

**Cost of tender document Rs.1,000/- to be
Paid in the form of D.D. /Cash in favour of IDSA)**

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010
Advertisement No.IDSA/028/2010

QUOTATION FOR ARBORICULTURE SERVICES

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Maintenance of Arboriculture Services
2.	Earnest Money	Rs. 2,0000/-
3.	Validity period	180 days
4.	Security Deposit	25 % of contract value in form of Cash/DD
5.	Period of Contract	One year
6.	Last date of Submission of Tender	30.09.2010
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

Tender No. IDSA /A.M.C./05/2010

Sealed quotations in the prescribed format (enclosed as Annexure) 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 2010**.

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 and 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 quotations would be opened **on 20th October at 15.30 PM**. 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

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ANNEXURE –‘A’ (TERMS AND CONDITIONS)

1. The rates quoted should include the cost of material, labour and statutory component relating to ESI, EPF, Bonus, Uniform etc. 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. 2,00,00/-** 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 25% 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 Gardeners 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 except Republic day (26th January) Independence Day (15th August) Gandhi Jayanti (2nd October), and Holi Festival whereas on the working 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 quotation document may be obtained during working hours from upto **15th September, 2010 on all working days on payment of Rs. 1,000/-** from office of the Accounts Officer by cash or submitting a demand draft in favour of “**IDSA, New Delhi**”. The quotation document can also be down loaded from the website of the Institute (www.idsa.in) for which bidders would be required to enclose a demand draft of **Rs. 1000/-** in addition to the EMD towards the cost of the quotation document in addition to the EMD along with their quotation failing which the quotation shall be out rightly rejected.

27. 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.

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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 TO WHOM THE Arboriculture SERVICES ARE 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. ANY OTHER, please specify with documentary evidence
 11. DETAILS OF EMD ENCLOSED

(SIGNATURE WITH STAMP)

ANNEXURE 'C' Part – I (TECHNICAL BID)

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TENDER FORM FOR PROVIDING ABORICULTURE SERVICES

1. Brief Bio data of the Tenderer _____

**Affix duly
Attested PP
Size
Photograph
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 2008 – 2009 _____

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)
10. License Number under Contract _____
Labour (R&A) Act. _____
(Please enclose the copy)
11. Details of earnest money deposited*
- a) Amount Rs. _____
Rs.(in word) _____
- b) Bank Draft _____
Number of Nationalized Bank _____
- c) Date of issue of BD _____
- 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 and Income-tax return 2008-09 | 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 of earnest money | Yes / No |
| 7. | Service Tax No. | Yes / No |

Signature of Tenderer

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

SCHEDULE "C"

**MAINTENANCE OF ARBORICULTURE, 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.	<p>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. The Consumable/ spare parts/ accessories which are essentially required for maintenance jobs and any repair work required to be done by other agencies/specialists, these shall be arranged by the contractors & paid for as actual cost of Contractor (plus) 10% to cover his overheads & profits on production of original paid bills along with quarterly payment. The register shall be maintained for consumption of these items and got signed from the Engineer – 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.) <p>Water Supply network system including GM Valves, pipeline etc.</p>	Job	1

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. Quotation/Rates (Minimum wages & other statutory requirements to be kept in mind)

PRICE BID FOR ARBORICULTURE

S. No	Description	Monthly Amount	Yearly Amount
1.	Annual Arboriculture Services with 1 Supervisor and 8 Gardners as per terms and conditions alongwith Garbage disposal (Labour only)		
	Total Amount		

Total Amount Quoted in words in figure

(The Amount Quoted should be inclusive of all taxes. Conditional Tenders will be liable to be rejected)

Signature of the Bidder

Name and Telephone No

Name of the Agency

Seal: