Security Deposit would be adjusted and balance shall be deposited by way of demand draft as per details at 8 above within 7 days of issue of the work order and before the work is started. In case the differential amount to arrive at Security Deposit is not done by the selected bidder within 7 days as stipulated, the EMD already deposited shall be forfeited forthwith without any correspondence and the work shall be considered for allotment to other bidders on the panel.
11. **The contractor will deposit Security Deposit 10% (in acceptable form to IDSA) of total annual value**, security deposit shall be retained during period of currency of the work order and shall be refunded without any interest, in case no claim is pending from the Institute side. It may be noted that Institute shall keep the Security Deposit for TRUE Diligent and faithful performance of the terms and conditions and shall be liable to be forfeited in the event of contravention of the terms of the quotation document/work order.
12. The vendors shall ensure timely availability of all pesticides/insecticides during the working hours and shall take instructions directly from the designated officials in respect of the operational activities.
13. The vendors shall ensure that the Gardeners are attended to job as per the staggered time schedule indicated in Part-C. The number of Gardners committed should be fully deployed and any laxity/deviation in this regard shall be viewed very seriously and may result in termination of the work order.
14. The selected vendor shall submit on monthly bill on or before 2nd day of succeeding month. The bill if found in order in all respect, will be processed for release of payment by the 15th day of each month.
15. The selected vendor will not accept any directions and or instructions either verbal or written from any staff member of the Institute unless the same are issued by Assistant Director (Admin) or the authorized official in regard to the work assigned to the selected Arboriculture vendor. The Gardeners deployed

shall perform the activities of Arboriculture only and under no circumstances they shall under take any other work of the Office.

16. The Arboriculture Services are to be offered by the vendors on all days the usual activities would be done in staggered timings and on Sundays and holidays full crash working would be done which would include weekly offs. However one day off in rotation will be given in small groups or individually as per labour law.
17. The selected vendor will be fully responsible for the safety and security of his staff deployed for work in the IDSA complex and the IDSA will not be responsible in any way for any accident/injury or any other damage arising out of or occurring during the course of the performance of Arboriculture activity of his workers under the terms of this agreement in the premises of the Institute. If required, under any statute, he will take the necessary insurance coverage of his employees in the Institute's complex.
18. The work order can be terminated by either party by giving one month clear notice in writing and during the period of such notice the performance of work order by both the parties shall continue. On termination of the contract for any reason whatsoever, the selected vendor will remove their men and material forthwith from the premises of the Institute.
19. Notwithstanding the provisions of Clause-18, the work order shall be liable to be terminated forthwith at Institute sole discretion in the event of contravention of terms and conditions as stipulated above. The terms "**CONTRAVENTION**" shall include acts of commission as well as omissions.
20. The Institute reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reasons the next agency will be offered the job. However, the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time spent for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award or to provide the Arboriculture services. The EMD made by him shall be forfeited and may also be black listed.
21. In case of any dispute, the matter will be referred to sole arbitrator ship of the Director General, IDSA or his nominee and his decision will be final and binding for both the parties.
22. The selected vendor will also be fully responsible for the **Damage, if any caused** to any of the assets, property records of the Institute by their worker while on duty or otherwise in the Institute. The Security staff of the Institute will be authorized to search your employees at the time of their leaving the premises of the Institute after performing their duties. The vendor shall indemnify the Institute for any loss/misappropriation by its House Keepers while on duty and failure in this regard could result in filing of **CIVIL/CRIMINAL** proceedings against the vendor apart from cancellation of the contract.

23. Institute also reserves the absolute right to alter/modify the scope of work, terms and conditions.
24. **Disposal of collected garbage: the contractor will arrange collected garbage. The disposing vehicle will be arranged by the contractor at his own cost and disposal will be carried out on daily basis. IDSA holds no responsibility to the place for thrown out the garbage. This point is explicitly made clear that taken out leaves /grass will be thrown out by the contractor by his own arrangement on daily basis. Suitable penalty will be imposed if it is not done in proper manner.**
25. Contractor has to arrange cleaning of Bee hives/red flies or nests whenever appeared in part of the contract. No additional payment will be made on this account.
26. The Garders will be considered under unskilled category and supervisor will be considered under semi-skilled category.
27. The quotation document may be obtained during working hours from upto **30th September, 2010 on all working days free of cost**. The quotation document can also be down loaded from the website of the Institute (www.idsa.in/notice notices)
28. Consumables :
- I The following consumables shall be supplied by contractor as a part of contract and no extra payment shall be made by IDSA for these Items:
- (i) Fertilizers/Manures
 - (ii) Pesticides/Insecticides
 - (iii) Shrubs/plants/Grass/Trees/Creepers/Seasonal flowering plants
 - (iv) Farm implements
 - (v) Geru/coloring of pots.
 - (vi) Nylon Rope/ Iron wire
 - (vii) Appropriate tools
 - (viii) Appropriate carts
 - (ix) Mud and PCC pots as replacement
 - (x) Artificial plants for office of DG , DDG, and LBSC chair (to be changed every 6 week)
- II . Other consumables/spare parts /Accessories apart from the aforesaid list shall be purchased by the contractor from the OEM and /or Authorised dealer and the cost of same will be reimbursed as per actual on production of original bills by the contractor (plus) 10 % and the relevant payment shall be made alongwith the monthly payment.
- III. The Estate Manager /Project Engineer reserves the right to reject any consumables which do not confirm to the correct standard/quality.
- IV. A Register shall be maintained to record the consumption of consumables mentioned in clause (ii) , if any with the approval of Estate Manager/Project Engineer.

**AGREEMENT BETWEEN INSTITUTE FOR DEFENCE STUDIES AND ANALYSIS
AND ARBORICULTURE AGENCY (NAME OF THE AGENCY)**

This agreement is made on between Institute for Defence Studies and Analysis an Autonomous body under Ministry of Defence and having its offices and residential Complex at Rao Tula Ram Marg, New Delhi -110010 represented by Assistant Director (Admin) (herein referred to as the “Institute” which expression shall unless it is repugnant to context include its successors and assigns to M/s having its office at represented by Prop. (Herein after called “Contractor” which expression shall, where the context so requires include heirs, successors and his legal assigns, executors or administrators.

WHEREAS the contractor is engaged has agreed and undertake to render specialized Arboriculture service as per requirement and full satisfaction of Institute as per term & conditions and as per scope of work to be assigned by the Institute mentioned herein below.

AND whereas the Institute and the contractor had negotiations in this behalf.

Now therefore this agreement witnesses as follows: -

1. The contractor undertakes to provide the specialized Arboriculture, Horticulture and land scalping services with in and outside at the following premises throughout the period of contract on daily basis.

The work involves Arboriculture work in office area, main Lawn, Lawn between Block A and B, Lawn In front of Block B, Lawn in front of Pump House, Library lawn, DG Residence lawn, up keeping of nursery and adjacent lawn, and any other place required to be done in regard to arboriculture and Horticulture work

2. The contractor will also provide all type of Arboriculture consumables, tools needed for effective, efficient and good arboriculture work available and use in the industry.
3. The agency will also provide two powerful Grass cutting machine, spray machines for the up keep and maintenance of Garden areas and one such machine will be remain in Estate Office.
4. In order to bring professionalism and to set a work culture the contractor will provide a dress of a specific color with insign / logo of the company.
5. For effective and efficient operation of the Arboriculture services in the campus the agency will provide dedicated manpower (01 x Supervisors & 8 x Gardenerers) who will remain in the Institute during working hours..

6. The contractor shall immediately provide the bio-data with photograph of the entire Arboriculture staff posted with in a period of 10 days from the effective operation of the contract and also issued the Identity cards to his employees.
7. The strength of arboriculture staff can be temporarily/permanently increased or decreased based on the requirement of the Institute for various reasons or functions such as Big Seminars, Important VIP visits and other official functions.
8. All kinds of tax liability and financial commitment arising in this regard and other statutory dues to the Arboriculture staff will be borne by the contractor and IDSA shall not be liable on this account.
9. The contractor will make the payment of salaries of the Arboriculture staff by 7th of every month without linking with the payment from the Institute, however Institute will ensure that their bills are cleared and payment made as early as possible to the agency.
10. The contractor shall submit the documentary proof (photocopies) in support of his claim that he has deposited the ESI, EPF and Service Tax in respect of the Arboriculture staff deployed in IDSA with the concerned department for preceding months with an undertaking. These documents will be verified and certified by the IDSA staff assigned for the purpose from the original documents. If the contractor fails to do so, his bill for the next month will not be processed for payment. Contractor will also certify that proper wages have been paid to the Arboriculture staff.
11. **The contractor will deposit Security Deposit 10% of total annual value**, in the form of draft or cash without any interest and will be refunded to him after 60 days successfully completion of the contract.
12. In consideration of the obligations undertaken by the contractor under this agreement, the Institute shall pay contractors charges on the basis of the number of house keeping staff actually deployed by contractor for the effective operation of this agreement, on the rates quoted by the contractor in their tender based on the guidelines issued by the local Govt. (NCT of Delhi).
13. Desired level of Arboriculture work in the entire complex of the Institute will be maintained & for this all material/tools will be provided by the contractor. List of consumables to be supplied within the contract is attached as Annexure of this Tender Document.
14. Charges for specialized Arboriculture services shall be paid on monthly basis subject to production of bills.
15. The Rates Quoted for the work should be firm for the period of one year. IDSA will not be responsible for any changes of rules, Octroi, during the contract period.
16. Arboriculture services are to be offered by the contractor on all days except Republic day, Independence Day & Gandhi Jayanti, Holi whereas on the working days the usual Arboriculture activities would be done in staggered timings and on Sundays and holidays full crash Arboriculture work would be done .

17. The contractor will be fully responsible for the safety and security of his staff deployed for work in the IDSA's Premises and the IDSA will not be responsible in any way for any accident/injury or any other damage arising out of or occurring during the course of the performance of Arboriculture activity of his workers under the terms of this agreement in the premises of the Institute. If required, under any statute, he will take the necessary insurance coverage of his employees in the Institute's premises.
18. The Arboriculture personnel will not indulge in any criminal activities, practice or undesirable acts. In such cases they will be dealt with under the provision of law and the contractor will be fully responsible for it.
19. The Arboriculture personnel shall at no time, be treated as the employees of the Institute and also shall have no claim to be regularized in the services of the Institute.
- 19.1. The general working Hours will be 8 Hrs. (9.00 Hrs to 1800 Hrs including one Hour lunch). However IDSA reserve the right to change the shift timing as per requirement. No Overtime will be paid on any account if requirement of timings increased.
20. In case of any dispute arising out of the agreement appropriate court of law in local city along will have jurisdiction.
21. This agreement shall be in force for a period of 1 Years from ____ to ____ and shall automatically cease and terminate on _____.
22. This agreement can also be extended for further period or periods by mutual consent.
23. This agreement can be terminated by either side upon giving one month notice in advance in writing except in the event of failure of Arboriculture agency on the part of contractor; the agreement shall be terminated without giving any notice whatsoever. IDSA shall not be responsible for any payment thereafter.
24. The decision of the IDSA as to what constitutes failure of Arboriculture services shall be final and binding on the contractor and shall not be questioned by him in any manner.
25. **Penalty:** In case work is not up to the mark/satisfaction and inspite of repeated instructions agency fails to maintain the required standard suitable penalty will be imposed on the agency i.e. verbal warning followed by change of person involved in the work, who is found to be inefficient, failing which deduction of his attendance.
26. **Discipline:** No Arboriculture personnel of the agency will form any link or join the Association of IDSA employees or form their own Association in any manner what so ever. The contractor will be fully responsible for their discipline and their conduct within the premises. Any Arboriculture staff found to be indulging in the activities describes above creating indiscipline will not be tolerated at any cost the

contractor should change such person on his own or on the direction of IDSA authorities.

27. **Dispute:** In case of any dispute arising out of this agreement the same shall be resolved through sole arbitration of the Director General, IDSA or his nominee or appropriate court of law in Delhi alone will have jurisdiction.

28. **Consumables :**

The following consumables shall be supplied by contractor as a part of contract and no extra payment shall be made by IDSA for these Items:

- (i) Fertilizers/Manures
- (ii) Pesticides/Insecticides
- (iii) Shrubs/plants/Grass/Trees/Creepers/Seasonal flowering plants
- (iv) Farm implements
- (v) Appropriate tools
- (vi) Appropriate carts
- (vii) Mud and PCC pots as replacement
- (viii) Artificial plants for office of DG , DDG, and LBSC chair (to be changed every 6 week)

II . Other consumables/spare parts /Accessories apart from the aforesaid list shall be purchased by the contractor from the OEM and /or Authorised dealer and the cost of same will be reimbursed as per actual on production of original bills by the contractor (plus) 10 % and the relevant payment shall be made alongwith the monthly payment.

III. The Estate Manager /Project Engineer reserves the right to reject any consumables which do not confirm to the correct standard/quality.

IV. A Register shall be maintained to record the consumption of consumables mentioned in clause (ii), if any with the approval of Estate Manager/Project Engineer.

IN WITNESS HEREOF, the parties hereto, have set their hands and seal, this day hereinabove referred to.

For Arboriculture
Agency

for Institute for Defence Studies and Analysis (Name of the agency)
The Assistant Director

Witness

Witness

1

1

2

2

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

No 1 Development Enclave, Rao Tula Ram Marg

Delhi Cantt., New Delhi – 110010

Advertisement No.IDSA/044/2010

**QUOTATION FOR ARBORICULTURE SERVICES
ANNEXURE-‘C’ (TECHNICAL BID)**

INFORMAION OF TENDERER FOR PROVIDING ARBORICULTURE SERVICE

1. Brief Bio data with Check list of the Tender (***Please enclosed separately as per Part 1A & 1B***)
 1. NAME/S AND ADDRESS OF THE COMPANY
 2. NEME/S CONTACT PERSON/S
(With Tel. No., Fax, Mobile No. E-mail & Res. Tel No.)
 3. INCOME TAX ITCC NO. (With documentary proof)
 4. SALE TAX REGN. NO. (With documentary proof)
 5. EPF REGN. NO (With documentary proof)
 6. ESI REGN. NO. (With documentary proof)
 7. SERVICE TAX NO. (With documentary proof)
 8. NATURE OF OWERNERSHIP-
PRIVATE/PUBLIC/COMPANY/PROPRIETORSHIP/PARTNERSHIP
(Please provide details with documentary evidence)
 9. DETAILS OF EXPERIENCE of last three years TO WHOM THE Arboriculture SERVICES have been PROVIDED ((Please attach annexure/s in the following format Organization/s Name with address number of manpower deployed nature of time contact person/s reference Tel. No.
 - 10.Details of present assignment (Please attach annexure/s in the following format Organization/s Name with address number of manpower deployed nature of time contact person/s reference Tel. No.
 - 11.ANY OTHER, please specify with documentary evidence
 - 12.DETAILS OF EMD ENCLOSED

(SIGNATURE WITH STAMP)

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

No 1 Development Enclave, Rao Tula Ram Marg

Delhi Cantt., New Delhi – 110010

Advertisement No.IDSA/044/2010

TENDER FORM FOR PROVIDING ABORICULTURE SERVICES

1. Brief Bio data of the Tenderer _____

2. Name, Address with Telephone Number of the Firm/agency _____

3. Name, Designation, Address and Telephone number of authorized person of the Firm/ agency. _____

4. Firm Registration Reference (Please enclose the copy) _____

5. Please specify as to whether firm is sole proprietor / partnership firm.
a. _____
b. _____
c. _____
6. PAN number & Income Tax Return of current financial Year 2010 – 2011 _____

7. Provident Fund Account Number (Please enclose the copy) _____
8. ESI Registration Number _____

(Please enclose the copy)
9. Service Tax Number _____
(Please enclose the copy)

**Affix duly
Attested PP
Size
Photograph
Of the
Tenderer**

10. License Number under Contract _____
Labour (R&A) Act. _____

(Please enclose the copy)

11. Details of Income tax Return for last three years.

12. Details of Audited Balance sheet of last three years.

13. Details of man Power on Roll of your organization. (attach organization chart)

11. Details of earnest money deposited*

a) Amount Rs. _____

Rs.(in word) _____

b) Bank Draft / Pay Order /
Number of Nationalized
Bank _____

c) Date of issue of BD/PO _____

d) Name of issuing Bank _____

12. Details of experience in the
relevant Field. _____

13. Any other information _____

14. Declaration by the Contractor:

This is to certify that I / we have read and fully understood all the terms and conditions herein and undertake myself/ourselves abide by them.

Dated:

(Signature of Tenderer)

Name:

Designation:

Address:

Phone (O):

(R):

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CHECK LIST OF ATTESTED COPIES OF DOCUMENTS ATTACHED WITH THE TENDER

- | | | |
|-----|--|----------|
| 1. | Firm Registration | Yes / No |
| 2. | PAN Number | Yes / No |
| 3. | Provident Fund Account Number issued by
The competent authority | Yes / No |
| 4. | ESI Registration No. issued by the Competent
Authority | Yes / No |
| 5. | Contract license issued by the labour Commissioner
Under Contract Labour (R.E.A) Act. | Yes / No |
| 6. | Bank Draft / Pay order / FDR of earnest money | Yes / No |
| 7. | Service Tax No. | Yes / No |
| 8. | Certificate of Experience of last three years | Yes / No |
| 9. | Certificate of present assignments | Yes / No |
| 10. | Audited balance sheet for last three Years | Yes / No |
| 11. | Income Tax Return for last three years | Yes / No |
| 12. | Organization Chart (man Power on roll) | Yes / No |

Signature of Tenderer

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QUOTATION FOR ARBORICULTURE SERVICES
ANNEXURE 'C' (SCOPE OF WORKS)

SCHEDULE "C"

MAINTENANCE OF ABROCIALTURE, LANDSCAPING WORKS &
ALLIED EQUIPMENTS IN INSTITUTIONAL AREA OF IDSA COMPLEX
AT DELHI CANTT., NEW DELHI

S. No.	Description of Works	Unit	Qty
1.	Maintenance of Avenue Trees, all as per Standard specifications.	Nos.	225
2.	Maintenance of Structural Trees, all as per standard Specifications.	Nos.	273
3.	Maintenance of Shrubs, all as per standards Specification.	Nos.	2328
4.	Maintenance of creepers, all as per standards Specification.	Nos.	100
5.	Maintenance of Lawn, all as per standards Specification.	SM	2347
6.	Maintenance of Ground Covers, all as per standards Specification.	SM	591

S. No.	Description of Works	Unit	Qty
7.	Provision of 01 No. operator for regular operations and upkeep of the following equipments/installations including regular cleaning of tiles of fountain/ water body by approved chemical/ detergent and watering/ dewatering etc. all complete as per directions of Engineer – in – Charge.	Job	1

S. No.	Description of Works	Unit	Qty
	<p>The Consumable/ spare parts/ accessories which are essentially required for maintenance jobs and any repair work required to be done by other arencies/specialists, these shall be arranged by the contractors & paid for as actual cost of Contractor (plus) 10% to over his overheads & profits on production of original paid bills along with Monthly payment. The register shall maintained for consumption of these items and got singed form the Engineered – in – Charge / Users.</p> <ul style="list-style-type: none"> a) Foaming fountain with 6 nozzles (01 set) b) Foaming fountain with 4 Nozzles (01 sets) c) Water proof fountain lights 12 V, 20 W (20 Nos.) d) Submersible fountain pump set 7.5 HP with Control Panel (01 set). e) Submersible fountain pump set 3.0 HP with Control Panel (01 set). f) Transformer of Lighting systems (2 Nos) g) Sprinklers 6 mm dia (68 Nos.) h) Sprinklers 20 mm dia (10 Nos.) i) Water Supply network system including GM Valves, pipeline etc. 		

S. No.	Description of Works	Unit	Qty
8.	INDOOR. OUTDOOR POTTED PLANT		
	a) Plumeria alba 7'-8 ht in 24" Pots	Nos.	12
	b) Ficus Benjamina 7' ht in 24" Pots	Nos.	12
	c) Dracena veri 1 ½ - 2" ht	Nos.	38
	d) Ficus panda in 2'-3'ht in 16" Pots	Nos.	30
	e) Aerocaria 4' ht in 10" Pots	Nos.	14
	f) Areca Palm in 5' ht in 10" Pots	Nos.	22
	g) Aglonema in 10' Pots	Nos.	24
	h) Crotons varia in 16" Pots	Nos.	25
	i) Ferns/ chlorophytum/ophiopogum in 8 Pots	Nos.	200
	j) Seasonal flowers plants in pots	Nos.	300
	k) Philodendron/money plant 3'-4' ht with moss stick in 10" pots	Nos.	30
	l) Dahlia Chrysanthemum in 10" Pots (Seasonal Flowers)	Nos.	54
	m) FRP Planters for 10" Pots	Nos.	150
	n) Creepers (Money Plant)	Nos.	49
	o) Syngonium	Nos.	20
	p) Hanging basket	Nos.	26
q) Furcaria	Nos.	2	
r) Rhaps Palm	Nos.	9	

Description of work

- 1. Trees** : Regular watering , loosening of soil, de-weeding, staking(New plants) pruning and shaping to keep in presentable form, trimming, manuring with well rotten organic manure 1 time, fertilizer application two times annually and spraying of insecticides, fungicides as and when required.
- 2. Shrubs** : Regular Watering , looseing of soil weekly , deweeding, trimming and pruning to keep it in presentable form, manuring with well rotten organic manure 1 time and 2 times fertilizer application annually, spraying of insecticides/fungicides as and when required.
- 3. Hedge** : Regular Watering, deweeding, training and pruning to keep it in presentable form, cleaning of bed, loosening of soil weekly, manuring with well rotten organic manure 1 time and 2 times fertilizer application annually, spraying of insecticides/ fungicides as and when required for a period of one year.
- 4. Lawn** : Regular watering, deweeding, mowing, manuring with well rotten organic manure 1 time and 2 time fertilizer application annually, spraying of insecticide/ fungicides as and when required for a period of one year.
- 5. Ground Cover** : Regular watering, de-weeding, shaping, manuring with well rotten organic manure 1 time and 2 time fertilizer application annually, spraying of insecticide/ fungicides as and when required for a period of one year.
- 6. Ornamental Plants** : Regular watering, loosening of soil fortnightly, deweeding training and pruning to keep it in presentable form, manuring with well rotten organic manure 1 time and 2 time fertilizer application annually, spraying of insecticide/ fungicides as and when required for a period of one year.

ANNEXURE-'D' PART (I) - FINANCIAL BID (Quotation Tender Form)

To be filled in properly, legibly and submit in a separate sealed envelop marked as Financial bid.

S. No	Description	Yearly Amount Excluding service Tax(1)	Service Tax(2)	Total Contract Value (1+2)
1.	Contract Value for Arboriculture Services with 1 Supervisor and 8 Gardners as per terms and conditions alongwith Garbage disposal & inclusive of material as mentioned in clause No 28.			
	Total Amount			

Total Annual Amount Quoted in words

1. The Amount Quoted should be inclusive of all taxes. Conditional Tenders will be liable to be rejected
2. Rates Quoted should be in prescribed sheet . No annexure required.

Signature of the Bidder

Name and Telephone No

Name of the Agency

Seal :

3. Telephone Nos. of the office / Mobile No. / Fax No./E-mail
4. Declaration by the Contractor

It is to certify that I/we before filling & signing this **ANNEXURE – ‘D’ (PART – I,II & III)** the tender document have read and fully understood the **Annexure-A (General Guidelines) & Annexure-B (Terms, Condition and Agreement)** and undertake myself/ourselves to abide by them.

Date:

Place:

Signature of the Tenderer with Seal

Name

Designation

Address

Phone No. Office

Residence

Phone No.

Mobile No.

E-mail No.

Fax No.

Tenderer please note: Send only duly filled **Annexure ‘D’ (Part-I,II & III)** with supporting document if any you wish to enclosed in a sealed envelop. Keep **Annexure A&B** with you for records and reference.