

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg,
Delhi Cantt, New Delhi – 110 010

Advertisement No. IDSA/089/2015

QUOTATION FOR MAINTENANCE OF ARBORICULTURE SERVICES

Two Bid System

MEMORANDUM OF WORK IN BRIEF

1.	Name of work	Maintenance of Arboriculture Services
2.	Earnest Money	Rs. 30,000/-
3.	Validity period	180 days
4.	Security Deposit	10 % of annual contract value in the form of Demand Draft / Bank Guarantee
5.	Period of Contract	One year, may be extended.
6.	Last date for Submission of Tender	05 Nov 2015, 1500 hrs
7.	Mode of Sending	a. In a sealed cover with attested copies by Registered post A.D / Speed post / Hand Delivery in the Tender Box b. Tender sent by ordinary post will be rejected out rightly.
8.	Description essential to be mentioned on the sealed cover	Name of work with Advertisement No, name of Bidder and opening date of Tender.

Signature of bidder

Name:

Estate Manager

Company seal

IDSA

Date

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QUOTATION FOR MAINTENANCE OF ARBORICULTURE SERVICES

Sealed quotations in the prescribed format (enclosed as Annexure A, B, C & D) are invited from experienced contractors / agencies for “Maintenance of Arboriculture Services” at IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats.

Sealed quotation addressed to the Estate Manager, Institute for Defence Studies and Analyses, may be sent at the Institute’s address mentioned above either by Registered Post AD / Speed Post / By hand delivery at Tender Box kept at the reception office. The quotation should clearly mention “**Quotation for Maintenance of Arboriculture Services**” on top of the envelope and should reach on or before **1500 Hrs, 05th Nov 2015**.

The Institute shall not be liable for any postal delays and quotation received after the stipulated time / date will be rejected.

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of part “A”, “B”, “C” & “D” as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

The financial bids would only be opened for technically qualified firms in presence of the bidders. Hence, financial bids are required to be submitted in a separate sealed envelope within the main envelope containing other documents. Bidders or their authorized representatives, not more than one person, may be present at the time of opening of the quotations, if they desire.

IDSA reserves the right to accept or reject any or all quotations including the lowest bidder 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 IDSA Campus & assess its requirement before bidding the tender.

Hemant Kumar
Estate manager

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

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TERMS AND CONDITIONS

1. The rates quoted should include the cost of material, manpower, garbage disposal and statutory components excluding taxes, if any.
2. The total cost including manpower and material will be taken into consideration before finalizing the contract. The gardeners will be considered under unskilled and supervisor in semi-skilled category.
3. Quoting less with respect to violation of Minimum wages Act, Contract Labour Act, Govt. of NCT Delhi, Ministry of labour and Employment order and other statutory provisions shall be liable for disqualification. No communication will be entertained in this regard. The PF, ESI and Minimum wages are mandatory and should be as per the Govt. of NCT Delhi.
4. The proposal shall clearly indicate the cost including manpower, material, statutory components and service charges. The material, seasonal plants / flowers and seeds to be supplied must be in accordance with the terms & conditions of the tender document.
5. The manpower deployed as gardeners should be indicated in terms of number and while quoting, one supervisor should also be posted by you to oversee the overall work and shall be available at the Institute during working hours. The working hours of each Gardener / Supervisor shall be in accordance with the labour legislation / laws.
6. The selected vendor would be required to indicate the names of the Gardeners and Supervisor along with their biodata, photographs, with identity proof for maintaining records with the Institute for security reasons along with the latest Police verification report to issue identity cards.
7. The assignment of Arboriculture Services under the scope of this tender document is **PURELY JOB WORK** in nature and Gardeners deployed by the vendor shall remain on his pay rolls. The vendor shall be solely responsible for the payment of wages to them directly on monthly basis as per minimum wages notified by the Govt. of NCT of Delhi and amount claimed towards various statutory components must be deposited by him with appropriate authorities. The vendor shall maintain relevant records as per statutory requirements. The vendor shall keep, at all times, indemnify IDSA against any loss or damage suffered in the event of failure to adhere to the provisions of statutory enactments.
8. The attention of bidders is invited to Annexure “B” Part I & II, with respect to which the rates for maintenance services to be provided are to be indicated. Annexure “C” give details about the area available, number of manpower, number of trees, seasonal plants / flowers requirement and other covered/open areas as per the 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 financial bid.

9. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 30,000/-** by demand draft / PO favoring **“IDSA” payable at New Delhi**. No other mode of remittance shall be accepted. The bids found without EMD are liable for outright rejection.

10. The EMD of unsuccessful bidders shall be returned within 60 days of opening the financial quotations. This shall be refunded without any interest. In case of successful bidder, the EMD would be adjusted against security deposit and balance shall be deposited by demand draft within seven days of accepting the work order before commencement of work at site. In case, the differential amount of Security Deposit is not deposited by the selected bidder within seven days of accepting the work order, the EMD already deposited shall be forfeited without any correspondence and the work shall be considered for allotment to other bidders.

11. The selected vendor shall deposit Security Deposit @ 10% of total annual contract value in form of DD / Bank Guarantee favouring IDSA New Delhi. The security deposit shall be retained during the period stated in the work order and shall be refunded without any interest, in case no claim is pending towards the Institute. 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, if the terms & conditions of the tender document / agreement are violated.

12. The selected vendor shall ensure timely availability of all pesticides / insecticides, seasonal plants / flowers / seeds etc and shall take instructions directly from the designated officials in respect of the operational activities.

13. The vendor shall ensure that the Gardeners are to attend the job as per the staggered time schedule as intimated beforehand. The number of Gardeners mentioned in the tender document should be deployed fully and any laxity / deviation in this regard shall be viewed seriously which may result in termination of the work order.

14. The selected vendor shall submit the bills along with the required certificates for paid statutory components, on quarterly basis. The bills, if found in order in all respects, will be processed for release of payment within ten days after submission of the bills. However, payment to the staff employed shall be paid preferably within first week every month.

15. The selected vendor will not accept any directions / instructions either verbal or written from any staff member of the Institute unless the same are issued by Estate Manager or the authorized official with regard to work assigned to the vendor.

16. The Arboriculture Services are to be offered by the vendor on all days of the year except Republic day (26th January), Independence Day (15th August), Gandhi Jayanti (2nd October) and Holi Festival. However, one day weekly off by rotation will be given individually (amongst the existing manpower) as per labour law preferably on Saturday / Sunday.

17. The successful bidder will be fully responsible for the safety and security of his staff deployed for work at the IDSA complex. IDSA will not be responsible, in any circumstance, for any accident / injury or any other damages occurring while performing Arboriculture activities of his workers under the terms at the Institute's premises. If required, the vendor may take necessary insurance coverage of his employees working at the Institute's complex.

18. The agreement / work order can be terminated by either party after giving one month clear notice in writing. During the period of such notice, the performance of work shall not hamper and both parties continue to abide by their respective obligations. On termination of the contract for any reason whatsoever, the selected vendor will remove their men and material immediately from the premises of the Institute.

19. Notwithstanding the provisions of Clause-18, the work order shall be liable to be terminated forthwith by the Institute at its 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 vendor will deploy one Supervisor and nine Gardeners at the Institute. However, the number of manpower can be reduced & increased suitably as required by the Institute. Institute also reserves the right to alter / modify the scope of work, terms and conditions.

21. The average annual turnover of the firm should not be less than Rupees Twenty Lakhs during the last three financial years. The firm should comply with all the statutory requirements as stated in the technical bid.

22. The firm should not have been blacklisted / debarred in any manner by any Govt. Department. A declaration on a stamp paper of Rs. 10/- should be attached with the technical bid.

23. The Institute reserves the right to have a panel made out of the successful tenderers. If the selected vendor fails to accept the job or leaves the job in the middle of contract period, or declines to accept the award due to any reasons, the next vendor in the panel may be offered the work order. However, the validity of the panel will be same as the period of award of contract to the selected vendor. If, the second in panel is offered the job, the contract period for him will be the remaining period as per the work order of the first awardee of the contract. If the successful bidder declines to accept the award or not ready to provide the Arboriculture services, the EMD deposited by him shall be forfeited and shall also be black listed.

24. 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 to both the parties.

25. The selected vendor will also be fully responsible for the **damages, if any caused** to the assets, property of the Institute by his workers while on duty or otherwise at 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 his gardeners while on duty and failure in this regard could result in filing of **CIVIL / CRIMINAL** proceedings against the vendor apart from termination of the contract.

26. **Disposal of collected garbage.** The selected vendor will arrange disposal of collected garbage preferably on a weekly basis or even before as need be. The vehicle for disposal will be arranged by the vendor at his own cost. IDSA holds no responsibility for the place to dispose the garbage. This is explicitly made clear that grass / leaves / torn out plants should be removed from all over the campus and thrown at the garbage point on a daily basis. A penalty of Rs. 500/- per day will be imposed and would be deducted from bills, if garbage disposal is not done in an efficient manner and delayed more than a week after intimation.

27. The vendor has to arrange for cleaning of Bee hives / red flies or nests whenever appeared as part of the contract. No additional payment will be made in this regard.

28. The tender document may be obtained free of cost during working hours from 01st Oct 2015 to 05th Nov 2015 **on all working days**. Alternately, it can also be downloaded from the Institute's website (www.idsa.in/notice.html)

29. Clarification regarding tender document & work may be sought before submitting the quotations. No letters will be entertained after opening of the bids / last date of submission of tender. Firms who communicate after opening of the bids, their bids will be rejected.

30. **Consumables.**

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

- (i) Fertilizers / Manures / Seeds.
- (ii) Pesticides / Insecticides
- (iii) Shrubs/plants/Grass/Trees/Creepers/Seasonal flowering plants
- (iv) Farm implements
- (v) Geru for coloring of pots.
- (vi) Nylon Rope / Iron wire
- (vii) Appropriate tools
- (viii) 02 Electric Grass cutting machine & 01 Manual Machine
- (ix) Appropriate carts
- (x) Mud and PCC pots as replacement
- (xi) Artificial plants for office of DG & DDG (to be changed occasionally)

II) Other consumables / spare parts / accessories apart from the aforesaid list shall be purchased by the contractor from the OEM and / or authorised dealer as approved and the cost of same will be reimbursed as per actual on production of original bills by the vendor with 10 % service charges and the relevant payment shall be made along with quarterly bills.

III) A Register shall be maintained at site to record the consumption of consumables as mentioned in clause 30 (II) above, if approved by the Estate Manager. The consumables brought as per clause 30 (I) above may also be recorded and produced, when required. The Estate Manager reserves the right to reject any consumables which do not conform to the required specifications.

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**QUOTATION FOR ARBORICULTURE SERVICES
(TECHNICAL BID)**

INFORMATION OF TENDERER FOR PROVIDING ARBORICULTURE SERVICE

Brief Biodata with Check list of the Tenderer *(Please enclose separately as per Part I & II)*

1. NAME AND ADDRESS OF THE COMPANY
2. NAME OF CONTACT PERSON
(With Tel. No., Fax, Mobile No. E-mail & Res. Tel No.)
3. INCOME TAX ITCC NO. (With documentary proof) – Attach ITR of last three yrs
4. Audited Balance sheet for last three yrs. – Attach attested photocopies
5. SALE TAX REGN. NO. (With documentary proof)
6. EPF REGN. NO (With documentary proof)
7. ESI REGN. NO. (With documentary proof)
8. SERVICE TAX NO. (With documentary proof)
9. License No under Contract Labour Act (With documentary proof)
10. NATURE OF OWNERSHIP-
PRIVATE/PUBLIC/COMPANY/PROPRIETORSHIP/PARTNERSHIP
(Please provide details with documentary evidence)
11. DETAILS OF EXPERIENCE of last three years to whom the Arboriculture Services have been provided (Please attach annexures with details of Organization's Name with address, number of manpower deployed, time period, contact person's reference with Contact no).
12. Details of present assignments (Please attach annexures with details of Organization's Name with address, number of manpower deployed, time period, contact person's reference with Contact no).
13. Details of manpower on roll of your organization (Attach organization chart)
14. Any other information, please specify with documentary evidence.
15. DETAILS OF EMD ENCLOSED. _____

(SIGNATURE WITH STAMP)

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
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TENDER FORM FOR PROVIDING ABORICULTURE SERVICES
TECHNICAL BID

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 (Please enclose the copy) _____

5. Please specify as to whether Firm is sole proprietor / Partnership firm. (Enclose Documents for partnership deed) a. _____
b. _____
c. _____
6. PAN number & Income Tax Return of FY 2012 - 2015 _____

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 Audited Balance sheet of last three years.
12. Details of manpower on rolls of your organization. (Attach organization chart)
13. Details of earnest money deposited
- a) Amount Rs. _____
 Rs.(in words) _____
- b) Bank Draft / Pay Order No. _____
- c) Date of issue of BD/PO _____
- d) Name of issuing Bank _____
14. Details of experience in the relevant Field (min 3 yrs).

15. Details of Work in hand

16. Any other information
17. Declaration by the Contractor:

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

(Signature of Tenderer) -----
 Name -----
 Designation -----
 Address -----
 Phone (O) -----
 (R) -----
 Date -----

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TECHNICAL BID

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 / for 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 |
| 13. | Declaration by the firm on Rs. 10/- non judicial stamp paper stating "not blacklisted by any Govt. department" | Yes / No |

Signature of Tenderer
With Seal

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
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DELHI CANTT, NEW DELHI – 110 010

QUOTATION FOR ARBORICULTURE SERVICES
SCOPE OF WORK

MAINTENANCE OF ARBORICULTURE, LANDSCAPING WORKS & ALLIED
SERVICES IN IDSA COMPLEX AT DELHI CANTT, NEW DELHI

Sl	Description of Work	Unit	Qty
1.	Maintenance of Fruit bearing trees, all as per Standard work procedure	Nos.	50
2.	Maintenance of Non Fruit bearing Trees, all as per standard work procedure	Nos.	700
3.	Maintenance of Shrubs, all as per standard work procedure	Nos.	2400
4.	Maintenance of creepers, all as per standard work procedure	Nos.	100
5.	Maintenance of Lawn, all as per standard work procedure	Sq mt	2347
6.	Maintenance of Ground Covers, all as per standard work procedure	Sq mt	591
7.	Provision of 01 operator for regular operations and upkeep of the listed 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 Estate manager.	Job	1
8.	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 contractor & paid for as actual cost of items with (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 Estate Manager.		
	a) Foaming fountain with 6 nozzles with pipe	Set	02
	b) Foaming fountain with 4 Nozzles with pipe	Set	02
	c) Foaming fountain with 2 nozzles with pipe	Set	10
	d) Sprinklers 6 mm dia. with stand	Nos	10
	e) Sprinklers 20 mm dia. with stand	Nos	10
	f) PVC Pipes 20 mm dia. for watering plants / lawns	Mtrs.	300
	INDOOR / OUTDOOR POTTED PLANT		
9.	a) Plumeria alba 7'-8' ht in 24" Pots	Nos.	06
	b) Ficus Benjamina 7'-8' ht in 24" Pots	Nos.	30
	c) Ficus panda 3' ht in 18" Pots	Nos.	28
	d) Ficus panda 6'-7' ht in 24" Pots	Nos.	02
	e) Phoenix Palm 3'-4' ht in 24" pots	Nos.	47
	f) Aerocaria 4'-5' ht in 16" Pots	Nos.	10

SI	Description of Work	Unit	Qty
	g) Areca Palm 5'-7' ht in 18" Pots	Nos.	20
	h) Rhaps Palm 4'-5' in 16" Pots	Nos.	70
	i) Ferns/ chlorophytum / ophiopogum in 8" Pots	Nos.	190
	j) Flower plants in pots	Nos.	90
	k) Philodendron/money plant 3'-4' ht with moss stick in 10" pots	Nos.	57
	l) Dahlia Chrysanthemum in 10" Pots (Seasonal Flowers)	Nos.	50
	m) Sun of India 3'-4' ht in 12" pots	Nos.	50
	n) Syngonium	Nos.	06
	o) Miscellaneous Indoor potted plants	Nos.	52
	p) Seasonal Flower plants	Nos.	185

Description of work

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

FINANCIAL BID

To be filled and submitted in a **separate sealed envelope** marked as financial bid within the main envelope. Open financial bids will be rejected. The rates should be filled in the prescribed format.

Financial Bid for Maintenance of Arboriculture Services (Without Service Tax)

SI	Description	Yearly Amount in Rupees
1	Total Annual Contract Value for Arboriculture Services with One Supervisor and Nine Gardeners, including Garbage disposal and consumables / tools / machines as mentioned in Annexure 'A' Clause 30. The rates quoted should be exclusive of service tax.	

Total Amount Quoted in words (Rupees)

.....

Note.

1. The amount quoted should be exclusive of service tax. Conditional Tenders will be rejected.
2. Work Contract Tax will be deducted as per rules from the quoted amount and may be catered for while quoting the rates.

Signature of the Bidder -----

Name -----

Name of the Firm -----

Contact No -----

Date -----

Seal :