



INDIAN MARITIME UNIVERSITY

Visakhapatnam Campus, Gandhigram

Visakhapatnam - 530005

TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR GARDENING (INCLUDING HORTICULTURE WORK)

TENDER DOCUMENT

Phone: +91891-2578360

Fax: +91891-2577754

INDIAN MARITIME UNIVERSITY – VISAKHAPATNAM CAMPUS
Gandhigram, Visakhapatnam – 530 005

**INDIAN MARITIME UNIVERSITY
VISAKHAPATNAM CAMPUS
Gandhigram -Visakhapatnam - 530005**

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(INCLUDING HORTICULTURE WORK)**

INDEX

NO	DISCRIPTION	PAGE NO.
1	TENDER SCHEDULE	3 - 3
2	SECTION-I INSTRUCTIONS TO THE TENDERERS	4 - 9
3	SECTION –II GENERAL CONDITIONS OF CONTRACT	10 - 15
4	SECTION-III WORKS TO BE EXECUTED	16 -17
5	SECTION-IV BILL OF QUANTITIES	18 - 19
6	ANNEXURES	20 -21

TENDER ISSUED TO : _____

Sign. of the Bidder

Head Personnel & Training

**INDIAN MARITIME UNIVERSITY
VISAKHAPATNAM CAMPUS
Gandhigram -Visakhapatnam - 530005**

Tender No: IMUV/2015-2016/Admn/IT/003 Dt.15-01-2016

**TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR GARDENING
(INCLUDING HORTICULTURE WORK)**

TENDER SCHEDULE IMPORTANT DATES

AND INFORMATION

SNO	DETAILS OF SCHEDULE OF TENDER	DATE, TIME AND INFORMATION
1	ISSUE OF TENDER DOCUMENT	From 15.01.2016 to 04.02.2016
2	ACCEPTENCE OF SEALED TENDERS	Up to 1400 hours on 04.02.2016
3	OPENING OF TENDERS	In Indian Maritime University, Gandhigram, Visakhapatnam at 1500 hours on 05.02.2016 . The opening of the financial bid shall be intimated to the technically qualified tenderer.
4	VALIDITY OF TENDER	90 days from the date of opening of tender
5	CONTRACT PERIOD	One year
6	EARNEST MONEY DEPOSIT	Rs. 62000.00 (Rupees Sixty two thousand only) Demand Draft to be drawn in favour of " Director, Indian Maritime University, Visakhapatnam Campus," payable at Visakhapatnam.
7	TENDER COST	Rs. 500.00

SECTION-I

GENERAL INSTRUCTIONS TO TENDERERS

GENERAL:

- 1 Sealed tenders are invited by the Director, Indian Maritime University – Visakhapatnam Campus (IMU), Visakhapatnam, from the eligible and reputed contractors for **Annual Maintenance Contract (AMC) of Gardening (including horticultural works)** at the Indian Maritime University – Visakhapatnam Campus , Gandhigram, Visakhapatnam - 530 005, Andhra Pradesh.
- 2 Non-transferable tender document containing details of the works to be carried out, terms and conditions of the contract, etc., can be obtained from the office of the Director Indian Maritime University – Visakhapatnam Campus, Gandhigram, Visakhapatnam - 530 005, Andhra Pradesh, on payment of **Rs. 500.00 (Rupees Five Hundred only)** in cash payable at office of the Director Indian Maritime University – Visakhapatnam Campus, Gandhigram, Visakhapatnam - 530 005, Andhra Pradesh, on all working days during Office hours (1100 to 1600 hours) up to 12.00 Noon of 04.02.2016.
- 3 The tender document can also be downloaded from the Indian Maritime University – Visakhapatnam Campus, web site www.nsdr.com
The tenderers who download the tender document from Indian Maritime University – Visakhapatnam Campus, website must enclose a Demand Draft for Rs.500.00 drawn in favour of “Director Indian Maritime University – Visakhapatnam Campus,” payable at **Visakhapatnam**, towards the cost of the tender document. The tenders submitted without the Demand Draft for Rs. 500.00 towards the cost of tender form shall be rejected summarily.
- 4 The tender enquiry should be submitted in a sealed cover containing covers (i) and covers (ii) separately and superscribed **“Tender for gardening including horticulture at Visakhapatnam Campus of Indian Maritime University”** The tenderer shall clearly write on cover-1 as **“Technical Bid”- tender for AMC of gardening including horticulture at Visakhapatnam Campus of Indian Maritime University** and on cover – (ii) as **“Financial Bid” tender for AMC of gardening including horticulture at Visakhapatnam Campus of Indian Maritime University** and each addressed to the Director, Indian Maritime University, Gandhigram, Visakhapatnam – 530 005. The tenderer should also indicate on all the covers. Both the covers I & 2 are to be placed in separate cover and to be submitted superscribing as **Tender for AMC of gardening including horticulture at Visakhapatnam Campus of Indian Maritime University, addressed to the Director, Indian Maritime University, Gandhigram, Visakhapatnam – 530 005.**
- 5 This tender for “Annual Maintenance Contract (AMC) of Gardening (including horticultural works)” is a JOB CONTRACT on area basis, and works are to be supervised by the contractor through a qualified and experienced person in the field of Garden Maintenance / Horticulture.

SITE VISIT:

The tenderers are advised in their own interest to visit and examine the site of work before submission of tender. They may obtain all relevant information that may be necessary for preparation of the bid. They may assess the quantum of work, present condition of the gardens, total area of the gardens, etc. If any clarification is required, tenderers may contact the office of the Director, on all working days during office hours only.

TENDER DOCUMENT:

The tenderer must fill and submit the tender document without making any additions or alterations in the tender document. No page shall be removed from or added to the complete set of tender document issued or downloaded. Incomplete tenders and those submitted not as per the instructions are liable to be rejected.

MANNER OF SUBMISSION OF TENDER:

- (1) The tender shall be submitted in a sealed envelope with the name of work super scribed over it. The name and address of the tenderer shall be written on the bottom left hand corner of the envelope. The tender shall be addressed to **“The Director Indian Maritime University – Visakhapatnam Campus, Gandhigram, Visakhapatnam - 530 005, Andhra Pradesh”**.
- (2) The sealed envelope shall contain the following:
 - (a) Tenderers covering letter (as per the enclosed Proforma)
 - (b) Demand Draft of the Earnest Money (EMD)
 - (c) A copy of PAN Card
 - (d) Copy of the Registration certificate in support of establishment of the firm/Company
 - (e) Experience certificate with full cliental list
 - (f) EPF and ESIC Registration Certificate from the Concerned Authorities
 - (g) Labour license. If not available, the same shall be obtained within a month from the date of issue of work order
 - (h) Office organization of the Firm / Company giving information regarding office set up, Telephone , Fax, E-mail, etc.

SIGNING OF THE DOCUMENTS:

All pages of tender document including various annexure shall be signed and stamped at the **lower right hand corner** and wherever required by the tenderer.

EARNEST MONEY DEPOSIT (EMD)

- (1) The tenderer shall pay **Rs 62000.00** (Rupees sixty two thousand only) towards Earnest Money Deposit (EMD) along with the tender in the form of Crossed Demand Draft payable to **“Director”** Indian Maritime University – Visakhapatnam Campus, Gandhigram, Visakhapatnam - 530 005, Andhra Pradesh,.
- (2) The Earnest money of the tenderer shall be forfeited to IMU- Visakhapatnam Campus, without prejudice to any other rights or remedies.
 - (a) If the tenderer withdraws his tender during the specified period of tender validity

- (b) If, after acceptance of his tender, the tenderer fails to take up the job.
- (c) If, the tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
- (d) **If, after acceptance of his tender, the tenderer fails to furnish the balance of Security Deposit.**
- (e) If, after acceptance of his tender, the tenderer fails to commence the work within the stipulated time period

(3) The tenders received without EMD in the prescribed form shall be rejected

PERIOD OF VALIDITY OF TENDER

The tender shall remain valid for **90 days** after the date of opening prescribed by IMU-Visakhapatnam Campus.

PERIOD OF CONTRACT

The present contract is for a period of one year. However, the contract can be extended based on the performance of the contractor for a period of two more years.

CARE IN SUBMISSION OF TENDER

- (1) Before submitting his tender, the tenderer shall be deemed to have satisfied himself by actual inspection of the site and locality regarding the site conditions, working hours, available working area, working conditions of the Institute, etc., that are likely to be encountered during the execution of works, and he shall deemed to have taken all these factors into account while quoting the rates. The rate quoted by him shall deem to be all-inclusive for execution of work to the satisfaction of the Director, IMU – Visakhapatnam Campus.
- (2) The tender document shall not contain any interlineations, erasures or overwriting except as necessary to correct the errors made by the tenderers in which case such correction shall be initialled by the tenderer along with his company's stamp.
- (3) The tender duly filled in all respects should reach "The Director, Indian Maritime University, Visakhapatnam Campus, Visakhapatnam – 530 005, Andhra Pradesh, not later than stipulated time and date as mentioned in the tender schedule.
- (4) Tenderer should mention all details like (office address, telephone number, fax, etc.) on their letterhead.
- (5) Any tender received later than the dead line prescribed for submission is liable to be rejected
- (6) The sealed envelopes shall be superscribed as **"Tender for Annual Maintenance Contract for Gardening (including horticulture work)**

OMMISSIONS AND DISCREPANCIES

Should a tenderer finds discrepancies in, or omissions from the document or any of the tender documents or should be in doubt as to their meaning, he should at once notify the authority inviting the tender, who may send a written instruction to all the tenderers. It must be understood that every endeavor has been made to avoid any error which can materially affect the basis of the tender and the successful tenderer shall take upon himself and provide for the risk of any error which may subsequently be discovered and shall make no subsequent claim on that account.

OPENING OF THE TENDER

At the advertised time and date, the tenders received shall be opened in the presence of the intended tenderers in the Indian Maritime University - Visakhapatnam campus, Gandhigram, Andhra Pradesh, and where practicable the names of the tenderers and the rates quoted by them will be read out. If the advertised date is declared as holiday, the tenders will be opened on the next working day at the same time.

CANVASSING

Canvassing in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.

RIGHT TO DEAL WITH TENDERS

The right of acceptance of the tender will rest with the Director, IMU – Visakhapatnam Campus, who does not bind himself to accept the lowest tender, and reserves to himself the authority to reject any or all tenders received without assigning any reasons whatsoever. Wherever, the tender in which any of the prescribed conditions is not fulfilled or incomplete in any respect is liable to be rejected without assigning the reasons. No correspondence shall be entertained in this regard

MISLEADING INFORMATION

If the tenderer / tenderers deliberately gives/give any wrong information or suppresses any material facts or makes/make false representations in this tender or creates/create circumstances for the acceptance of his/their tender, IMU – Visakhapatnam Campus reserves the right to reject such tender at any stage or cancel the order even after acceptance of the tender at the risk and cost of the tenderer / tenderers.

AWARD OF WORK

IMU – Visakhapatnam Campus, will notify the successful tenderer in writing by a registered letter/Courier/Fax/E-mail.

SIGNING OF CONTRACT

The successful tenderer has to sign an agreement on non-judicial stamp paper of value Rs.100/- within 7 days from the receipt of offer of contract. The successful tenderer has to arrange the stamp paper at his own cost

PERFORMANCE GUARANTEE

An amount equivalent to 10% of the contract value shall be retained from the monthly bills of

the successful tenderer during the contract period towards performance guarantee and same shall be returned on completion of 60 days beyond the date of completion of all contractual obligations. It shall also be valid in case of the termination of contract by giving reasonable notice period. No interest will be paid for the amount being retained as Performance Guarantee.

CERTIFICATES TO BE ENCLOSED

The contractor must enclose **copies** of the following certificates along with the tender document, failing which the tender shall be rejected:

- Company's Registration Certificate
- Service Tax Number
- PAN Card
- Income Tax clearance/Annual Return copy of the last Financial Year
- Experience certificate with full client list
- EPF and ESIC Registration Certificate from the Concerned Authorities
- Labor license. If Labor license not available, the same shall be obtained from Concerned Authorities within a month from the date of issue of work order

OTHER INFORMATION

1. Tenderers shall quote the rates as **LUMSUM AMOUNT PER MONTH** in the proper tender form. The quoted rates must be inclusive of Minimum Wages paid to workers, Contractor's profit, EPF, EISC, Bonus, Service Tax, etc., as applicable.
2. The contractors should write in figures as well as in words the rate and amount tendered by them.
3. When a contractor signs a tender in an Indian language, the tendered amount or the total amount tendered should also be written in the same language. In case of illiterate contractors, the rate and amount tendered should be attested by a witness.
4. Contract period of the above work shall be one year from the date of commencement of the contract. The contract may be terminated at any time if the work is found to be of sub-standard or unsatisfactory and the amount of security deposit will stand forfeited.
5. On acceptance of the tender, the contractor shall communicate the name(s) of his authorized representative(s), if any, who would be in touch with the In-charge of Establishment Department, for executing the day to day works.

All works pertaining to the maintenance of gardens and horticultural works shall be directly supervised by the Contracting Agency under the supervision of qualified Supervisor. The Supervisor(s) should be available in the campus on all days of the month except permissible holidays.

6. The contractor shall not be permitted to participate in the tender if his/her near relative is posted in any capacity at IMU.
7. Employee of IMU/Central/State Govt. up to a period of two years after retirement can not work as a contractor without prior permission of the IMU/Central/State Govt.

8. The workers deputed for execution of works should be able to carry out above mentioned works and they should not be less than 18 years of age.
9. Contractor or his authorized representative(s) should be available in the Institute for supervision of the works throughout the office hours. The supervisor must be a qualified or highly experienced person in the field Garden Maintenance and Horticultural works.
10. The contractor must pay the wages to his workers latest by the 7th day of the following month. The contractor must abide by all laws, rules and regulations pertaining to engagement of labours. Payment to the workers must be made at par the minimum wages prescribed by the State Govt. / Ministry of labour, Govt. of India whichever is higher. The total amount of wages paid to the workers must include the minimum wages + EPF + ESIC + Other statutory benefits including bonus.
11. It will be obligatory on the part of the tenderers to tender and sign the tender documents for all the component parts and that after the work is awarded, he will have to enter into an agreement with the IMU – Visakhapatnam Campus.
12. The tenderers shall submit list of departments/ organizations where they are already engaged in such type of work.
13. Non-compliance with any of the conditions set forth here above is liable to result in the tender being rejected.
14. It is the responsibility of the contractor to maintain cleanliness and good hygienic conditions in the campus.
15. Any injury/accident/death to the worker during the contract period shall be the total responsibility of the contractor, and the compensation, etc. payable under the labour laws shall be paid by the contractor.
16. The Contract can be terminated by the Director, IMU-Visakhapatnam Campus, on account of unsatisfactory works by giving a month's notice. This will be binding on the contractor.
17. Damages to be determined by the Director can be recovered from the contractor for any loss caused to the IMU Visakhapatnam Campus by the Contractor or workers engaged by the Contractor.
18. Payment to the workers must be made either by crossed Cheque or RTGS in their bank account.

The Director, IMU – Visakhapatnam Campus, reserves the right to accept or reject any or all Tenders without assigning any reason whatsoever. No correspondence shall be entertained in this regard.

**Place:
Visakhapatnam**

Head Personnel & Training

SECTION – II

GENERAL CONDITIONS OF THE CONTRACT

CLAUSE 1: EXECUTION OF CONTRACT DOCUMENT

- 1.1** The tenderer whose tender is accepted shall be required to appear in the office of the Director, in person, to execute the contract documents within seven days from the date of receipt of work order.
- 1.2** Every contract shall be completed in respect of the documents it shall constitute. The contractor and the competent authority shall sign not less than 3 copies of the contract documents. The Agreement will be drawn on non-judicial stamp paper of value Rs.100/-. The contractor has to submit the stamp paper at his cost.
- 1.3** The tenderer shall keep the offer open for a minimum period of **180 days** from the date of opening of tender or the period extended further by mutual consent from time to time.
- 1.4** The tenderer shall not take the advantage of any misinterpretation of the conditions due to typing or any other error/errors and if any doubt, shall bring such error/errors to the notice of the Head Personnel & Training without delay.

CLAUSE 2: TENDERED RATES

- 2.1** The tenderer shall quote the rates as **“Lumsum amount per month”** complying with the instructions contained in the tender documents. The quoted rate must be inclusive of the followings:
 - Wages to be paid to the workers on minimum wages basis as notified by the Ministry of Labour & Social Justice, Government of India, from time to time
 - Contribution to EPF, ESIC and BONUS as per labour laws
 - Other statutory obligations as per prevailing labour laws
 - Service tax to be paid to the Government
 - Any other facilities to be provided to the labourers as per the norms of Government.
 - Any other taxes which are mandatory and applicable from time to time.
- 2.2** The contractor must visit the site and study the working conditions, site conditions, and the quantum of work involved before quoting the rates as the contract is on the basis of lumsum amount per month. No claim of the contractor shall be entertained in under estimation of lumsum amount. The validity of tender must be **90 days** from the date of opening of tender.
- 2.3** Contractor shall not be permitted to increase the quoted amount during the contract period for any reason whatsoever it may be. He shall be liable to pay the statutory benefits to the workers during the period the contract is in force.

CLAUSE 3: EARNEST MONEY DEPOSIT (EMD)

- 3.1** Earnest Money along with the Tender document should be in the form of Crossed Demand Draft payable to “Director, IMU – Visakhapatnam Campus, Visakhapatnam. The tenderer who do not deposit the EMD in the prescribed form shall be rejected.
- 3.2** The tenderer who deposits EMD less than the prescribed amount shall be rejected.
- 3.3** The Earnest Money Deposit (EMD) of unsuccessful tenderers will be refunded on deciding about acceptance or otherwise of the tender, or expiry of period of tender validity, whichever is earliest.
- 3.4** The Earnest money of the tenderer shall be forfeited to IMU - Visakhapatnam Campus, without prejudice to any other rights or remedies, under the following circumstances.
- (a) If a tenderer withdraws his tender during the tender validity period as specified in the tender document.
 - (b) If, after acceptance of his tender, the tenderer fails to take up the job.
 - (c) If, the successful tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
 - (d) If, after acceptance of his tender, the successful tenderer fails to furnish the balance of Security deposit.
 - (e) If, after acceptance of his tender, the successful tenderer fails to commence the work within the specified time period

CLAUSE 4: PERFORMANCE GUARANTEE (PG)

An amount equivalent to 10% of the contract value shall be retained from the monthly bills of the successful tenderer during the contract period towards performance guarantee and same shall be returned on completion of 60 days beyond the date of completion of all contractual obligations. It shall also be valid in case of the termination of contract by giving reasonable notice period. No interest will be paid for the amount being retained as Performance Guarantee.

CLAUSE 5: LABOUR ACT

- 5.1** No contractor shall employ any person who is under the age of 18 year for specified works. The concerned In-charge is authorized to remove from work any such person who is below 18 years. Also the Contractor is not permitted to engage any person above 55 years of age. The contractor has to ensure that all the persons so engaged for carrying out the Gardening and horticulture works should be medically fit and to this effect the contractor has to submit the proof of medical fitness certificates. During the continuance of the contract if it is brought to the notice of the In-charge or officer concerned that any person engaged is not medically fit it shall be obligation of the contractor to replace such person immediately .
- 5.2** **The contractor shall pay minimum wages as prescribed by the Ministry of Labour & Social Justice, Government of India from time to time to the workmen employed by him.** In the event of any dispute arising between the contractor and his workmen on the ground that the wages paid are not fair and reasonable, the dispute shall be referred, without any delay, to the Director, IMU Visakhapatnam Campus. The decision of the Director, IMU Visakhapatnam Campus, shall be conclusive and binding on the contractor

- 5.3** All facilities provided in the contract labour act should be provided (Contract Labour Regulation and Abolition Act, 1971) to the workmen. The contractor should issue identity card to all of his/her workmen.
- 5.4** The contractor shall pay fair and reasonable wages as per the minimum wages act (Govt. of India) prevailing in the locality.
- 5.5** The contractor shall duly comply with all provisions of Contract Labour (Regulation and Abolition) Act 1971, as amended from time to time and all other relevant status and statutory provision concerning payment of wages particularly to the workmen employed on the site.
- 5.6** The contractor shall comply with all the labour regulations in respect of his/her workmen provided for AMC of gardens and horticultural works. The contractor shall indemnify IMU Visakhapatnam Campus, of the entire obligation arising out of the labour laws and regulation applicable.
- 5.7** There shall not be any Employer and employee relation between the workers and the Institute

CLAUSE 6: SAFETY OF THE WORKERS

- 6.1** The contractor shall be responsible for and shall pay any compensation to his workmen under the Workmen's Compensation Act 1923 (VIII of 1923) (hereafter call the said act) for injuries caused to the workmen.
- 6.2** The contractor shall be responsible for and shall pay the expenses or providing any medical aid to any workman who may suffer bodily injury as a result of an accident.
- 6.3** The contractor shall provide all necessary personal safety equipment and first aid apparatus available for the use of workers employed on the site and shall maintain the same in condition suitable for immediate use at any time and shall comply with following regulations in connection therewith
- (a)** The workers shall be required to use the equipment so provided by the contractor and the contractor shall take adequate steps to ensure proper use of the equipment by those concerned.
- (b)** When work is carried out in proximity to any place where there is risk or drawing all necessary equipment shall be provided and kept ready for use and all necessary steps shall be taken for prompt rescue of any person in danger

- (c) Adequate provisions shall be made for first aid treatment of all injuries likely to be sustained during the course of work

CLAUSE 7: MODE OF PAYMENT

- 7.1 The payment will be made every month after successful completion of the works. The concerned Officer/ In-charge or the concerned will certify the bill if the works are carried out satisfactorily. No advance shall be given.
- 7.2.1 All payments for the work will be made through NEFT / RTGS method. No cash or cheque payment is possible.

CLAUSE 8: UNSATISFACTORY WORKS

Work must be done satisfactorily under the direct and personal supervision of the Contracting Agency. The contractor must appoint a qualified or experienced person (specialized in garden / horticultural works) for supervision of works. The Agency shall be solely responsible for execution of all works mentioned in the **Section-III**. If the works are found to be unsatisfactory, then proportionate deduction will be made from the bill of contractor or 1% per day up to seven days of the monthly bill will be levied as penalty and this may even lead to termination of the contract. The decision of the Director IMU Visakhapatnam Campus shall be final and binding on the contractor in such matters.

CLAUSE 9: INCOME TAX DEDUCTIONS

TDS (Tax Deducted at Source) will be as per prevailing rules and regulations of Income Tax Department.

CLAUSE 10: DAMAGES TO GOVT.PROPERTY

- 10.1 Compensation for all damages done intentionally or unintentionally by contractor's workmen whether in or beyond the limits of Govt. property including any damage caused by spreading of fire, shall be estimated by the concerned officer/In charge subject to the decision of the Director, IMU Visakhapatnam Campus, on appeal shall be final and the contractor shall bound to pay the amount of the assessed compensation on demand, failing which, the same will be recovered from the bill of the contractor.
- 10.2 The contractor shall be responsible for making good the damages done to the existing property or work during construction by his men

CLAUSE 11: SUPERVISION AND INSPECTION OF WORKS AND QUALITY CONTROL.

(a) SUPERVISION

The contractor shall either himself supervise the works or shall appoint a competent supervisor (person holding degree in the relevant field i.e. BSc (Hort.) or equivalent) to act on his behalf. **The payment of the supervisor should be paid by the contractor, and the quoted consolidated amount must be inclusive of the payment of supervisor.** The contractor shall be fully responsible for execution of works on day to day basis up to the satisfaction IMU.

(b) INSPECTION

The In-charge / concerned officer shall inspect the works from time to time to assess whether the works are executed satisfactorily.

CLAUSE 12: CLAIMS

No extra work shall be done without the written permission of The Director IMU. For the works carried out with the written permission the contractor can submit the bills for the works carried out and payments shall be effected accordingly.

CLAUSE 13: OTHER CONDITIONS

13.1 The contractor shall not sublet or assign his contract to others

13.2 Except where otherwise specified in the contract the decision of the Director, IMU Visakhapatnam, shall be final and binding on all parties of the contract upon all questions relating to the meaning of the specifications, nature of works, etc, or as to any other question, claim, right, matter, or thing whatsoever, in any way arising out of, or relating to the contract, etc, or otherwise concerning the works, or the execution, or failure to execute the same, whether arising, during the progress of the work, or after the completion, or abandonment thereof

13.2.1 If the contractor stops the work in between on personal or financial grounds, etc, for more than seven days after the commencement of works, the Director, IMU Visakhapatnam shall issue a notice to the contractor to this effect, and the work order stand cancelled

13.2.2 The contractor should commence the works within seven days from the date of receipt of the notice, failing which the contract shall be terminated. The decision of the Director, IMU, and Visakhapatnam Campus will be final in this regard without prejudice to any other rights or remedies whatsoever.

CLAUSE 14 : SPECIAL TERMS & CONDITIONS

14.1 All tools, tackles, and equipment required for day to day maintenance of gardens and horticultural works (including grass cutting machine, hedge cutter, pawada, khurpi, chemical sprayer, etc.,) and all essential consumable materials like red earth, manure, fertilizer, chemicals, etc. should be provided by the Contractor; as such, IMU, will not provide any such equipment or consumables.

14.2 However, it is the responsibility of the contractor to provide essential items (like uniform, gumboots, raincoat, umbrella, etc.) to his / her employees.

14.3 The work in garden should commence **at 0800 hours** sharply, and the work in garden should be continued up to **1600 hours** on all days of the month except permissible holidays.

14.4 Watering and irrigation works must be done on daily basis.

- 14.5** The contracting agency shall also be responsible for cleaning roads adjoining the gardens. This work includes cleaning the roads with brooms, dusting, and removal of weeds, grass, and unwanted plants/shrubs etc., that grow on the sides of the roads especially through pavers' blocks.
- 14.6** Contractor will be fully responsible for all legal matters arising out of the contract. The contractor should not allow his workmen to join any labour Unions/Associations. If any the workman is found in such Unions, the contract will be terminated at once.
- 14.7** The contractor shall be fully responsible for discipline of his workers in maintaining the cordial atmosphere in the campus and also to maintain the dignity of the Institute.
- 14.8** Contractor has to provide all medical facilities to their workmen.
- 14.9** The contractor has to maintain record of payment of wages and other relevant records as required under prevailing rules and regulations.
- 14.10** Bonus and other additional facilities to workmen is responsibility of the contractor. The institute shall not pay anything extra over and above the quoted amount.
- 14.11** No accommodation shall be provided to workmen of the contracting agency for their stay on the campus.
- 14.12** The contractor has to make arrangements for disposal of the garbage on daily basis and it shall be the responsibility of the contractor to dispose of the garbage.

SECTION – III

WORKS TO BE EXECUTED

Following works are included in the scope of Annual Maintenance Contract of gardens and Horticultural works at the IMU – Visakhapatnam campus, Visakhapatnam.

1. Watering to all lawns and gardens, flower pots, built-in-flower pots, live hedges, plants, trees, etc., in the specified area. The number of gardens and their areas are mentioned in the BOQ.
2. Cutting/trimming of grass at regular intervals of time to give uniform look in all lawns/ gardens. Trimming and shaping of hedges and plants in approved pattern/ fashion/ design in all the gardens. Preparation and maintenance of flower pots.
3. Providing fertilizers, red earth, and chemicals for grass, plants, trees, etc., as and when required. **However, the Contractor should provide lawn cutters, grass cutters, hedge cutters, spray pump, and other requisite garden equipment that are required for maintenance of lawns /gardens.**
4. Overall maintenance of all gardens in a very presentable condition in order to give a beautiful look to the campus.
5. All works pertaining horticulture like irrigating gardens; trimming and shaping of hedges, plants, trees, plants, etc.; maturing; and maintenance should be supervised by the contracting agency.
6. Weeding out wild plants, grass, shrubs, etc., from the gardens and flower pots.
7. Removing unwanted grass, plants, etc. from the sides of the roads adjoining the gardens.
8. Keeping the roads adjoining the gardens in a neat and cleaned condition.
9. Spraying chemicals to trees, plants, grass, etc. as and when required.
10. Numbering of flower plants, trees, etc.
11. Removing old plants from the flower pots and planting new ones.
12. Positioning (keeping) the flower plants at number of places in the Main Building whenever there is a function/programme in the office and removal of the same after the programme is over.
13. Plantation of new plants and trees in the gardens, flower pots, and by the sides of roads.
14. The details of garden area, flower pots, and other works to be carried out are given in the following Table.

**TABLE SHOWING DETAILS OF GARDENS, FLOWER POTS, AND ROADS IN
THE IMU – VISAKHAPATNAM CAMPUS, VISAKHAPATNAM**

A Area No	Area	Lawn	Plants	Border
1	Garden near the front Boundary wall	185.85m ²	48	55.90m
2	Both sides of the front on east and west wing of the road	839.43m ²	52	184.40m
3	On the west side of the building	1182.63m ²	50	63.90m
4	On the east side of the Boundary wall	516.97m ²	70	120.70m
5	On the east side of the main building	394.40m ²	06	59.30m
6	On the east side of the main building	359.87m ²	38	11.60m
7	Garden behind the Administrative Building	1428.93m ²	32	150.00m
8	West north corner of Directors Bungalow	403.01m ²	48	50.00m
9	East side of the Boundary wall at the hostels	546.00m ²	16	25.00m
10	Garden in the west side of the E Block hostel	548.22m ²	30	25.00m
11	North side Behind the E Block	2373.16m ²	14	
Total		8877.47 m²	404	745.80m
All these gardens are to be properly maintained. Work includes watering the gardens on daily basis, grass trimming & cutting, maintaining hedge all around, removing wild grass, clearing jungle, leveling of garden, providing fertilizer / manure, putting red earth, brick lining wherever required, maintaining tree plants in these garden				
B	Flower pots	Size	No's	
1	Four sided	0.50m	26	Maintenance of flower pots on day to day basis
2	Four sided	0.40m	51	
3	Four sided	0.30 m & 0.35 m	83	
4	Four sided	0.25m	42	
5	Round		17	
Total			219	
C	Indoor plants with Pots	30 No Pots	30	To maintain
To procure and provide indoor plants and pots and to maintain				
D	Cleaning of all roads			
Cleaning of Entrance in front of the Main Academic Building and all roads (there are 4 main roads around the Main Administrative Building, and 2 Main road in front of Hostels and entrance of the Hostel)		These roads are to be cleaned regularly and sides of roads are to be properly maintained		
E	Providing required provisions four times in a year			
Red Earth	2 Lorry loads			
Manure	2 Tractor loads			
DAP	100kgs			
Urea	100Kgs			
Potash	100Kgs			
Neemcake	100Kgs			
F	China grass	100m ²		

SECTION - IV

**INDIAN MARITIME UNIVERSITY
VISAKHAPATNAM CAMPUS
Gandhigram
Visakhapatnam-53005**

BILL OF QUANTITIES

BILL OF QUANTITIES FINANCIAL BID

Note:

- (1) Before quoting the Lumsum amount, the bidders are instructed to read the details of works to be executed as mentioned in Section-III
- (2) Contractors are instructed to quote lumsum amount per month & taxes are to be mentioned clearly in the format given below

Sno.	Details of Gardening and Horticultural works	Amount (lumsum) Rupees per month
1	<p>MAINTENANCE OF GARDEN AND OTHER HORTICULTURAL WORKS AS PER THE DETAILS GIVEN IN SECTION – III (TOTAL AREA OF GARDEN IS 8877.47 SQUARE METERS), MAINTENANCE OF FLOWER POTS (TOTAL NUMBER OF FLOWER POTS IS 219, AND CLEANING & MAINTENANCE OF ENTRANCE IN FRONT OF MAIN ACADEMIC BUILDING AND ALL INTERNAL ROADS (THERE ARE 6 MAIN ROADS) IN THE CAMPUS.</p> <p>Providing fertilizers, Red Earth and chemicals for grass, plants, trees, etc., four times in a year as to be provided four times in a year as per the <u>Table showing details</u></p> <p>China grass to be laid up to 100m²</p>	
2	SERVICE TAX	
3	GRAND TOTAL, Rs.	

Amount in word Rupees -----

----- only

Seal:
Date:

Signature of the BIDDER

ANNEXURE -1**AN UNDERTAKING TO BE SIGNED BY THE CONTRACTORS**

TO

**THE DIRECTOR
INDIAN MARITIME UNIVERSITY
VISAKHAPATNAM CAMPUS
VISAKHAPATNAM – 530005
ANDHRA PRADESH**

Sir,

1. Having examined the tender document thoroughly including instructions to Tenderers, conditions of Contract, mode of Payment, Schedule of Contract, Quantities, and Annexure, etc,(every thing mentioned in the tender document), for execution of above mentioned jobs, We the undersigned offer to execute and complete the works, if we are awarded the job.
2. We undertake, if our Tender is accepted, to commence the works within seven days of issue of acceptance letter to commence works comprised in the contract.
3. If our tender is accepted, we will furnish the Security Deposit as per the terms and conditions mentioned in the Tender Document.
4. Unless and until an agreement is prepared and executed, the tender together with your written acceptance thereof, shall constitute a binding Contract between us, but without prejudice to your right to withdraw such acceptance.
5. We understand that you are not bound to accept the lowest or any tender you may receive.
6. We hereby agree and accept all the terms and conditions mentioned in the tender document. We also agree to abide by and fulfill all the terms and provisions of the conditions of the contract, and in default thereof to and pay to IMU Visakhapatnam Campus the sums of money mentioned in the said conditions.

Date:

(Signature of the tenderer)

Seal:

ANNEXURE - II**DETAILS OF EARNEST MONEY DEPOSIT (EMD)**

**JOB : ANNUAL MAINTENANCE CONTRACT OF GARDENS AND HORTICULTURAL
WORKS AT INDIAN MARTIME UNIVERSITY – VISAKHAPATNAM CAMPUS**

AMOUNT : Rs. 62000.00 (RUPEES SIXTY TWO THOUSAND ONLY)

DEMAND DRAFT NO :

DATE OF DRAWN:

NAME OF THE

BANK :

ANY OTHER DETAILS:

(SIGNATURE OF THE TENDERER)

DATE:

SEAL: