

National Institute of Open Schooling (NIOS)

(An Autonomous Institution under MHRD, Dept. of School Education & Literacy, Govt. of India)

A-24-25, Institutional Area, Sector-62, NOIDA-201309, (U.P)

TENDER FOR COMPREHENSIVE MAINTENANCE & CLEANING OF PLANTS AND LAWNS INCLUDING PLANTATION OF SEASONAL PLANTS AT NIOS PREMISES.

TENDER NOTICE

F-42-1-8.25/2014-15/NIOS/Admn/Mtce.

Dated: 13/12/2018

The National Institute of Open Schooling (NIOS) is an autonomous institution under Deptt. of School Education & Literacy, Ministry of Human Resource Development, Govt. of India having its offices located at A-24/25 & A-31, Sector 62, Noida (U.P.). The NIOS is the largest Open Schooling system in the World.

Secretary, NIOS invites sealed tender in two bid systems for Comprehensive cleaning, maintenance of Plants and lawns at the NIOS premises located at A-24-25 & A-31, Sector-62, NOIDA initial for a period of One year from the date of commencement. The contract can be extended further for a period of two more years subject to satisfactory performance on year to year basis. You are requested to submit your tender for Comprehensive cleaning, maintenance of Plants and lawns at the NIOS premises located at A-24-25 & A-31, Sector-62, NOIDA in prescribed Proforma appended at Annexure-I & II of tender document after going through the terms and conditions mentioned in the tender.

The sealed envelope should be superscribed as "**Tender for Comprehensive maintenance & cleaning of Plants and Lawns including Plantation of Seasonal Plants at NIOS, A-24-25 & A-31, Sector-62, NOIDA**" and addressed to the Secretary, NIOS, A-24/25, Institutional Area, Sector – 62, NOIDA, U.P – 201309 and should be submitted in the tender box kept at Maintenance Section, NIOS Hqrs., Room No: 204, Second Floor, A-24/25, Institutional Area, Sector – 62, NOIDA latest by 07/01/2019 till 2.30pm positively. The Tenders will be opened on the same day at 3.00 p.m. in the presence of representatives of the firms who wish to be present.

Secretary

Schedule of Tender

Published Date	13/12/2018 at 3.00pm
Bid Documents Download/Sale Start Date	13/12/2018 at 3.30pm
Bid Submission Start Date	07/01/2019 at 10.00am
Bid Document Download/Sale End Date	07/01/2019 at 1.00pm
Bid Submission End Date	07/01/2019 at 2.30pm
Address where the Tender are to be submitted for opening	Maintenance Section Room No. – 204, Second Floor, National Institute of Open Schooling A-24-25, Sector-62, Noida-201309, Uttar Pradesh
Date, Time and venue of opening of Technical bids	Technical Bid will be opened on 07/01/2019 at 15.00 Hrs at the address mentioned above.
Financial bids of eligible firms/agency	Date of opening of Financial Bid of technically qualified firms will be intimated later on.

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A-24-25, Institutional Area, Sector-62, NOIDA-201309, (U.P)

LIMITED TENDER FOR COMPREHENSIVE MAINTENANCE & CLEANING OF PLANTS AND LAWNS INCLUDING PLANTATION OF SEASONAL PLANTS AT NIOS PREMISES.

1. INVITATION OF BIDS.

- 1.1 National Institute of Open Schooling (NIOS) invites sealed Tenders from reputed and registered agencies/firms with minimum five years experience in the field preferably in Government Organization/PSUs/Autonomous educational Institutions for Comprehensive maintenance & cleaning of Plants and lawns including Plantation of Seasonal Plants at the NIOS premises located at A-24-25 & A-31, Sector-62, NOIDA for a initial period of One year only from the date of commencement. Based on the satisfactory performance, the term of contract can be extended for further period of upto 2years on year to year basis.
- 1.2 The bidders are required to accept all terms & conditions mentioned in the Tender. NIOS reserves the right to reject any or all offers without assigning any reason.
- 1.3 It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Document shall be liable to be rejected.
- 1.4 Tenders received after the due date and time will not be entertained.
- 1.5 NIOS also reserves the right not to accept the lowest tender.

2. EARNEST MONEY DEPOSIT (EMD) AND SECURITY DEPOSIT

- 2.1 Offer for Comprehensive maintenance & cleaning of Plants and lawns must be accompanied with EMD amount of **Rs.15,000/- (Rupees Fifteen Thousand only)** by way of **Demand draft of any Nationalized Bank drawn in favour of the Secretary, NIOS**, payable at Noida, which will be refundable in due course to the unsuccessful bidder. However, the amount of EMD will not carry any interest. Offers not accompanied with the EMD will be rejected straightway.
- 2.2 The successful bidder shall have to take over the aforesaid work within a week from the date of issue of work award letter.
- 2.3 The successful bidder shall have to submit an agreement within fortnight from the date of issue of award letter along with Security Deposit equivalent to the 10% of the work value of the tender. Security Deposit shall have to be deposited within stipulated timeframe, which will be released only after 60 days from the date of expiry of the contract. No interest shall be payable on Security Deposit.

2.4 The Security Deposit can be forfeited by the NIOS in whole or in part, if the services rendered shall not be up to the required standard as specified by the Competent Authority of NIOS.

2.5 The Earnest Money of the successful tenders will be refundable only after acceptance of the award of contract and submission of performance Security Deposit and other formalities.

3. SCHEDULE OF TENDER

3.1 The Financial Bid of only those bidders will be opened whose Technical bid are accepted by the Competent Authority of NIOS. The date time and venue for opening of Financial Bids shall be communicated to the qualified bidders at a later date.

3.2 Tender(s) received after the due date and time mentioned in the tender will not be entertained under any circumstances.

3.3. The Competent Authority of NIOS reserves the right to reject any or all tenders without assigning any reason and shall not bind itself to accept any tender and also reserve the right to call for fresh tender.

4. PROCEDURE FOR SUBMISSION OF BIDS

The Bids shall be submitted in two separate sealed envelopes as under:-

- a) **Envelop A** – should contain the Technical Bid, (Annexure-I) along with Bank Draft (s) of the EMD. Tender document duly signed by the bidder on each page and all necessary supporting documents to be attached with the technical bid.
- b) **Envelope-B** - should contain the Financial Bid Document only (Annexure-II) duly signed by the bidder. Price (All inclusive excluding GST) should be quoted clearly on per annum basis.
- c) The two envelopes (i.e., envelopes A & B) should be kept in one big envelope duly sealed, addressed to Secretary, NIOS, A-24-25, Sector-62, NOIDA and superscribed as "**Tender for Comprehensive maintenance & cleaning of Plants and lawns including Plantation of Seasonal Plants at NIOS Premises**". The cover should also bear the name and address of the bidder including telephone number.
- d) The bidder must put his seal and signatures on each page of the bid and also attest all cuttings or corrections, etc., if any, under his seal and signatures.
- e) The bid duly completed in all respects should be inserted in a sealed box placed at Maintenance Section, NIOS Hqrs., Room No: 204, Second

Floor, A-24-25, Sector-62, NOIDA upto the date & time specified in the tender. No tender shall be entertained after the specified date & time under any circumstances.

5. ELIGIBILITY CONDITIONS

- 1) The bidder should have total five years of experience. Out of which the bidder should have minimum three years of experience in the field of providing comprehensive cleaning, Maintenance of Horticulture and Lawns in Govt. Organizations /PSUs/Autonomous institution
- 2) The bidder should have minimum annual turnover of Rs.10 lakhs during the last three preceding years, duly certified by Chartered Accountant.
- 3) The bidder should have valid Contract Labour Licence from the Competent Licensing Authority.
- 4) The bidder should have PAN, GST Registration Certificate, ESI Registration Certificate and EPF Registration Certificate from the concerned authorities.

6. SCOPE OF WORKS

The contractor shall provide the following horticultural services for maintenance of lawns, hedges, trees, shrubs, nursery, potted plants, etc at both the campuses of NIOS

Details of work to be carried out by the contractor

(i) Maintenance of Lawn area.

The maintenance of lawns include, weeding, trimming and pruning of grass by mowing of grass cutting machines, top dressing, checking of grass, using of manure, fertilizers, spraying of insecticides, pesticides, fungicides, weedicides and watering etc. throughout the year and other works related to horticulture as per needs from time to time.

(ii) Maintenance of Nursery

The maintenance of nursery and potted plants by doing all horticultural operations like weeding, hoeing, watering, mixing of manure and fertilizer including application of plant tool, spraying of insecticides, pesticides, fungicides, etc and preparation of seedlings by sowing of seeds, bulbs, rhizomes, cuttings, grafting, layering, gootying, etc and plantation of seedlings in pots and shifting of potted plants as and

when required during meetings, seminars, visits of VIPs etc. or as per directions of the Secretary, NIOS or his nominee.

(iii) Maintenance of trees, shrubs and creepers

The maintenance of trees, shrubs and creepers, by their manuring, watering, hoeing, pruning and trimming, replacement of old dead by new ones and to ensure enough supply of air and water. Circular kiaries around the tree trunk are to be prepared.

(iv) Plantation, Designing, preparation and maintenances of flower beds

Flower beds of seasonal annual flowering plants at different locations in the lawns of the campus are to be maintained. In between these flower beds (Kiaries) perennials or shrubs are to be sown or planted and maintained.

(v) Maintenance of edges & hedges

The maintenance of edges & hedges, includes their watering, hoeing of channels, pruning and trimming and replacing old and dead plants by planting the new saplings.

(vi) Arranging of flower vase:

The arranging of flower vase with fresh cut flowers daily at reception, Chairman's room , Chairman's Office, Office of Head of the Department, committee/ Conference room (s) and rooms of senior officials at both the locations.

(vii) Manpower Required:

The contractor shall provide and arrange adequate trained/experienced manpower as under for routine execution of maintenance works:

S.no.	Manpower	A-24/25	A-31	Experience
1.	Mali (Unskilled)	03	02	Persons must have at least two years of experience of maintenance works including having experience of operating lawn movers

List of seasonal flowers / plants seeds

Rainy seasonal flower seeds	Winter seasonal flowers seeds	Summer seasonal flower seeds
Dianthus chinensis	Candytuft / Golbe Candytuft	Goillardia F-1(hybrid, fineast)
Verbena quartz	Unique roses	Gomphrena(globe,purple,haage ana)
Calendulla bon bon	Butterfly orchid	Celosia pulmosa
Marigold F-2	Bird paradise	Balsam
Balsamine rose flower	Rose (black,blue,green,purple)	Cosmos bright light
Aster formula mix	Rainbow rose	Cineria
Larkspur imperial	Wonderful winter	Aster
Osterspermu	Magical marigold	Gerbera micro
Dianthus barbatus	Petunia glorius double	Celosa
Dahlia figaro	Begonia semperflorenes	Sunflower large bloom
Bird of paradise	Hollyhock Malva	Sunflower sungold
Celosia cockscomb	Pansy F 1(yellow, purple, white)	Zinnia F1 elegans(orange, purple)
Carnation giant chabaud	Nemesia carnival	Zinnia F1 elegans(pink,red,white etc)
Hollyhock F-1dwarf	Merigold F1 inca(yellow,orange)	Zinnia liliput
Dianthus baby doll	Salvia (white, blue, hybrid)	Vinca F1 nana(pink,rose,white etc)
Salvia bon fire	Shirley poppy	Forever vincas
Gazania sun shine	Petunia (violet, white)	Attractive zinnias
Marigold nona patula	Lupin pinie	Bulbs, Corns, Rhizomes
Bellis perensis	Sunflower sungold	Foot ball lily
Celosia pulmosa	Marigold(rodeo,French,p erfection)	Caladium
Gomphrena	Marigold F-2 (yellow, orange)	Amarallis
Marigold rodeo royal	Petunia ultra star	Zinger lily
Marigold french royal	Gerbera micro mini	Zephyranthus lily
Marigold perfection royal	Gaillardia F1 (finest, hybrid)	Primula
Sun flower large bloom	Kocheia burning bush	Gladiolus bulbs
Rainbow rose	Marigold F1 vanilla	Gloriosa superba
Rose (black, green, purple)	Daisy / Bellis perensis	Crinum lily
Unique roses	Gazania sun shine	Spider lily
Adenium	Hollyhock F1	Narcissus
	Ageratum F1 hawaii	Geranium
	Calendula bon bon	Gerbera

7. TERMS & CONDITIONS OF CONTRACT

- A. All materials including compost & manure, chemical, good earth, saplings, doob grass, tools & machineries, etc. required for the job will have to be provided by the Agency at its own cost.
- B. The agency will regularly monitor and supervise the work in and around the NIOS premises to ensure proper maintenance of Plants and Lawns.
- C. The personnel deployed at NIOS premises should be properly trained turn out during duty hours on day to day basis. The staff deployed by the Agency shall be provided proper uniform and tool kit by the Agency.
- D. The Agency shall be solely responsible for observing and complying with all employment regulations, labour laws as applicable from time to time as laid down in this behalf in respect of all its employees during the period of Contract including any additional obligations that may arise on account of the contract being performed at NIOS premises.
- E. The Agency shall be the employer of all the staff recruited and appointed by it for deployment at NIOS premises. The NIOS shall not be responsible for loss of job to any employee(s) of the Agency in case of expiry/termination of the contract.
- F. The Agency will submit the bill for services rendered by them in NIOS to the Maintenance Section by the 5th of every month for the preceding month. The NIOS will make the payment of the bill within one month from the date of receipt of the bill through RTGS/NEFT in favour of the Agency after deducting TDS, etc. as per rules.
- G. In case, it is found that THE work has not been done as per order or otherwise found unsatisfactory a penalty @ 5% on first occasion, 10% on second occasion and 15% on the third occasion shall be imposed on monthly bill.
- H. The contract shall be initially for a period of one year from the date of its commencement. The contract can be further extended for two more years on the basis of satisfactory performance on year to year basis on the same rates and terms and conditions. The contract shall be terminated by either side by issuing one month's notice or payment in lieu thereof without assigning any reason.
- I. In case of any dispute, the matter shall be under the jurisdiction of the courts situated in Delhi.
- J. The validity of the rate quoted by the Agency would be for the entire period of the contract. The Agency shall not be entitled to claim additional amount for whatsoever reasons during the currency of the contract.
- K. As and when there is a change of personnel deployed in NIOS, the Agency shall have to inform the Maintenance Section of NIOS at least one day in advance along with the reasons thereof and provide a suitable substitute.

- L. The successful bidder shall enter into a contract with the Secretary, NIOS. The above terms and conditions are illustrative in nature and not exhaustive. In other words, NIOS reserves the right to make further additions, alterations or modifications in the above conditions.
- M. The successful tenderer will submit proof in support of payment of ESI, EPF and other statutory requirements of the staff deployed in this Institute for this purpose every month with the bill to the Section Officer (Maintenance).
- N. Any disputes between the parties in relation to or arising out of the contract shall be adjudicated by the Arbitrator to be appointed/nominated by Secretary, NIOS and the decision of the said sole Arbitrator shall be final and binding on both the parties.

8. INSTRUCTIONS FOR BIDDER

- a. The intended bidders may visit NIOS premises located at A-24/25 & A-31, Sector-62, Noida to inspect the site and assess the work before submitting the TECHNICAL & FINANCIAL BIDS.
- b. The interested bidder(s) is required to submit an undertaking on a non-judicial stamp paper of Rs.100/- along with TECHNICAL BID" mentioning that Staff deployed at the NIOS premises in terms of this contract shall remain the employees of the agency exclusively and they will not be entitled to claim employment Or permanency of job in the NIOS.
- c. NIOS shall not deposit of ESI & EPF as employer's contribution. The firm shall be solely/entirely responsible employer of the manpower deployed for the work in NIOS. Any other direct or indirect claim on NIOS Offer without this undertaking will not be considered.

Certified that I/We have gone through the contents of the Tender form point wise and thereby convey my/our acceptance to abide by all the terms and conditions mentioned in the tender document.

Signature_____

Name (In block letters) _____

Designation_____

Name of the Agency_____

Address_____

Tele No._____

Seal of the Agency_____

ANNEXURE-I

ENVELOPE 'A'

TECHNICAL BID

For Comprehensive Maintenance & Cleaning of Plants and lawns including plantation of seasonal plants

Sl.No.	Particulars	To be filled in by the Agency with self attested copies of supporting documents
1.	Name of the Agency along with Postal Address & Telephone Number	
2.	Name address and telephone number of the Director/Proprietors and Chief Executive of the Agency	
3.	Valid Contract Labour Licence of the Agency obtained from the Competent Licensing Authority (please enclose self attested photocopy)	
4.	Annual Turnover of the Agency during the last three Financial years duly certified by Chartered Accountant (Please enclose self attested photocopy) (Agency should have minimum Annual Turnover of Rs.10 lakhs during the last three preceding financial years) 2015-2016 2016-2017 2017-2018	
5.	Permanent Account No(PAN)	
6.	Registration No. with Employees State Insurance Authority (Please enclose photocopy)	
7.	Registration No. with Provident Fund Authority (please enclose photocopy)	

8.	GST Registration No..(please enclose self attested copy)	
9.	<p>Work Experience of the Agency for the last five years from 2015-16 onwards.</p> <p>Name of the Organisations, period of work & Number of employees provided (please enclose self attested photocopy of Experience Certificate for the last three years)</p> <p>(Agency should have minimum three years experience of providing Comprehensive maintenance & cleaning of Plants and lawns in Govt. Organisations /PSUs/Autonomous Institution).</p>	
10.	Details of EMD of Rs.15,000/- (Rupees Twenty Five Thousand only) deposited	<u>Bank Draft No.</u> <u>Dated</u> <u>Name of the Bank</u> <u>Amount</u>

Signature_____

Name (In block letters)_____

Designation_____

Name of the Agency_____

Address_____

Tele No._____

Seal of the Agency_____

ENVELOPE 'B'**FINANCIAL BID****For Comprehensive Maintenance & Cleaning of Plants and lawns including plantation of seasonal plants**

Sl. no:	Particulars:-	Price to be quoted on per annum basis(All inclusive excluding GST)
	Price quoted for the work mentioned in the tender in the premises of NIOS located at A-24/25 & A-31 Sector-62, NOIDA, Per Annum all inclusive excluding GST	

I /We have gone through all the terms & conditions of bid document and I also understood that only the amount quoted under column 4 above shall be payable on account of contractual obligation on Annual basis(All inclusive excluding GST).

Signature_____

Name (In block letters)_____

Name of the Agency_____

Address_____

Tele No._____

Seal of the Agency_____

NB: It may be noted that no additional amount except the above quoted amount shall be payable to the Agency by NIOS. Therefore price (All inclusive excluding GST) should be quoted clearly on per annum basis only.