

**NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT (NCSCM)
(Ministry of Environment, Forest and Climate Change, Govt. of India)**

No. 2019/G/NCSCM/IOC/024

Date: 7/8/2019

NOTICE INVITING TENDER FOR PROVIDING GARDEN MAINTENANCE SERVICE

National Centre for Sustainable Coastal Management (NCSCM) invites sealed tenders from different agencies for **Providing Garden Maintenance Service** to NCSCM, Chennai. The tender document with all information relating to the tender process such as Eligibility Criteria, Terms & Conditions, etc. are available on the website www.ncscm.res.in, which may be downloaded for use. Interested agencies may submit their tenders super-scribing as **"Tender for Providing Garden Maintenance Service in reference to Advertisement No.2019/G/NCSCM/IOC/024 dt.02-08-2019"** to the undersigned, which should reach **on or before 11 A.M. of 04-09-2019** positively and the same will be opened at **11.30 A.M. on the same day** by a Committee in presence of the Participants, who wish to attend the Tender Opening Meeting. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.


Director

National Centre for Sustainable Coastal Management (NCSCM)



Anna University Campus, Chennai 600025, Telephone: 044-22200600 / 22200900

Fax: 044-22200700, Website: www.ncscm.res.in, E-Mail: procurement@ncscm.res.in

NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT (NCSCM)
TERMS AND CONDITIONS FOR PROVIDING GARDEN MAINTENANCE SERVICE

1. **Availability of tender document:** The prospective bidders may download the complete set of the tender documents directly from the website www.ncscm.res.in and submit the same to NCSCM. In case of any bid amendment and clarification, responsibility lies with the bidders to download it from the above mentioned website before last date & time of submission of tender documents.
2. The tenders should reach the office of the Director, NCSCM, Chennai by **11 A.M. of 04-09-2019** and the tenders will be opened at **11.30 A.M. on the same day**. In case this date happens to be a holiday for NCSCM for any reason, the tender will be received and opened on the immediate next working day at the same designated times & place.
3. Bidders may be present in person or through their representative (s) during the opening of tender at **11.30 A.M. on 04-09-2019 /**
4. Tender shall remain valid for a period not less than **120 days** after the last date of submission specified in the tender.
5. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.
6. **Bid Price:**
 - a) The tender shall be submitted in two bid system i.e. Technical Bid (Cover A) & Financial Bid (Cover B). The Financial Bid shall contain only the Price Bid and the Technical Bid shall contain all other documents as per the tender terms except Price Format. The Technical Bid & Financial Bid should be covered in two separate envelopes clearly writing on the top of the envelop as Technical Bid & Financial Bid respectively and these two bids shall be covered in a Big envelop writing on the top of that **"Tender for Providing Garden Maintenance Service in reference to Advertisement No.----- --dt.-----"**.
 - b) The quoted rates shall include all duties and taxes. However, GST shall be shown separately.
 - c) The price as quoted by the Agency shall remain unchanged during the duration of contract.



7. The total area to be covered is 20,000 sq. ft. (approximately).
8. The interested bidders are requested to visit the office premises of NCSCM to assess the actual area to be covered and the quantum of work on any working day before the last date of submission of tender.

9. Scope of Work:

The scope of work is as follows -

- i. General maintenance and development of the garden on day to day basis.
- ii. Soil cultivation, digging, forking, mulching, watering (water will be provided by NCSCM), raking, weeding, litter & debris clearing, edging, pruning, seed sowing, bed preparation and planting.
- iii. Lawn maintenance and cultivation.

10. Responsibility of the Agency (Service Provider):

- a) To bring and use a wide range of hand tools, horticultural machinery and powered hand tools such as lawn mowers, trimmers, hedge cutters, etc.
- b) To ensure that all tools, garden equipment & machinery are correctly maintained, serviced and kept in good & safe working order to ensure uninterrupted services.
- c) Must be aware and must practice health & safety legislations, ensuring a safe working environment for everyone working or using the garden.
- d) The staff deployed by the agency should be trained in gardening work, should be of good conduct, should be physically fit for the work and should not be suffering from any chronic or contagious diseases for carrying out the maintenance works. NCSCM shall not provide any personnel for the work.
- e) The staff deployed by the agency should have the ability to work well as part of a team or individually.
- f) The staff deployed by the agency should be comfortable in working in all weathers and seasons.
- g) The staff deployed by the agency should sign in the attendance register kept with the Security Personnel or any designated place as per the instructions of Manager HR/Admin at the main gate of the office of NCSCM on daily basis.
- h) None of the deployed Staff should enter or remain in the NCSCM's premise beyond the specified time limits unless and absolutely necessary.
- i) Service should be provided by the tenderer directly. Any attempt to sublet the work to any other party shall not be entertained.

- j) The Agency shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State/ Central Government or any local body or authority. The agency shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts licenses, clearance certificates, etc. as may be required by NCSCM from time to time.
- k) The Agency shall be solely responsible for compliance of all statutory provisions like payment of minimum wages to the personnel deployed, ESI, Insurance, PF, etc. NCSCM shall have no liability in this regard. Any revisions or amendments made to these laws/Acts by the State/Central Government will be automatically applicable for compliance by the Principal Employer and the Service Provider without any separate sanction for the same.
- l) The Agency is responsible for compliance to the provisions of various labour and industrial laws relating to the personnel deployed by it for the purpose or for any accident caused to them and NCSCM shall not be liable to bear any expense in this regard.
- m) NCSCM shall not be held responsible for any statutory non-compliance on the part of the Agency with respect to the Labour Laws including PF, ESI, Workman Compensation, Insurance, Minimum Wages Act, Labour Safety, etc. or otherwise. And in no circumstances, the NCSCM shall be made a party to it in case of any dispute arising out of such non-compliance.

11. Responsibility of the NCSCM:

- a) To provide soil, water, plants, seeds, etc.
- b) Storage place for all tools, garden equipment & machinery brought & used by the agency for the service under this contract.
- c) To provide Attendance Register for the staff deployed by the agency, which will be kept with the Security Personnel at the main gate of the office of NCSCM and to be signed by the staff deployed by the agency on daily basis.
- d) Authorized Persons of NCSCM shall monitor the work of the agency at regular intervals.

12. The Agency will be held liable for any damage caused to the NCSCM or its premises or any part thereof or to any fixtures or fittings thereof or any property of the NCSCM due to any act, omission, default or negligence of the Agency or its Staff.



13. Income Tax, as applicable, shall be deducted by NCSCM from the bill unless exempted by the Income Tax Department. GST TDS will also be deducted from source as per the prevailing rate.

14. Any non-performance, damage/ theft caused by the workmen of the service provider shall be recovered from the monthly bills of the service provider.

15. Notwithstanding the above, NCSCM reserves the right to accept or reject any or all bids and to cancel the bidding process at any time prior to the issue of Work Order.

16. Performance Security:

a) The successful Bidder shall submit Performance Security for **Rs.10,000/- (Rupees Ten Thousand)** only in shape of Account payee Demand Draft/Pay Order from any Nationalized/ Scheduled Bank in favour of "**National Centre for Sustainable Coastal Management**", payable at **Chennai**.

b) The Performance Security of the successful Bidder will be returned to the Bidder without interest within 60 days of successful completion of the work as per order.

17. If the successful Bidder fails to execute the order, the performance security shall be forfeited and action may be taken to blacklist the firm.

18. Eligibility Criteria

The Bidders must fulfill the following eligibility criteria to participate in the tendering process -

a) Must have provided Garden Maintenance Service to any Government/ Semi-Government Organization/ Public Sector Undertaking/ Corporate Body/ Hotel/ Public Park during any of the last three Financial Years i.e. 2016-17, 2017-18 & 2018-19. **(Self-attested copies of Work Orders/ Completion Certificates/ Performance Certificates received from Government/ Semi-Government Organizations/ Public Sector Undertakings/ Corporate Bodies/ Hotels/ Public Parks during last three Financial Years i.e. 2016-17, 2017-18 & 2018-19 to be furnished.)**

b) Average Annual Turnover of minimum Rs.5 Lakh during the last 3 Financial Years i.e. 2015-16, 2016-17 & 2017-18 or 2016-17, 2017-18 & 2018-19. **(Self-attested copy of Turnover Certificate in original issued by a Chartered Accountant for last three years i.e. 2015-16, 2016-17 & 2017-18 or 2016-17, 2017-18 & 2018-19 as in Annexure-I to be furnished. Provisional turnover shall not be considered.)**



- c) The agency must have either its registered office or operating office in Chennai.
(Self-Attested copy of documentary evidence in this respect to be furnished.)

Apart from above, the Bidders shall also furnish the following documents-

- One copy of this bid document duly signed by the bidder
- Self-attested copy of Registration Certificate of Firm
- Self-attested copy of PAN Card
- Self-attested copy of GST Registration Certificate, If applicable
- Self-attested copy of latest GSTR 9 (Annual) Return, If applicable
- Quotation in the prescribed Format.
- Declaration in Rs.100/- stamp paper to the effect that the firm has not been blacklisted by any Public Authority as per **Annexure-II**.

19. Evaluation and Selection

- a) The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Bids shall be opened of those bidders who will qualify in the technical evaluation.
- c) Financial Bids shall be opened in the presence of the technically qualified bidders' representatives, who choose to attend in person at the address given below –

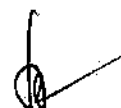
National Centre for Sustainable Coastal Management

**(Ministry of Environment, Forest and Climate Change, Govt. of India)
Anna University Campus, Chennai 600025**

Date of Opening of Financial Bids shall be communicated to the technically qualified bidders.

20. Issue of Work Order

- a) The Work Order will be placed on the bidder whose bid will be determined to be substantially responsive and who has offered the lowest evaluated bid price.
- b) **In case two or more technically qualified Firms quote the same lowest price, the Firm having the highest average turnover in last 3 Financial Years i.e. 2015-16, 2016-17 & 2017-18 or 2016-17, 2017-18 & 2018-19 among the lowest bidders shall be awarded the contract.**



- c) The contract shall be for a period of one year from the date of actual operation (beginning of service).
- d) The contract may be renewed further subject to satisfactory performance of the Agency and with the mutual consent of both the parties.
- e) Any effort by a bidder to influence NCSCM in its decision on bid evaluation or placement of Work Order may result in rejection of the bidder's offer.

21. Penalty

- a) Penalty for an amount of Rs.500/- will be imposed if the staff deployed by the Agency remain absent on any day.
- b) If the staff deployed by the Agency remain absent at a time for more than a day, NCSCM shall have the liberty to get the services from other sources and the excess amount which NCSCM may have to incur on account of such services from other sources shall be recovered from the successful bidder along with a penalty of Rs.500/- per day.
- c) If the staff deployed by the Agency remain absent at a time for more than 7 days, the Performance Security of the Agency shall be forfeited, contract shall be terminated and action may be taken to blacklist the firm.

28. Payment

- a) Payment shall be made on monthly basis after submission of bills in duplicate.
- b) Payment shall be released to the bank account of the Agency through online bank transfer

29. Dispute Resolution

NCSCM and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter will be referred to Director, NCSCM whose decision will be final and binding on both the parties.

30. Legal Jurisdiction

All legal disputes are subject to the jurisdiction on Chennai courts only.


Director

National Centre for Sustainable Coastal Management (NCSCM)



TENDER FORM
Cover A (Technical Bid)

(to be submitted in technical bid envelop)

| | | |
|----|--|--|
| 1 | Name of the Organization | |
| 2 | Address of the organization with telephone no. & fax | |
| 3 | Email id of the Organization | |
| 4 | Name of authorized signatory | |
| 5 | Telephone number of authorized signatory | |
| 6. | Bank Account Details | Name of Bank: Name of Branch: Type of Account (Savings/ Current): Account No. Account in the name of: IFS Code: |

DECLARATION

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any deviation in the above statement at any stage, the Firm/Agency will be blacklisted by your office and will not have any dealing with your office in future.

(Signature of the authorized signatory)

Place

Date

Seal



CHECKLIST

| Sl. No. | Name of Document | Submitted (Yes/ No) | Page No. |
|---------|--|---------------------|----------|
| 1. | Self-attested copy of Registration Certificate of the firm | | |
| 2. | Self-attested copy of PAN Card | | |
| 3. | Self-attested copy of GST Registration Certificate, if applicable | | |
| 4. | Self-attested copy of latest GSTR 9 (Annual) Return, If applicable | | |
| 5. | Self-attested Turnover Certificate (original) for F.Y.s 2015-16, 2016-17 & 2017-18 or 2016-17, 2017-18 & 2018-19 | | |
| 6. | Self-attested copies of Work Orders/ Completion Certificates/ Performance Certificates received from Government/ Semi-Government Organizations/ Public Sector Undertakings/ Corporate Bodies/ Hotels/ Public Parks during last three Financial Years i.e. 2016-17, 2017-18 & 2018-19 | | |
| 7. | Declaration in ₹.100/- stamp paper to the effect that the firm has not been blacklisted by any Public Authority | | |

Seal and Signature of the Bidder



Cover B (Financial Bid)

(to be submitted in the financial bid envelop)

Name and Address of the Bidder:

| Sl. No. | Particulars | Rate per Month (Excluding Tax) (Rs.) | Annual Cost (Excluding Tax) (Rs.) |
|---------|-----------------------------------|--|---|
| 1 | 2 | 3 | 4 (=3 X 12) |
| A. | Cost | | |
| | Price Excluding Tax (A) | | |
| B. | TAX | | |
| 1. | GST (Rate-____%) | | |
| 2. | Other Taxes, if any (Pl. Specify) | | |
| | Total Tax (B=1+2) | | |
| | Price Including Tax (A + B) | | |

Total Price: Rs.....(in words) only

Note:

1. Pl. mention the % of GST as applicable and on which charges, it is applicable. Also, the details of Other Taxes, if any, are to be mentioned.
2. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected.
3. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
4. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case, the amount in figures shall prevail subject to (2) and (3) above.
5. If the Firm that submitted the lowest evaluated bid does not accept the correction of errors, its Proposal shall be rejected.

Date:

Place:

Authorized Signatory

(Signature and seal of the authorized signatory)



TURNOVER CERTIFICATE

I hereby certify that M/s. _____ (Name & address _____) is having the following annual turnover and the statement is true and correct -

| Sl. No. | Financial Year* | Turnover |
|---------|------------------|----------------------|
| 1. | 2015-16/ 2016-17 | ₹. (Rupees only) |
| 2. | 2016-17/ 2017-18 | ₹. (Rupees only) |
| 3. | 2017-18/ 2018-19 | ₹. (Rupees only) |

* Strike out which is not applicable.

Seal and Signature of the Bidder:
Date:

Signature of Auditor/ Chartered Accountant

Membership No.:

Seal:



Declaration

To
The Managing Director
Odisha State Medical Corporation Ltd.,
Bhubaneswar

I/We _____ have carefully read the tender document and confirm my/ our eligibility as required. I/ We solemnly declare that I/ we have never been convicted by any court of law or blacklisted/ debarred on financial/ administrative/ techno-legal ground by any public authority. By submitting this bid, I/ we assure my/ our agreement to the terms and conditions of tender and will abide by the same if contract is awarded to me/ us.

Currently running criminal/civil suits against my/ our firm are:

(Write "NIL" if no court case pending otherwise give the list and enclose case details)

Seal and Signature of the Bidder

NOTE: To be given in ₹. 100/- stamp paper.

