 Government eProcurement System	eProcurement System Government of India
Tender Details	
Date : 03-Mar-2025 05:27 PM	

 Print**Basic Details**

Organisation Chain	IIT BHUBANESWAR		
Tender Reference Number	IITBBS/Horticulture/01/2024-25		
Tender ID	2025_IITBR_851619_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft
	2	FDR

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Annual Maintenance contract for Horticulture landscape gardening at IIT Bhubaneswar
2	Finance	.xls	Price bid

Tender Fee Details, [Total Fee in ₹ * - 1,500]


Tender Fee in ₹	1,500		
Fee Payable To	Registrar IIT Bhubaneswar	Fee Payable At	Bhubaneswar
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	2,88,938	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Registrar IIT Bhubaneswar	EMD Payable At	Bhubaneswar

[Click to view modification history](#)**Work /Item(s)**

Title	Work and Service				
Work Description	Annual maintenance contract for horticulture land scape gardening works at IIT Bhubaneswar				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	1,44,46,900	Product Category	Civil Works - Others	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work	365

 Government eProcurement System				(Days)		
	Location	IIT Bhubaneswar Horticulture section	Pincode	752050	Pre Bid Meeting Place	IIT Bhubaneswar Horticulture section
	Pre Bid Meeting Address	Office of the Horticulture section 3rd floor Admin building	Pre Bid Meeting Date	10-Mar-2025 11:00 AM	Bid Opening Place	Engineering Section IIT Bhubaneswar
	Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	03-Mar-2025 05:30 PM	Bid Opening Date	21-Mar-2025 03:00 PM
Document Download / Sale Start Date	03-Mar-2025 06:00 PM	Document Download / Sale End Date	20-Mar-2025 02:00 PM
Clarification Start Date	04-Mar-2025 10:00 PM	Clarification End Date	13-Mar-2025 06:00 PM
Bid Submission Start Date	04-Mar-2025 10:00 AM	Bid Submission End Date	20-Mar-2025 02:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Annual Maintenance contract for horticulture landscape gardening at IIT Bhubaneswar	1307.34	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_895219.xls	Financial bid	303.50

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	sambit@iitbbs.ac.in	Sambit Ranjan Mohanty	SAMBIT RANJAN MOHANTY
2.	diptiranjana@iitbbs.ac.in	Dipti Ranjan Pattanaik	DIPTI RANJAN PATTANAIAK
3.	biswaranjan@iitbbs.ac.in	BISWARANJAN PRADHAN	BISWARANJAN PRADHAN

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Comparative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	SE(Civil)
Address	Engineering section IIT Bhubaneswar 3rd floor Admin building

Tender Creator Details	
Created By	Dipti Ranjan Pattanaik
Designation	Assistant Executive Engineer(Civil)
Created Date	03-Mar-2025 05:03 PM



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

E-mail: office.horticulture@iitbbs.ac.in

Phone: +91 6747138700

Notice Inviting Tender
e-Tender No-IITBBS/HORTICULTURE/2025-26/001

Online **Percentage Rate** bids are hereby invited in a **two-cover system** from eligible contractors for **Annual Maintenance Contract for Horticulture – Landscape Gardening at IIT Bhubaneswar, Argul, Jatni, Khurda District, Odisha-752050** Bidders can download a complete set of bidding documents from the e-procurement Platform <https://eprocure.gov.in/eprocure/app..> Bidders need to submit the bids online by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

The last Date/ Time for receipt of bids through e-procurement is 20-03-2025 up to 15:00 Hrs.

Late bids will not be accepted.

For further details regarding Tender Notification & Specifications, please visit the website: <https://eprocure.gov.in/eprocure/app> and [www.iitbbs.ac.in /tenders](http://www.iitbbs.ac.in/tenders)

CRITICAL DATE SHEET

Online Publication Date	03-03-2025, 17:00 Hrs
Tender Document Download Date	03-03-2025, 18:00 Hrs
Clarification Start Date & Time	04-03-2025, 10:00 Hrs
Bid Submission Start Date & Time	04-03-2025, 10:00 Hrs
Pre-Bid Meeting Date & Time	10-03-2025, 11:00 Hrs
Clarification End Date & Time	13-03-2025, 18:00 Hrs
Bid Submission End Date & Time	20-03-2025, 14:00 Hrs
Technical Bid Opening Date & Time	21-03-2025, 15:00 Hrs
Price Bid Opening Date & Time	It will be announced after technical evaluation to the successful bidders.



e-ENVELOPE – 1 ELIGIBILITY BID		
e-Tender No- IITBBS/HORT/2024-25/001		
Superintendent Engineer, on behalf of Director, Indian Institute of Technology Bhubaneswar invites Percentage rate e-Tenders, in two envelope system (Application for eligibility and financial Bid) for the following work from the Tenderer who satisfies the Eligibility Criteria given below.		
<u>PARTICULARS OF WORK</u>		
1.	Name of work	Annual Maintenance Contract for Horticulture – Landscape Gardening at IIT Bhubaneswar, Argul, Jatni, Khurda District, Odisha-752050
2.	Estimated Cost put to e-Tender (ECPT)	Rs. 1,44,46,900/- (Rupees One Crore Forty-Four lakh Forty Six Thousand Nine Hundred only) inclusive of applicable Taxes.
3.	Tender fee	Rs. 1,500/- (Rupees One Thousand Five Hundred only)
4.	Earnest Money Deposit (EMD): A scanned copy of the Demand Draft is to be uploaded to the website.	Rs. 2,88,938/- (Rupees Two Lakh eighty-eight thousand Nine hundred and Thirty-Eight Only)
5.	Period of work	12 months
6.	Validity of the tender	90 days from the date of opening of the tender
7.	Date of Pre-bid Meeting & Venue	The Pre-bid Meeting will be conducted in Hybrid Mode as per details given in para 6.5
8.	Last Date for Submission of e-Tender	20-03-2025, 14:00 Hrs
9.	Date of Opening of the Eligibility Document	21-03-2025, 15:00 Hrs
10.	Date of opening of the financial Bid	It will be intimated later to the Eligible Tenderer
11.	Address of the Officer-in-Charge	Office of the Horticulture Section, 3rd Floor, Administration Building, IIT Bhubaneswar, Argul, Jatni, Khurda District, Odisha-752050.

Certified that this document contains **63 Pages** (including this page)

Superintending Engineer (Civil)

It is certified that no addition or deletion has been made to the tender documents downloaded from the e-Tender website.

Signature of the Contractor



INDEX

Name of Work: Annual Maintenance Contract for Horticulture – Landscape Gardening at IIT Bhubaneswar, Argul, Jatni, Khurda District, Odisha State-752050

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1. BRIEF ABOUT THE IIT BHUBANESWAR CAMPUS

The Indian Institute of Technology Bhubaneswar (IIT Bhubaneswar), established in 2008, is an autonomous Institute under the Ministry of Education, Government of India. It is declared as an Institute of National Importance under the Act of Parliament of India (Institutes of Technology Act, 1961).

2. ELIGIBILITY CRITERIA

2.1. Technical Eligibility Criteria

To become eligible to participate in the bid process the bidders shall satisfy the following Work Experience Criteria.

The Bidders should have satisfactorily completed similar works during the last five years ending 31st March 2024 As per Form B. For this purpose, cost of work shall mean the gross value of the completed work including the cost of material supplied by the Government/Client but excluding those supplied free of cost. This should be certified by an officer, not below the rank of Executive Engineer/Project Manager or equivalent.

Three similar completed works each costing not less than Rs. 57.78 Lakhs

OR

Two similar completed works each costing not less than Rs. 86.68 Lakhs

OR

One similar completed work costing not less than Rs. 115.57 Lakhs

Similar works shall mean “Annual Maintenance contract of Horticulture– Landscape Gardening Works for prestigious Govt. Educational Institutions / Govt. Organizations / Autonomous Institutions / Public / Govt. undertaking / Govt. Universities, Offices, Public Gardens, etc.”

Note: For similar works, works executed in India only shall be considered.

Note: Ongoing works will not be considered for the technical evaluation.

Note: Joint ventures/consortiums and special-purpose vehicles are not accepted.

The following documentary proof shall be scanned and uploaded.

- Completion certificates in the case of works carried out for Government departments should have been issued by an officer of the organization/Institute.



- b. Completion certificate and TDS in case of works carried out for private parties should have been issued by the Project Manager or equivalent officer with contact details.
- c. The complete details of the work completion or performance certificate issued, officer address, email, and contact number should be provided.

2.2. Financial Eligibility

- 2.2.1 Should have an average annual financial turnover of Rs. 43.34 lakhs (30 % ECPT) during the last 3 (three) financial years ending 31.03.2024. This should be certified by a chartered accountant.
- 2.2.2 Should not have incurred any loss in more than one year during the last 5 (five) years.
- 2.2.3 Should have a Banker's certificate of Rs. 57.78 Lakhs (40 % ECPT) certified by the bankers of the applicant.

2.3. Interested tenderers can view and submit the e-tender in the following order through the following e-tender website (<https://eprocure.gov.in/eprocure/app> and <http://iitbbs.ac.in> /tenders)

e-Envelope I – The eligibility application shall be uploaded with

- 1) EMD and Tender Fee as prescribed in this document Para 3.2.1
- 2) Necessary supporting documents as prescribed in Para 3.2.2.
- 3) The tender for the work with conditions, specifications, Bill of quantity, drawings, etc.

e-Envelope II – Financial Bid shall be uploaded with

- 1) Price Bid as per the format.

2.4. Declaration

- 2.4.1 The bidder shall not be from a country sharing a land border with India and if the bidder is from a country sharing a land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. Non-submission of self-declaration will lead to the rejection of Bid out rightly.
- 2.4.2 Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein shall be eligible to bid in this tender. Declaration for Class-I and Class-II local suppliers should be submitted in the prescribed proforma as per Annexure-VII. Non-submission of self-declaration will lead to the rejection of Bid out rightly and the bidder will be treated as a non-local supplier.



3. PROCEDURE FOR VIEWING AND SUBMISSION OF e-TENDER

3.1. Tender Documents may be downloaded from the Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. The bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://etenders.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through the instructions provided at "Help for Contractors". [Special Instructions to the Contractors / Bidders for the e-submission of the bids online through this eProcurement Portal]. Tenderers can access, view and download tender documents on the IIT Bhubaneswar website. Select the appropriate tender fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/eprocure/app> as per the schedule attached.

A. Instructions for submission of online Bid:

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL <https://etenders.gov.in/eprocure/app> by clicking on "Online Bidder Enrollment". Enrollment on the CPP Portal is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify / TCS / nCode / eMudhra, etc.)
- v. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective "My Tender" folder. This would enable the CPP Portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.
- vi. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification/help from the Helpdesk.
- vii. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document/schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option.
- viii. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Bid, a provision of uploading such standard documents (e.g., PAN card copy, GSTIN Details, annual reports, auditor



certificates, etc.) has been provided to the bidders. Bidders can use the "My Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Documents" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

- ix. The tenders will be received online through the portal <https://etenders.gov.in/eprocure/app>. All the technical/Eligibility related documents should be uploaded in technical bids in pdf format for evaluation purposes.
- x. Bidder should log into the site well in advance for bid submission so that he/she uploads the Bid in time i.e., on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- xi. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should submit their financial bids in the format provided and that no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as the bidder's name). If the BOQ file is found to be modified by the bidder, the Bid will be rejected.
- xii. The server time (displayed on the bidders' dashboard) will be considered the standard time for referencing the deadlines for submitting bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- xiii. The Tender Inviting Authority will not be held responsible for any sort of delay, or the difficulties faced during the submission of bids online by the bidders due to local issues.
- xiv. The uploaded tender documents become readable only to public view after the tender opening by authorized bid openers.
- xv. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the Bid no. and the Date & time of submission of the Bid with all other relevant details.
- xvi. Kindly add a scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

B. Assistance to bidders

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to online bid submission or CPP Portal, in general, may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120- 4001005].



3.2. The tender shall be submitted through the above e-Tender website as a two-envelope tender.

e-Envelope 1 (application for eligibility) shall be uploaded with:

1. Tender Fee & Earnest Money Deposit (EMD) drawn in favor of Registrar, IIT Bhubaneswar and payable at Bhubaneswar through Demand draft/Fixed deposit receipt.
2. Details regarding Experience and financial standing.
The following documents in support of Experience and financial standing shall be uploaded with the application for eligibility.
 - a) Work Orders and relevant completion certificates for the client organization.
 - b) Banker's certificate from the bankers of the applicant
 - c) Financial information in the form – 'A' enclosed
 - d) Details of similar works carried out in the past in form – 'B' enclosed.
 - e) Performance report of works referred to in form 'B' in Form – 'D' enclosed.
 - f) GST Registration certificate
 - g) Letter of Transmittal
 - h) Undertaking for the Tender Fee and EMD- Annexure-I
 - i) Undertaking the terms and Conditions-Annexure-II
 - j) Undertaking for the not to sublet the Work-Annexure-III
 - k) Minimum workforce support required for the Part-A Works-Annexure-IV
 - l) BG format for Security Deposit- Annexure-V
 - m) Declaration as enclosed in Annexure VI, VII, VIII & Annexure IX.
3. The tender for the work with various conditions, specifications, and drawings, etc.

e-Envelope 2 (financial bid) shall be uploaded with:

4. The spreadsheet containing the Bill of Quantity can be downloaded from the above website, and the same shall be uploaded to the e-Tender website after filling in the rates. The file name of the spreadsheet document, which is downloaded from the e-Tender website, should not be changed in any case.

4. OPENING OF e-TENDERS

- 4.1.** e-Tenders can be uploaded to the e-tender website till the stipulated Date and time of submission.
- 4.2.** e-Tenders of only those tenderers who have deposited Earnest Money Deposit in the prescribed form and other documents scanned and uploaded are found in order will be opened after 3.30 PM as per schedule.
- 4.3. A Tender Fee of Rs. 1,500/-** (Rupees One Thousand and Five Hundred only) and **EMD of Rs. Rs. 2,88,938/-** (Rupees Two Lakh Eighty-Eight Thousand Nine Hundred and



Thirty-Eight Only) should be submitted to Demand draft/Fixed deposit receipt in favour of Registrar, IIT Bhubaneswar

- 4.4. Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these items only**, are exempted from Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- 4.5. The bidders who seek exemption from Tender fee/EMD as per clause no. (d) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.
- 4.6. The tender document containing the eligibility application & EMD will be opened on the Date of opening of tender, terms, and conditions, payment conditions, etc.
- 4.7. Tender Documents uploaded without valid EMD shall be summarily rejected.

5. EVALUATION OF APPLICATIONS FOR ELIGIBILITY.

- 5.1. The applications received shall be evaluated for eligibility to take part in the tendering process by a two-stage system.
- 5.2. The applications will be evaluated for conformity to the eligibility criteria prescribed in 2.
- 5.3. The Indian Institute of Technology Bhubaneswar reserves the right to restrict the list of eligible Tenderers to any number deemed suitable.
- 5.4. Even though an applicant may satisfy the specified criteria, he would be liable to disqualification if he has:
1. Made misleading or false representations or deliberately suppressed the information in the forms, statements, and enclosures required in the application for eligibility.
 2. Record of poor performance such as slow work progress, abandoning work, not properly completing the Contract, or financial failures/ weaknesses, etc.
- 5.5. A list of eligible applicants whose financial bids will be opened shall be prepared and all concerned shall be intimated.
- 5.6. The employer reserves the right to accept or reject any application, annul the qualification process/e-tender process, and reject all applications at any time without assigning any reason or incurring any liability to the applicants.



5.7. Earnest Money Deposit (EMD):

The Earnest Money of the successful Tenderer will be taken as part of the Security Deposit as stipulated in Clause 1A of “General Conditions of Contract”. EMD of unsuccessful bidders shall be refunded within 30 days after the finalization.

6. INFORMATION AND INSTRUCTIONS TO APPLICANTS

6.1. Definitions:

The following words and expressions have their meaning hereby assigned to them.

1. EMPLOYER means IIT BHUBANESWAR
2. APPLICANT means individuals, proprietary firms, firms in partnership, limited companies – Public Corporations
3. Officer in charge means Professor-In-Charge-Horticulture (PIC-H)/Horticulturist IIT Bhubaneswar for technical and daily works inspecting and monitoring.
4. Tender means “**e-Tender**” which will be submitted online through the dedicated website.

6.2. Information and Instructions

1. The applicant must visit the site of work at his own cost, examine it and its surroundings and collect all information that he considers necessary for proper assessment of the prospective assignment.
2. All information called for in the enclosed forms should be duly filled in, signed, scanned, and uploaded along with the e-Tender. If additional information needs to be uploaded in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically uploaded to the e-Tender website. If information is ‘nil’ it should also be mentioned as ‘nil’ or ‘no such case’. If any particulars/query are not applicable in the case of the applicant, it should be stated as ‘not applicable’.
3. The applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms making changes in the prescribed forms, or deliberately suppressing the information may result in the applicant being summarily disqualified.
4. The applicant may provide any additional information, which he thinks is necessary to establish his capabilities to complete the envisaged work. However, the applicants are also advised not to upload superfluous/ additional information beyond the requirements of the Bid. No information will be entertained after the application is submitted unless it is called for by the Institute.
5. Applications send by email, fax, post, or by the person will not be considered.
6. Clarifications, if any, or any additional information needed may be requested in the **Pre-bid meeting**. The clarifications given and additional information furnished by IIT



Bhubaneswar during the pre-bid Meeting will form part of the Contract. The minutes of the Pre-Bid Meeting, corrigendum, and Addendums will be uploaded to the e-Tender website.

7. Documents submitted in connection with the tender will be treated as confidential and will not be returned.
8. Tenderers can upload documents in the form of JPG/JPEG format and PDF format. The size of the individual file should not exceed more than 5MB.
9. Tenderers are requested to comply following instructions:
 - I. After submission of the online Bid the Tenderer can re-submit the revised online bid any number of times but before the last Date and time of submission of tender as notified.
 - II. While submitting the revised Bid, Tenderer can revise the rate of one or more item(s) any number of times (he need not re-enter the rate of all the items) but before the last time and Date of submission of tender as notified.
10. The Percentage must be quoted in decimal values.
11. The cell meant for quoting percentages in figures appears in cyan. In addition to this, cells containing options like Excess / less which is to be selected by the Tenderer, accordingly the amount quoted shall be calculated automatically. While selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if a cell is left blank and no rate is quoted by the bidder, the rate of such item shall be treated as "0" (ZERO).
12. The tender submitted shall become invalid if:
 - i. The Tenderer is found ineligible.
 - ii. The Tenderer does not upload all documents as stipulated in the tender document, including the undertaking about the deposition of the original Demand Draft (EMD) of the scanned copy of the EMD uploaded.
 - iii. If any discrepancy is noticed between the documents as uploaded at the time of submission of tender and hard copies as submitted physically by the lowest Tenderer with the PIC-Horticulture/Officer-in-Charge, IIT Bhubaneswar.
13. No intimation shall be given to the tenderers for submission of physical EMD along with other documents with the PIC-Horticulture/Officer-in-Charge, IIT Bhubaneswar.

6.3. Authority to sign the application:

1. If an individual makes the application, he shall sign it above his full type-written name and current address.
2. If a proprietary firm makes the application, it shall be signed by the proprietor (with a seal) above his full typewritten name & the full name of his firm with its current address.



3. If a firm in partnership makes the application, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or by a partner holding power of attorney for the firm in which case a certified copy of a power of attorney shall accompany the application. A certified copy of the partnership deed and the current addresses of all the firm partners shall also accompany the application.
4. Suppose a limited company or a corporation makes the application. In that case, it shall be signed by a duly authorized person holding power of attorney for signing the application. A certified copy of a power of attorney shall accompany the application. A limited company or corporation may be required to provide satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of Association duly attested by a public notary.

6.4. Clarification on the Tender document

A prospective Tenderer requiring any clarification on the Tender Document may send their queries through email id office.horticulture@iitbbs.ac.in addressed to **PIC-HORTICULTURE, IIT Bhubaneswar** up to the date of the pre-bid Meeting. All clarifications will be provided along with the minutes of the pre-bid Meeting. No further communication regarding clarification/queries will be entertained after the pre-bid Meeting.

6.5. Pre-bid meeting

The Tenderer or his authorized official representative is invited to attend a Pre-bid meeting in the Engineering Section meeting room (Administration Building) with the tender inviting authority on 03-03-2025 at 11.00 AM. The meeting link will be published in the CPP portal one week before the pre-bid meeting. The purpose of the Meeting will be to clarify issues and to answer questions on any matter that may be raised at that Meeting. Non-attendance at the Pre-Bid Meeting will not be a cause for disqualification of a Tenderer.

6.6. Amendment to tender documents

Before the deadline for submission of tenders, the tender document may be modified by the issue of an addendum. Any Addendum issued shall be part of the Tender Documents and shall be uploaded to the e-Tender website only. To give prospective Tenderers reasonable time in which to take the Addenda into account in preparing their tenders, an extension of the deadline for submission of Tenders may be given as necessary.

6.7 SITE VISIT

The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to satisfy himself and collect all information that he considers necessary for proper assessment of the prospective assignment.

6.8 Instructions for filling up the forms, 1, A, B, Annexure, I to IX

1. Financial Information



The applicant should furnish the Annual financial statement for the last 3 (three) years in Form A.

2. Information about work.

List all works of similar class successfully completed during last the 5 (FIVE) years in Form B with contact numbers, for ease of verification and to consult.

3. Information about the organization

The applicant is required to submit the following information in respect of his organization in forms E and E1.

1. Name and postal address including telephone and fax nos. etc. Copies of original documents defining the legal status, place of registration and principal places of business.
2. Names and titles of Directors and officers to be concerned with the work, with the designation of individuals authorized to act for the organization.
3. Information on any litigation/arbitration in which the applicant was involved during the last 5 (Five) years including any current litigation/arbitration in process.
4. Authorization for the employer to seek detailed references from clients to whom work was carried out.
5. Number of technical and administrative employees in the parent company, subsidiary company and how these would be involved in this work – Form E 1

4. Letter of Transmittal

The applicant should submit the letter of transmittal as per the format attached.



7. OPENING OF FINANCIAL BIDS

7.1. The technically qualified applicants' financial bids (Tender) will be opened on the Date and time to be intimated later.

7.2. Agreement shall be drawn with the successful Tenderer on prescribed Form No. CPWD 7 which forms part of e-Envelope 2 (Financial Bid)

Details to be furnished by the Contractor.

Sl. No	Description / Requirement from the tenderer	The tenderer's response should be clear, firm, complete & legible. If necessary, a separate sheet shall be used.	Page No (Must be filled)
1	Name & Complete address of the tenderer with contact details:		
2 (a)	Details of EMD (should be in the form of DD) Demand draft No. Amount Rs. Bank Details:		
2 (b)	MSME/NSIC Registration No: Company Name & Address: Validity: Product for which registered:		
3	Status of the tenderer: Proprietorship / Partnership / Private Limited. / Public Limited		
4	Details of Contract Registration with Govt. depts. Class and value		
5 (a)	Details of PAN		
5 (b)	Employees Provident Fund Registration:		
5 (c)	Employees State Insurance Registration:		
5 (d)	GST Registration:		
6	Work Experience Certificate		

Note: Self-Attested copies of relevant certificates for items 2-5 are to be enclosed
 I/We hereby certify that the information furnished above and the attached documents as proof of the information are true and correct to the best of our knowledge.
 I/We also authorize the Registrar / IITBBS or his representative to approach the source of the certificate to verify our competence, if required, for processing the tender.



8. SCOPE OF WORK

Annual Maintenance Contract for Horticulture – Landscape Gardening work at IIT Bhubaneswar

IIT Bhubaneswar has beautiful Horticulture & landscape gardening in an area of approximately 936 Acres, Attending daily maintenance works of lawns, Trees, flower beds, shrubs, and hedges, in and around the lawn area, inside the entire IIT Bhubaneswar campus, including the roadside, entrance gate outside, all academic buildings, administration building, auditorium building, guest house, director's bungalow, hostels and residential buildings approach roads to hostels, internal roads etc., including the cost of all materials, tools, and labor, all as per the instructions of the PIC-Horticulture/Horticulturist. The detailed scope of work and schedule of work are given in Table 1. The contractor should

1. Cleaning daily the entire area earmarked for maintenance by removing fallen dry leaves and all types of waste materials lying in the garden area conveying and disposing of collected wastes in a place specified by the officer in charge from the edge of the Garden/Lawn/Boundary of flower beds etc. with all necessary tools and plants (Refer clause 8.10 for List of minimum tools and equipment).
2. Watering the whole area of lawns/garden, turfs, and flower beds under the contract daily at the rate of 5 to 6 liters per square meter (sqm) area, uniformly, using all tools and tackles like rubber hoses, and sprinklers. Water will be made available at watering points.
3. Applying manure (Supply of manure measured separately) as per the direction of the Officer in Charge.
4. Applying composite manure or fertilizer as the case may be to pits once a month all as instructed by the Officer in charge (Manure supply shall be measured and will be paid separately).
5. Removal of undesirable weeds and the like from the lawns, turfs, flower beds, pits hedge pits, etc. from time to time as per the schedule and as per the direction of the Officer in charge (PIC-Horticulture/Horticulturist).
6. The schedule of maintenance works is to be carried out area-wise at site schedule shall be followed as directed by the officer in charge.
7. Maintenance of potted plants both indoors and outdoors available at IIT Bhubaneswar as per detailed specifications, including watering daily, changing the location of indoor pots in all locations as required or directed, maintenance of pots at all as per specifications and directions of the Officer In-charge (PIC-Horticulture/Horticulturist).



8. Table:1: Scope of work Horticulture – Landscape gardening at IIT Bhubaneswar:

Sl. No.	Item
PART A	
1	Complete maintenance of trees (Outside garden features), jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc., (excluding the cost of material which shall be supplied by the department and other T & P material/articles shall be provided by the contractor) and as per direction of officer in charge.(up to 3-4 years age)
2	Complete maintenance of trees (Outside garden features), jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc., (excluding the cost of material which shall be supplied by the department and other T & P material/articles shall be provided by the contractor) and as per direction of officer in charge.(4-8 years age)
3	Complete maintenance of trees (Outside garden features), jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc., (excluding the cost of material which shall be supplied by the department and other T & P material / articles shall be provided by the contractor) and as per direction of officer in charge.(beyond 8 years age)
4	Complete maintenance of shrubs (Outside garden features), jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc. (excluding the cost of material which shall be supplied by the department) and as per direction of officer in charge
5	Complete maintenance of the entire Hedge/Edge including Cutting, removing of cut material, cleaning, hoeing of hedge/edge bed watering, manuring and applying insecticides and fungicides etc.(Excluding the cost of material which shall be supplied by the department) and as per directions of officer in charge.
6	Complete maintenance of the entire garden features having as per yardstick in the garden area i.e. lawn trees, shrubs, herbs, edge, flower beds, foliage's, creepers etc. including hoeing, weeding, pruning, replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mover and brush cutter, removal of garden waste, applying insecticide, pesticide & fertilizers(whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by office-in-charge (Cost of Good Earth, Manure, Fertilizer, Insecticide, Pesticide will be provided by the Department & lawn mover and brush cutter with fuel and other T & P material/articles shall be provided by the contractor.) and as per direction of officer in charge. (Permanent office accommodation.
7	Maintenance of earthen/plastic potted plants in displayed at ground floor only in bungalow, office complex including application of good earth, manure, insecticide, pesticide and fertilizer, removing of dry parts by pruning, cleaning dry leaves and displaying in appropriate place and replacement of broken pots coloring of pots and change of location of pots and replacing with fresh plants as and when required (Materials provided by the Per Pot / department) as per direction of officer in charge
8	Maintenance of earthen/plastic potted plants in displayed at multi-storied office buildings, flats and ground floor bungalows, office complex including the application of good earth, manure, insecticide, pesticide and fertilizer, removing of dry parts by pruning, cleaning dry leaves and displaying in appropriate place and replacement of broken pots and change of location of pots and replacing with fresh plants as and when required.
9	Supplying of unskilled manpower for Maintenance of nursery: the works like potting, repotting, weeding, irrigation, manure application, other nursery activities etc. as per instructions of the officer in-charge (soil, manure, pesticides are separate cost provided by the department). (As per CLC wages).
10	Supplying of semi-skilled manpower (Tractor Driver) for Institute Tractor (The Driver should have valid tractor driving license) (As per CLC wages)
PART B-I	
11	Plantation of Trees, Shrubs, and Hedge at site i/c watering and removal of unserviceable material's as per direction of officer in charge (excluding cost of plant & water) and as per requirement and as per directions of officer in charge.
12	
13	



14	Clearing grass and removal of the rubbish up to a distance of 50 m outside the periphery of the area cleared as per direction of officer in charge.(as per the requirement).
	PART B-II
15	Supply, stacking and application of dump manure (Cow dung /Gobar) at site from approved source as per the direction of the Officer In-charge. including cost of material, loading, unloading and transportation etc. (manure measured in stacks, will be reduced by 8% for payment).
16	Supply, stalking and application of DAP (Di Ammonium Phosphate 18-46-0) at the site as per the instructions of the Officer In charge. including cost of material, loading, unloading and transportation etc.
17	Supply, stalking and application of Urea (Nitrogen=46%) at the site as per the instructions of Officer In charge.(including cost of material, loading, unloading and transportation etc.)
18	Supply, stalking and application of MOP (Muriate of Potash-60%) at the site as per the instructions of Officer In charge. including cost of material, loading, unloading and transportation etc.
19	Supply, Staking and application of Insecticide, fungicide, Herbicide as and when needed as per the direction of the Officer In charge. For the entire Horticulture area within the campus. including cost of material, loading, unloading and transportation etc.
20	Supply, stalking and application of Neem cake (Organic fertilizer) at the site as per the instructions of Officer in charge. including cost of material, loading, unloading and transportation etc.
21	Supply and placing of 10 / 12-inch plant pots (with flowering/good looking) at important occasions as per the direction of the Officer in charge. the plants like Marigold, Chrysanthemum, Areca palm, petunias, Dahlia etc at important occasions like convocation etc. including cost of material, loading, unloading and transportation etc.

9. Removal and relaying of lawns whenever trenching work/construction activities have to be undertaken by IIT Bhubaneswar. The Contractor shall remove sheets of lawn from places identified and place them in a shaded area & maintain them in proper condition, including watering until the trenching construction work is completed. The removed lawn shall be re-laid in the same spot after proper preparations/leveling off the ground.
10. Basin preparation, weeding, soil loosening, branch pruning & other horticulture practices suggested by the officer in charge of avenue trees.
11. Deploying experienced and qualified supervisor to supervise the maintenance activities, and horticultural works such as maintenance of the garden area, flower plants, trees, clearing grass, leaves, etc. all as envisaged in the work order, arranging all materials, tools, and workforce, planning and supervising the day to day maintenance, repair works, development work and any work entrusted to the contractor under this contract, keeping of day to day records, work register, attendance register, logbooks, complaint register, progress reports etc. as per the specification and as directed by officer in charge. The supervisor shall be present at the site during the execution of all works that will be executed under this contract and assist the officer and staff of the department in carrying out the works under this contract. Alternate arrangements shall be made by contracts during the absence of the supervisor. The supervisor shall have a minimum qualification of Degree/Diploma in Horticulture/Science & shall have a minimum of five years" experience in Horticulture & landscaping works.
12. The contractor shall deploy only the highly skilled Supervisor, Skilled Supervisors, Semiskilled worker and unskilled workers cleared by IIT Bhubaneswar or Officer in charge accordingly, the contractor shall present the Technician and Helpers that he proposes to deploy for this work and get clearance of the Officer in charge. The department will interview these candidates, evaluate their technical skills for the respective work, and clear their deployment. The candidate cleared by the Department only shall be deployed. The contractor shall certify their good antecedents and character before deploying them.
13. In case the department requests the services of any supervisor or gardener/helper on holidays, early hours, or late hours, the contractor shall make suitable arrangements and the same shall be compensated on a prorated basis.
14. The contractor shall abide by all **prevailing statutory state/central labour laws** and regulations, including insurance, EPF, ESI, medical claims, etc. contractor shall be solely responsible for the same.
15. The contractor shall ensure that the personnel engaged by him shall scrupulously follow all safety and security norms and security & safety requirements of work. Any damages/loss to IIT Bhubaneswar property by these Technicians and Helpers due to carelessness shall be recovered from the bills of the contractor. The decision of IIT Bhubaneswar on this behalf concerning the cause of damage and quantum shall be binding on the contractor and shall be final.
16. The contractor shall provide the basic tools of the respective trade required for the performance of the gardeners and helpers deployed by him and they should strictly follow personal hygiene and safety requirements at the work site. The rate quoted shall be inclusive of the same.
17. If any personnel are found not suitable for deployment the department shall have the




right to debar him from attending to work from immediate effect without assigning any reason and no claim whatsoever shall be entertained.

18. Before commencing any excavation or maintenance work at the service line areas (plumbing and electrical etc.), the officer in charge must provide the required authorization and a work permit.
19. The contract shall be initially for One year and extendable up to further if the performance is satisfactory to IIT Bhubaneswar with Mutual agreement.
20. The contractor should deploy the required workforce daily as per the requirement. There shall be an attendance register which shall be signed by the Supervisor and unskilled workers every day while reporting for duty and while leaving duty in the evening. In case of non-deployment of manpower as agreed in Annexure-IV, penalty will be imposed on the agency as per the following.
 - i) **Non deployment of Unskilled manpower 1000/person/day.**
 - ii) **Non deployment of skilled manpower /Supervisor ₹1500/person/day.**
21. The Agency/ Firm shall be equipped to give the services on all days of the month including gazette holidays if required i.e., round the period of contract as work specified in NIT. There will be no separate payment for three National Holidays i.e., Republic Day, Independence Day and Gandhi Jayanti and the same is deemed to be included in the daily / monthly charge claimed in tender by the Agency/ Firm.
22. Seasonal plants should be plant in winter/summer season at different locations in the campus as per the requirement and as directed by the Officer in Charge. (the plant materials will provide the horticulture section).
23. **Minimum Tools, and Equipment:**

23. a. List of minimum tools supplied by the contractor for the Part-A work carrying out the maintenance of Horticulture works and shall be available throughout the contract period.

Name of the equipment /item	Quantity Nos.
Lawn Mower's	4
Secateurs	20
Hedge trimmer	2
Chain Saw/Power Saw	1
Weeding hoe/Khurpi	36
Pruning/hedge Shear	10
Brush Cutter	4
Sprayer	3
Garden pipes 1 inch	Wherever required
Watering cans (5 liters)	4
Mobile Sprinklers	Wherever required
Ghamela	36
Spades	36
Crowbar	6

	भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर Indian Institute of Technology Bhubaneswar अरगूल/Argul, जटनी/ Jatni, खुरधा / Khurda, ओडिशा/ Odisha - 752050 वेब/web: www.iitbbs.ac.in
Pick Axe	5
Axe	3
Garden Rakes	10
Garden Knife	5
Sickle	36
Garden Trolley	4
Ladder	2

23. b. Part B: Separate tools and equipment are to be deployed when required and as per the instructions of the officer in charge.

23. c. Minimum manpower deployment:

Minimum number of persons to be deployed for day-to-day maintenance for part- A works

S.No.	Item	Quantity	Remarks
1	Highly skilled	1	To supervise the entire work on campus.
2	Skilled	2	For Horticulture & Landscaping work monitoring.
3	Semiskilled (Driver)	1	For Tractor Operating.
4	Unskilled/Worker/Mali	36	Workers.

23. d. For routine/day-to-day landscape maintenance work the required number of workers and supervisors shall be deployed daily. A minimum number of workers shall be deployed including a supervisor for work as and when required. **The bills for the work executed shall be claimed monthly on a stipulated day by the contractor with documents in support of measurement details of work executed, attendance of workforce; supervisor; payment made to workers and supervisors; deposits made concerning ESI, P.F, and adherence to all labor Act/ Rules/ Regulations which will be scrutinized by Officer in charge, corrections if any shall be made and payments will be affected.**

23. e. The scope of work is only indicative of the probable nature of work and the entire scope of maintenance is not limited to the information furnished above and shall include all such maintenance activities for proper healthy gardens.

23. e.1.

- Two workers should be assigned exclusively to cut the grass and other vegetation in non-landscape areas on the campus using a brush cutter/Manually, following the instructions of the officer in charge. (Petrol and other consumables and T&P under the scope of the contractor).
- Two workers should be assigned exclusively for the day-to-day maintenance of the Institute nursery, based on the instructions of the officer in charge. (Consumables supplied by the institute and T&P under the scope of the contractor).

23. e. 2. Part B-I work: Separate manpower should be deployed as and when required and instructions of the officer in charge.



8.11. SPECIFIC CONDITIONS:

Contractors shall engage and deploy experienced highly skilled worker, / skilled worker, semiskilled workers/Gardeners & unskilled workers/helpers to gardeners who have experience in working mechanisms for attending to the maintenance of landscape and horticulture works. So, engaged skilled supervisors and Gardeners/unskilled workers/helpers shall have the ability to control landscape and horticulture maintenance works.

1. Cleaning is required in all gardens/all Lawn areas and benches etc. Wherever required cleaning work shall be carried out.
2. Maintenance should include pesticide spraying, regular watering, trimming, shaping, grass cutting, and keeping the area clean in all aspects and to the satisfaction of the Client. During the summers the soil is to be mulched on top with straw and leaves to retain the humidity of the soil, for all kinds of lawns, tree pits, shrub beds etc.
3. The Agency shall take all precautions and observe adequate safety measures during the execution of services, and shall not hamper the movement of students/staff in all Garden/all Lawn areas, etc.
4. For carrying out the above job the contractor has to make arrangements for tools, tackles and measuring equipment, measuring meters, safety, and protective devices for carrying out the work.
5. IIT Bhubaneswar is an Educational & research institute and has critical manpower requirements. Please note maintenance should be done in such a way that there shall not be any hindrance to the user.
6. During emergencies like rain etc., manpower has to work beyond specified work hours, as required.
7. Contractors should deploy landscape staff having experience in handling maintenance and have ability to do landscape works.
8. **As the work involved is quite specialized and continuous monitoring is required, absenteeism of the contractor's employees will not be tolerated. The Officer in-charge (PIC-Horticulture/Horticulturist) is authorized to make penal deductions in the bills for absenteeism and non-compliance of the work. The contractor will ensure proper supervision all the time. In case of deficiency, the penalty will be imposed.**
9. **All the labour and expertise are included in the scope of work. No extra payment will be made for carrying out routine documentary and preventive maintenance.**
10. It is presumed that the contractor will deploy skilled manpower as required.
11. All the assured works should be attended immediately, in case frequency/work demands more manpower, the contractor will arrange additional manpower so as not to disturb the research activities. Payment for the additional manpower will be made extra based on minimum wages as per recent amendment plus contractor profit.
12. It is fully the contractor's responsibility to deploy qualified Supervisors and helpers with relevant Qualifications.
13. The contractor will ensure consistency of work and workforce, correct troubleshooting, good workmen follow all safety procedures, and make all necessary efforts to maintain a healthy environment and reliable services.



14. It is purely the contractor's responsibility to get his staff acquainted with the site condition, operation and maintenance procedure, Equipment detail, Safety devices, Scope of work, etc.
15. The contractor shall ensure that the deployed staff have basic qualifications and are capable of handling work as stipulated in the scope of work.
16. In case of delay, repetition of work, non-compliance, inadequate staff, etc. penalty will be imposed as per the penalty clause mentioned in the terms and conditions.
17. The minimum wage of the staff should not be less than the minimum Wage Act applicable to the respective category/experience.
18. The Contractor will submit the details of minimum wages as per the Minimum Wage Act (CLC Wages). As applicable to the respective category/Experience at the time of submission of the Tender.
19. The contractor will submit their detailed scheme to carry out the above work along with the tender. In case of an error in typing, a report of different figures, only stringent conditions will apply.
20. The GST No. of IIT Bhubaneswar i.e. 21AAAAI1760A1ZJ to be written in each invoice/bill submitted by the contractor. The GST amount will be released by the Institute after submission of proof of GST payment.
21. The Agency/ Firm shall be equipped to give the services on all days of the month including gazette holidays if required i.e., round the period of contract as work specified in NIT. There will be no separate payment for three National Holidays i.e., Republic Day, Independence Day and Gandhi Jayanti and the same is deemed to be included in the daily / monthly charge claimed in tender by the Agency/ Firm

8.12. Personnel to Work at IIT Bhubaneswar:

1. The contractor has to manage and execute all the works entrusted, through dedicated technicians and workers by deploying the required manpower. The contractor, after studying and understanding/engaging the requirement of IIT Bhubaneswar, shall fix a staff pattern for routine work in general shifts at his/her discretion, and strictly adhere to it (which may increase during exigencies).
2. The Contractor should indicate the No. of staff/category-wise, they were proposed to be deployed as indicated in the form of an undertaking. These staff members shall carry out the work as per the plans & schedules in consultation with the concerned officer. These staff members shall also carry out all other works as entrusted by the concerned officer of landscape-related work of IIT Bhubaneswar and shall never say „no“ to any of the relevant requirements of IIT Bhubaneswar.
3. It is fully the responsibility of the contractor to deploy qualified highly skilled gardener/Supervisor with hands-on experience, relevant to handle landscape equipment, etc., as applicable. They should be well conversant with Indian Standards.



The contractors can specify the manpower deployment pattern they propose to adopt for this work after thoroughly studying the scope of the work and clearly understanding the same by addressing to PIC-Horticulture by email id office.horticulture@iitbbs.ac.in It is completely the contractor's responsibility to fix the staff deployment pattern and to fulfill the requirements of IIT Bhubaneswar. The figure mentioned above is indicative only.

8.13. The following are the qualification & experience pre-requisites of the staff deployed:

Highly Skilled: Shall have a minimum qualification of Diploma/B.Sc. in Horticulture / Agriculture/Ag Engg./Science. Shall have a minimum of 5-8 years of experience in the field of landscape and horticulture maintenance works.

Skilled: Shall have a minimum qualification of Diploma in Horticulture/ Agriculture/Ag Engg./Science. Shall have a minimum of 3-4 years of experience in the field of landscape and horticulture maintenance works.

Tractor Driver (Semi-skilled :) Shall have good experience and valid Driving license, timely maintaining tractor and related equipment's as per the instructions of officer in charge.

Unskilled/Gardner: They should know how to maintain horticulture and landscape works.

8.14 Non- Compliance of work: -

In the event of failure to comply with the awarded work within the stipulated time, the penalty will be imposed as double of actual expenditure incurred in attending the same by another Agency.

Any accident due to negligence in following safety procedures is purely the responsibility of the Contractor. The department is not responsible for any accidents/damages/deaths. The safety of all the staff of the Contractor is the sole responsibility of the Contractor.

9. CONDITIONS OF CONTRACT

9.1 DEFINITIONS

In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them: -

1. The expression 'works or 'work' shall, unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed, whether temporary or permanent, and whether original, altered, substituted or additional.
2. The 'Site' shall mean the land/or other places on, into, or through which work is to be executed under the contract or any adjacent land, path, or street through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used to carry out the contract.



3. The 'Tenderer' shall mean the individual, firm, or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.
4. The 'Officer-in-charge' means the officer who shall supervise and be in charge of the work and who shall sign the contract on behalf of IIT Bhubaneswar as mentioned in Schedule 'F' hereunder.
5. 'Accepting Authority' shall mean the authority mentioned in the Schedule.
6. 'Excepted Risks' are riots (other than those on account of contractor's employees), war, acts of God such as earthquakes, lightning, unprecedented floods, and other such causes over which the contractor has no control and accepted as such by the Accepting Authority.
7. 'Market Rate' shall be the rate as decided by the Officer In-charge based on the cost of materials and labour at the site where the work is to be executed plus the percentage mentioned in Schedule 'F' to cover all overheads and profits.
8. 'Schedules(s)' referred to in these conditions shall mean the relevant schedule(s) annexed to the tender papers or the standard schedule of Rates of the CPWD mentioned in Schedule 'F' hereunder, with the amendments thereto issued up to the date of receipt of the tender.
9. 'Department' means Horticulture section IIT Bhubaneswar which invites the tenders.
10. 'District specification' means the specifications followed by the state of Odisha in the area where the work is to be executed.
11. 'Tendered value' means the value of the entire work as stipulated in the letter of award.
12. Employer means IIT Bhubaneswar.
13. Where the context so requires, words imparting the singular also include the plural and vice versa. Any reference to the masculine gender shall whenever required refer to the feminine gender and vice versa.
14. "Officer in Charge" means PIC-Horticulture/Horticulturist, IIT Bhubaneswar.

9.2 INSTRUCTIONS FOR FILLING THE BILL OF QUANTITIES

The spreadsheet containing the Bill of Quantity shall be downloaded from the above website and the same shall be uploaded to the e-Tender website after filling in the percentage. The file name of the spreadsheet document which is downloaded from the e-Tender website should not be changed in any case.

1. The percentage must be quoted in decimal value. The column meant for quoting percentages in figures appears in cyan. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0".



2. The percentage below / above quoted shall only be considered.
3. Tenders containing proposals for any alteration in the work or in the time allowed for carrying out the work, or which contain any other condition including conditional rebates, will be summarily rejected.
4. The officer inviting tenders shall have the right to reject all or any of the tenders and will not be bound to accept the lowest or any other tender.
5. The tender for the work shall not be witnessed by a Contractor or Contractors who himself/themselves has/have tendered for the same work. Failure to observe this condition would render tenders of the Contractor tendering, as well as witnessing the tender, liable to summary rejection.
6. The tenderers shall sign a declaration under the Official Secret Act, 1923, for maintaining the secrecy of the tender documents, drawings, or other records connected with the work given to them.

9.3 REFUND/FORFEITURE OF EMD

1. At the time of tender submission, the scanned copy of the EMD for Rs 2,88,938/- shall be uploaded, failing which the tender shall be rejected.
2. If a tender is accepted, a receipt for the Earnest Money forwarded in addition to that shall be given to that Tenderer.
3. Tender for the work shall remain open for acceptance for 90 days from the date of opening of the Tender.
4. If the lowest tenderer withdraws his tender before the said period or issue of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender that are not acceptable to the Institute, then IIT BBS, shall without prejudice to any other right or remedy, be at liberty to forfeit 100 % of the said earnest money.

9.4 DOCUMENTS TO BE SUBMITTED UPON THE ACCEPTANCE OF THE TENDER.

1. On acceptance of the tender, the name of the Tenderer's accredited representative(s) who would be responsible for taking instructions from the PIC-Horticulture/Officer in Charge shall be communicated in writing to the PIC-Horticulture/Officer in Charge.
2. The tenderer must provide a list of their employees to IIT with their hierarchy.

9.5 SIGNING OF AGREEMENT.

1. The successful Tenderer on acceptance of his tender shall, within 14 days from the stipulated date of start of the work, sign the contract.
2. Documents constituting the contract;
 - a. Non-judicial stamp paper for a value not less than Rs.100 contains a brief description of the contract duly signed by both parties.



- b. The notice inviting the e-tender, the financial bid, and all other documents including drawings, if any, forming the tender as issued at the time of invitation of the e-tender and acceptance thereof together with any correspondence leading thereto.
- c. Decisions are taken in the Pre-bid meeting is conducted.
- d. Letter of acceptance
- e. Letter of award (After submission of Performance Guarantee)

9.6 SPECIAL CONDITIONS

1. This is a percentage rate e-tender in two cover systems (Eligibility and Financial bid)
2. The tenderers are requested to enter their rate above/below in the prescribed cell in the BOQ spreadsheet.
3. These percentages are valid for one year from the date of award of work or till further extension is issued by IIT Bhubaneswar for all the items considered in the BOQ.
4. If the lowest percentage quoted is not within the justified limit, negotiation will be conducted with the Lowest (L1) tenderer.
5. If two or more tenderers quote the same L1 percentage, then a sealed revised offer will be obtained from them and the lowest percentage among them will be the L1 percentage for the award of all the subheads.
6. In case the revised offer also results in a tie, then the L1 will be decided based on the draw of lots in the presence of concerned bidders.
7. The contract will be awarded to the contractor with the lowest bid (L1), based on the percentage quoted.
8. The rate quoted shall include all applicable taxes, including GST prevailing on the date of tender. However, the rate of tax prevailing at the date of billing will only be paid based on the submission of tax invoices as per GST rules.
9. The rates considered by IIT Bhubaneswar are inclusive of GST. Any variation in the rates of GST from the quoted rates in the BOQ during the currency of the contract commensurate reduction in the quoted rates in BOQ will be effected and payment will be made accordingly.
10. All the tenderers should ensure that they are GST compliant and that the quoted rates are as per GST Law. The Tenderer should submit their GST registration certificate while uploading the tender document.
11. If the tenderer fails to upload the GST Registration certificate, the tender will be summarily rejected.
12. **Child Labour is strictly prohibited to work.**
13. Construction labour shall not be permitted (except staff for watch and ward) to stay inside the campus and no labour camp shall be allowed to be set up inside the campus.



14. The construction activities and storage of materials shall be restricted within the area earmarked around the proposed building, which shall be barricaded with materials approved by IIT Bhubaneswar. The contractor shall make his arrangements for office and storage. Only the space will be provided by IIT Bhubaneswar.
15. The bidder must comply with the security regulations set by the institute regarding the movement and work of employees, materials, etc. No additional payments will be made for this purpose. The contractor should arrange for photo identification passes for the workers to enter the campus, and it is the contractor's responsibility to obtain these passes in advance. Any request for reimbursement related to this matter will be denied. The contractor must adhere to the gate pass system that is signed by the security officer and the officer in charge.
16. Movement of labour should be restricted to the areas where work is carried out. Workers should be made to confine themselves to the work areas and should not wander into the nearby areas/buildings/forests.
17. The work should be executed during the daytime only. If the work is required to be carried out at night, necessary permission of the Officer-in-charge shall be obtained. The contractor will make his arrangements for lighting the area; no extra amount for carrying out the work during night-time is payable. To the extent possible engaging women labour in the night shift should be avoided.
18. No plot rent shall be charged for materials stocked in the institute land during construction with the prior approval of the Engineer. All such materials shall be removed at the time of completion of the work.
19. The tenderer shall be tapped from the nearest available source and make arrangements for the distribution of electricity to the required location.
20. Tenderers shall inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the site and shall themselves obtain all necessary information as to risks, contingencies, and other circumstances that may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not. Submission of a tender implies that the tenderer has read the complete contract documents and is aware of the conditions, and specifications of the work to be done and of the local conditions and other factors having a bearing on the execution of work. Any claim either for the extra amount or for additional time for execution due to ignorance about the site and working conditions is not payable.



21. All documents forming the contract shall be taken as mutually explanatory of one another, detailed drawings being followed in preference to small-scale drawing and figured dimensions in preference to scale.
22. In the case of discrepancy between the schedules of Quantities, the specifications, and/or the Drawings, the following order of precedence shall be observed.
 - a) Description of the item in the Schedule of Quantities.
 - b) Particular Specifications and special conditions, if any
 - c) Drawings
 - d) C.P.W.D Specifications
 - e) Specifications of B.I.S.
23. Suppose there are varying or conflicting provisions made in any one document forming part of the contract. In that case, the PIC-Horticulture shall be the deciding authority on the interpretation of the documents and his decision shall be final and binding on the tenderer.
24. The tenderer shall arrange his own electricity/power requirement if Necessary. No extra claim will be entertained for the same.
25. No trees and vegetation shall be cut by the tenderer.
26. All construction activities and labour movements should be restricted within the area earmarked for these purposes.
27. No labour camp is allowed inside the IIT Bhubaneswar campus.
28. Firewood collection is strictly prohibited.
29. All debris generated in the site premises/material yard should be removed and disposed of outside the IIT Bhubaneswar campus. Necessary approval from the local authorities shall be obtained by the tenderer. No additional charges will be paid for the same.
30. IIT Bhubaneswar traffic regulations and speed limit should be followed without any violation.
31. The contractor is required to implement sustainable practices for the disposal of plastics and other materials.
32. For any dispute arising out of this agreement, the legal jurisdiction will be at Bhubaneswar in Odisha only.
33. The contractor may prefer local man power for this tender works.

9.7 GENERAL CONDITIONS OF THE CONTRACT

- A) All modifications leading to changes in the contract concerning technical and/or commercial aspects, including terms of delivery, shall be considered valid only when accepted in writing by IIT Bhubaneswar by issuing an amendment to the contract. Any printed conditions shall not bind IIT Bhubaneswar, provisions in the contractor's BID,



forms of acknowledgment of contract, and other documents that purport to impose any condition at variance with or supplement to the contract.

- B) The contractor shall not assign, sublet, or transfer the contract or any part thereof or any benefit or interest therein or thereunder without the written consent of IIT Bhubaneswar. If any with the consent of IIT Bhubaneswar also, shall not establish any contractual relationship between the subcontractor (s) and the IIT Bhubaneswar and shall not relieve the contractor of any responsibility, liability, or obligations under the contract and the contractor shall be responsible for the acts, defaults or neglects of any sub-contractor or his agent or workmen.
- C) The contractor shall mobilize complete resources like workforce, tools, etc. from the date of commencement of work. If the contractor fails to mobilize as above, IIT Bhubaneswar shall have, without prejudice to any other clause of the contract, the right to terminate the contract. The contractor shall arrange the required transportation facility for the workforce under this contract. IIT Bhubaneswar will not provide any transportation for the contractor workforce, tools, etc.
- D) Contractor shall provide the required operations and maintenance logbooks, and registers mentioned in this contract as per the requirements of IIT Bhubaneswar.
- E) Officer-in-Charge shall have authority for general supervision, overall supervision, co-ordination at the site, proper utilization of equipment and services, monitoring of performance and progress, commenting/countersigning on reports made by the contractor's representative at the site in respect of works, receipts, and consumption, etc. after satisfying himself with the facts of the respective cases.

Officer-in-charge shall have the authority to follow up on the supply and direction of the work, and direction to stop the work. Whenever such stoppage may be necessary to ensure the proper execution of the contract reject all works/materials/services which do not conform to the contract. The Officer-in-Charge shall have no authority to relieve the contractor of any of his duties or obligations under this contract.

Officer-in-Charge shall have the authority, but not the obligation at all times and any time to inspect/ test/ examine/ verify any equipment machinery, instruments, tools, materials, personnel, procedures reports, etc. directly or indirectly about the execution of the work. However, this shall not imply an acceptance by the inspector. Hence, the overall responsibility for quality of work shall rest solely with the contractor.

Every document emerging from the site in support of any claim made by the contractor shall have the counter signature/ comments of the IIT Bhubaneswar representative, otherwise no claim will be entertained by the IIT Bhubaneswar.



- F) This contract is purely a **WORKS CONTRACT** intended for carrying out all the works mentioned in this contract. At no stage, this should be construed or interpreted as a **LABOUR CONTRACT or SUPPLY OF MANPOWER**.
- G) **WORKFORCE**: The contractor shall deploy the minimum workforce support for PART - A works, throughout the contract period as committed in Annexure – V. The workforce shall be deployed based on the performance test conducted by IIT Bhubaneswar in the relevant trade.
- H) The contractor may have to deploy more workforce than that committed by them (Annexure – V) to carry out the works within the scheduled time to the satisfaction of the Officer-in-Charge. However, no claim can be accepted for deploying more workforce than that committed for.
- I) Only persons with known antecedents and good conduct shall be deployed. Persons who are capable, qualified, and experienced in relevant fields only shall be deployed. The contractor shall be responsible for the conduct of the workforce deployed in case of any defects noticed in the workforce employed. The contractor shall withdraw the same immediately and replace such workforce with a suitable substitute to ensure efficient and effective services.
- J) The contractor shall avoid frequent replacement of working staff and shall do so only with the prior approval of the Officer-in-Charge. Whenever any worker is absent due to any reason, the contractor shall deploy a substitute worker immediately to ensure trouble-free service.
- K) The contractor shall maintain strict discipline among its workforce and shall abide by and conform to all rules and regulations promulgated by the IIT Bhubaneswar governing the operations. If IIT Bhubaneswar feels that the conduct of any of the contractor's workforce is detrimental, the IIT Bhubaneswar shall have the right to request for the removal of such workforce either for incompetence, unreliability, misbehavior, and security reasons, etc. while on or off the job. The contractor shall comply with any such request to remove such workforce at the contractor's expense unconditionally. The contractor will be allowed a maximum of seven working days to replace the workforce with a competent qualified workforce at the contractor's cost.
- L) The contractor shall solely and exclusively be responsible for engaging or employing the workforce for the execution of this work. All workforce engaged by the contractor shall be in its payroll and be paid by them. IIT Bhubaneswar will have no liability whatsoever concerning the workforce engaged for this contract. The contractor shall make regular and full payment of wages along with statutory dues in cash in the



presence of the representative of IIT Bhubaneswar to the workmen within the 7th day of the following month irrespective of whether the contractor has raised the bill or not and furnish the necessary documents whenever required by the competent authority. It shall be the responsibility of the contractor for any dispute arising between them and their workforce. IIT Bhubaneswar is indemnified against losses, damages, or claims arising thereof.

- M) There will be no relations between IIT Bhubaneswar and the workforce engaged by the contractor under the contract. No claims for any employment in IIT Bhubaneswar will be entertained or tenable. It shall be the sole responsibility of the contractor to regulate and effect any terms of employment with the engaged workforce without any liability whatsoever to the IIT Bhubaneswar.
- N) The contractor shall be solely liable for any accident or injury that may happen to any of his workforce engaged in the contract. The IIT Bhubaneswar shall not be liable for, or in respect of, any damage or compensation payable at law in respect of, or in consequence of, any accident or injury to any workforce in the employment of the contractor, and the contractor shall indemnify and keep indemnified the IIT Bhubaneswar against all such claims, damages, compensations, and proceedings. The contractor shall forthwith report to the IIT Bhubaneswar all cases of accidents to any of his workforces and shall make every arrangement to render all possible assistance and aid to the victims of the accident. The IIT Bhubaneswar will not take any responsibility to provide safety equipment and devices to workmen and any consequential accident due to the non-provision of safety devices will be to the contractor's account. The contractor shall ensure the implementation of all necessary safety precautions concerning various activities contemplated in the scope of the contract.
- O) **TOOLS & PLANTS:** No tools and plants will be supplied by the IIT Bhubaneswar. All the tools and equipment, cutting of grass, lawn mower, works under this contract shall be arranged by the contractor at no extra cost to the IIT Bhubaneswar. For storing the above tools and equipment safely, necessary storage open space will be provided by the IIT Bhubaneswar. However, it is the contractor's responsibility to safeguard all his property. IIT Bhubaneswar is not responsible for the loss of the contractor's property, tools, appliances, equipment, etc.

The contractor shall provide minimum tools (for cleaning and maintaining the lawn) to the maintenance team.

- P) No claim, whatsoever, either for loss of contractor's property, tools, appliances, equipment, etc., or accident to the workforce, during the contract, will be entertained by the IIT Bhubaneswar. The workforce deployed on the work shall evince particular care and necessary precaution shall be bestowed where service to be maintained lies in the



Vicinity of electric lines and cables, both exposed and underground. Any damage to men or property of IIT Bhubaneswar due to careless operation and any consequential losses shall be to the contractor's account. In the event of shocks, electrocution, or damage to men or property, especially due to careless working, all consequential losses will be debited to the contractor. The IIT Bhubaneswar will not be responsible for payment of any compensation on such an account. The contractor shall take all precautionary steps to avoid any accidents resulting in damages to men and property.

- Q) The contractor or his workforce shall not cause any damage to the equipment/tools/plants and any of the IIT Bhubaneswar properties during this contract period. If any damage is caused, the same shall be made good by the contractor at his own cost and risk in a manner approved by the Officer-in-Charge. All activities shall be carried out so as not to damage IIT Bhubaneswar property or existing sanitary/water supply/electric service lines. Any damage or loss to IIT Bhubaneswar property due to rough or careless handling will be to the contractor's account.

Any kind of accident that may occur in the working area during this contract period will entirely be the responsibility of the contractor and IIT Bhubaneswar will not be liable for any such accidents. The contractor shall indemnify the IIT Bhubaneswar against any claims from any agencies/ individuals arising out of any accidents of any nature.

R) PAYMENT TERMS & CONDITIONS

Part -A (Shown in Table 1)

- (a) The contractor must submit monthly bills for a specific month in the first week of the following month, at the quoted monthly rate, with supporting documents and statutory compliances.
- (b) Payments shall be released after successful submission of bills with necessary documents.
- (c) Payment shall be made after deduction of GST, Security deposits, Labour cess, and any other taxes deductible at source under the law in force. The applicable taxes and duties will be paid against documentary evidence.

Part B (Shown in Table 1)

- a) **Part B (I&II) works will be executed as and when required and as per the instructions of the officer in charge.**
- b) **Payment for part B (I&II) works bills will be processed after the successful completion of the work upon the submission of the required documents and proofs and after duly certified by the officer in charge.**



- S) **INSURANCE:** The contractor shall, at his own expense, arrange appropriate insurance to cover all risks assumed by the contractor under this contract in respect of its personnel deputed under this contract as well as the contractor's equipment, tools, and any other belongings of the contractor or their personnel during the entire period of their engagement in connection with this contract. IIT Bhubaneswar will have no liability on this account.
- T) **TECHNICAL SPECIFICATIONS:** All works are to be carried out as per current specifications prevailing in the BIS, CPWD, and statutory norms prescribed by local bodies and fire Authorities and directed by the Officer-in-Charge.
- U) **DURATION OF CONTRACT:** The contract shall remain valid for 12 (twelve) months from the starting date of the contract period. IIT Bhubaneswar reserves the right to extend the contract in whole or part thereof up to 100% of the value at its discretion provided the successful tenderer has completed the work satisfactorily. However, IIT Bhubaneswar reserves the right to terminate the contract at any time before the expiry of the normal tenure in case the service is found to be deficient/ unsatisfactory.
- IIT Bhubaneswar reserves the right to review the performance and if the performance is not satisfactory during the initial period of three months, the work is likely to be terminated. The contractor has to forego the Performance Bank Guarantee amount.**
- V) **UNIFORM, SAFETY SHOE, SAFETY HELMET, SAFETY JACKETS & IDENTITY CARDS:** Two pairs of Uniform for each workforce i.e., Pant, Shirt along with Shock Proof Safety Shoes, Safety Jackets & Identity cards, etc. shall be provided within 15 days of commencement of work. The uniform should be in a decent manner. The colour will be decided by the PIC-Horticulture/Officer-in-Charge. All workforce shall wear the uniform, safety shoes, safety helmets, Safety Jackets & identity cards while on duty.
- W) **SAFETY:** The contractor shall be responsible for the safety of all its workmen/employees during the period of execution of the work. The contractor shall provide all safety equipment like safety shoes, safety helmets, Safety Jackets, safety belts, etc., to all its workmen/employees to ensure their safety during the execution of the work. The IIT Bhubaneswar shall not be held responsible in case of any accidents, mishaps, etc. to the contractor and its employees. The contractor shall provide a first-aid facility at the site for his workforce. The contractor shall report all accidents/ near misses etc., along with the root cause analysis and action taken reports to IIT Bhubaneswar.



- X) **ACTS & LAWS:** The contractor shall be deemed to have acquainted himself with the Indian Income Tax Act 1961, Indian Companies Act 1956, Indian Customs Act 1962, Indian Electricity Act 2003, Factories Act 1948, Indian Mines Act 1952, Pollution Control Regulation, and other related Acts & Laws prevalent in India and as amended from time to time. The contractor shall strictly adhere to various labour laws, rules, regulations, and notifications issued there from time to time.
- Y) Minimum wages payable to the employees shall be as per Central Govt. notification for minimum wages, or as notified from time to time.
- Z) Monthly Account Payment shall be processed only after submission of document of payment of wages to the workers and submission of contribution receipts of EPF & ESI of workers as applicable. Bidder should note that necessary documents (PAN card, cancelled cheque, GST Reg. proof and RTGS mandate form as per prescribed proforma of IIT Bhubaneswar) be submitted as soon as the work is awarded to them.
- AA) **LABOUR LICENSE:** The Necessary Labour License for employment of workers shall be obtained by the contractor immediately on receipt of a Letter of Award/Letter of Commencement/Work Order from the Labour Officer concerned from the authorities (The Deputy Chief Inspector of Factories / Assistant Commissioner of Labour as the case may be). The license shall be amended and/or renewed whenever there is an increase in the workmen employed by him or in the event of the contract being extended or renewed. The Contractor shall inform the license number of the IIT Bhubaneswar before taking up the work.
- Contractor shall be responsible for maintaining, at the site, relevant labour engagement registers for inspection by Labour Enforcement Authorities as and when called for. Any fine/compensation levied by the appropriate authority for failure to maintain required labor records at the site will be to the contractor's account.
- BB) **RECORDS:** The books of accounts shall be maintained by the contractor as per applicable rules more specifically indicating the attendance (Biometric attendance shall be fixed in the Main entrance gate), acquaintance of wages paid, EPF & ESI, etc., and the IIT Bhubaneswar shall have the right to inspect these records at any point of time and take necessary action to levy compensation for non-compliance of these provisions.
- CC) **DEATH, BANKRUPTCY:** If the Contractor dies or dissolves or goes into bankruptcy, or being a corporation cause to be wound up except for reconstruction purposes or carry on its business under a receiver, the executors, successors, or other representatives in the law of the estate of the Contractor or any such receiver, liquidator, or any person in



Whom the contract may become vested, shall forthwith give notice thereof in writing to IIT Bhubaneswar and shall remain liable for the successful performance of the contract, and nothing aforesaid shall be deemed to relieve the Contractor or his successors of his or their obligations under the contract under any circumstances. IIT Bhubaneswar may terminate the Contract by notice in writing to the Contractor.

DD) **FORCE MAJEURE**: Force majeure is an event beyond the control of the contractor not involving the contractor's fault or negligence and is not foreseeable. Such events may include but are not restricted to acts of the Bhubaneswar / contractor either in its sovereign or contractual capacity, wars or revolution, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, and freight embargoes. The decision about force majeure shall rest with IIT Bhubaneswar which shall be final and binding.

If there is a delay in performance or other failures by the contractor to perform obligations under its contract due to the event of a force majeure, the contractor shall not be held responsible for such delays/failures.

If a force majeure situation arises, the contractor shall promptly notify IIT Bhubaneswar in writing of such conditions and the cause thereof within fifteen days of the occurrence of such event. Unless otherwise directed by IIT Bhubaneswar in writing, the contractor shall continue to perform its obligations under the contract as far as reasonable/practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of force majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.

EE) **ARBITRATION**: Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the works, specifications, and instructions hereinbefore mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the work or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Superintending Engineer(Civil) is unable or unwilling to act, to the sole arbitration of some other person appointed by the Competent Authority, willing to act as such



Arbitrator. The cases referred to arbitration shall be other than those for which the decision of the Officer-in-Charge is expressed in the contract to be final and conclusive. There will be no objection if the arbitrator so appointed an employee of IIT Bhubaneswar and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference.

The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, SE (Civil) as aforesaid at the time of such transfer, vacation of office, or inability to act, shall appoint another person to act as arbitrator by the terms of the contract. Such a person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. Subject as aforesaid the provision of the Arbitration & Reconciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

It is a term of the contract that the party involving arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. The arbitrator(s) may from time to time with the consent of the parties enlarge the time for making and publishing the award.

The work under the contract shall, if reasonably possible, continue, during the arbitration proceedings, and no payment due or payable, to the contractor shall be withheld on account of such proceeding.

The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both parties fixing the date of the first hearings. The arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The award of the arbitrator shall be final, conclusive, and binding on all parties to this contract.

This NIT will be governed by the laws of India, without regard to conflicts of law principles. Each party irrevocably consents to the exclusive jurisdiction and venue of Bhubaneswar for any disputes arising under or in connection with this NIT.



10. SCHEDULES

Schedule 'A' - The Schedule of rates is enclosed in both Excel and PDF format in this document. (Schedule-1&2)

Schedule 'B' - Schedule of materials proposed to be issued to the tenderer.

NO MATERIAL SHALL BE ISSUED TO THE TENDERER BY IIT BHUBANESWAR

Schedule 'C' - Schedule of tools and plants proposed to be hired to the tenderer.

NO TOOLS AND PLANTS SHALL BE HIRED TO THE CONTRACTOR BY IIT BBS

Schedule 'D' - Extra schedules for specific requirements/documents for the work, if any.

NIL

Schedule 'E' - Price Escalation – **Not Applicable**

Schedule 'F'

Name of work: Annual Maintenance Contract for Horticulture – Landscape Gardening at IIT Bhubaneswar, Argul, Jatni, Khurda District, Odisha-752050

Estimate cost put to tender: Rs 1,44,46,900/-

Earnest Money Deposit: Rs. 2,88,938/- towards Earnest Money Deposit (EMD) drawn in favor of IIT BHUBANESWAR, Bhubaneswar - 523370 and payable at Bhubaneswar.

Performance Guarantee: 5% of the tendered value

Security Deposit: 5% of the tendered value

General Rules and Directions:

Officer inviting tender: Superintendent Engineer (Civil), IITBBS

Maximum percentage for the number of items

Works to be executed beyond which rates

are to be determined by

Clause 12.2 and 12.3.

} : See below

Definition

Officer-in-charge

: PIC-Horticulture/Horticulturist



Accepting Authority

: Director, IIT Bhubaneswar

Percentage of the cost of material and

Labour to cover all overheads and profit

: 15%

Standard schedule of rates

: CPWD DSR 2020 +18% GST

Department

: IIT Bhubaneswar

Standard CPWD contract form: CPWD form 7 with up-to-date Modification and correction

Clause 1

i.) Time allowed for submission of Performance.

Guarantee from the date of issue of letter of

Acceptance in days.

: 7 (Seven)_Days

(ii) Maximum allowable extension beyond the

Period provided above

: 7(Seven) Days.

Clause 2

Authority for levying compensation under clause 2 : Director

Clause 2a

Whether clause 2a shall be applicable

: Not applicable.

Clause 5

Number of days from the date of issue of

Letter of acceptance for reckoning the date of start : 14 Days

Milestones to be achieved shall be as given below: Not Applicable

Time allowed for the execution of work:

12 Months from the work awarded (May be extendable further based on the performance with mutual agreement).

Clause 6A: Computerized Measurement Books. Not Applicable to this contract.

The following conditions shall be applicable.

Clause 7

Gross work to be done with net payment.

After adjustment of advances for material

: Not applicable



Collected, if any, since the last such payments
 for being eligible for interim payment

Whether Clause 10B (ii) shall be applicable : Not applicable
Clause 10 CC : Not applicable to this contract
Clause 10 CA and 10C : Not Applicable to this contract.
Clause 11

Specification to be followed for execution of work.

As per DSR 2020 Rates (Horticulture)+18% GST

Clause 12

Deviation limit beyond which clauses
 12.2 & 12.3 shall apply for building work } No Limit

Deviation limit beyond which
 Clauses 12.2 & 12.3 shall apply for
 Foundation work. } No Limit

Clause 16

Competent Authority for
 Deciding reduced rates for items which
 are not as per specification. } PIC-Horticulture (Professor in charge)

Clause 25 Settlement of Disputes & Arbitration: Yes, Applicable to this contract

11. ADDITIONAL SPECIFICATIONS

The additional specification below is not a substitute for CPWD or IS specifications. These shall be read along with CPWD specifications or IS specifications.

11.1 GENERAL

1. The work shall be carried out using metric dimensions only and shall be measured and paid in metric dimensions. F.P.S. units, if any, mentioned in drawings, etc are for guidance only.
2. Wherever any reference to any Indian Standard Specification occurs in the documents relating to this contract the same shall be inclusive of all amendments issued thereto or revision thereof if any, up to the date of receipt of tenders.
3. Unless otherwise specified in the schedule of quantities the rates for the various items are for execution at all heights, levels, and locations.



4. Unless otherwise specified in the schedule of quantities the rate for the items of the work shall be considered as inclusive of pumping out or bailing out water during execution if required, for which no extra payments will be made. This will include water encountered from any source, such as rains, floods, sub-soil water table being high, or due to any other cause whatsoever.

12. STATUTORY REQUIREMENTS / APPROVAL FROM STATUTORY AUTHORITIES

Work for electrical installation shall be carried out by this specification and complying with the relevant statutory requirements and national standards. It shall be the responsibility of the contractor to obtain approvals from competent Central or State Government authorities and satisfy them regarding compliance with relevant regulations for this scope of work.

The work should be carried out only under the supervision of licensed supervisors. The licenses possessed by the Contractor's supervisor shall be made available to the Client for scrutiny before commencement.

13 INSURANCE

13.1 Insurance of Works

The Contractor shall effect the Contractor's all risk insurance policy (CAR policy) in the joint names of the Employer and the Contractor, the name of the former being placed first in the policy, covering the following:

- a) The Works at the contract price together with the materials for incorporation in the works at their replacement value.
- b) All plants and equipment and other things brought to the site by the Contractor at their replacement value.

The insurance shall be against all losses or damages from whatever causes, other than excepted risks, as defined in Clause 2 of Conditions of Contract, for which the Contractor is responsible under the Contract. The insurance cover shall be for the period of the contract and also for the period of maintenance, for loss or damage arising from a cause before commencement of the period of maintenance, and for any loss or damage, occasioned by the Contractor in the course of any operations carried out for the purpose complying with his course of any operations carried out to comply with his obligations during maintenance period under Clause 17 of Clauses of Contract. Such insurance shall be effected with an insurer and with terms approved by the Employer. The Contractor shall, whenever required, produce the policy or policies and the receipts for payment of the current premiums.



13.2 Third Party Insurance

Before commencing the execution of the Works, the contractor shall insure against the liability for any material or physical damage, loss, or injury which may occur to any property or life including that of the Employer or any person, including any employee of the Employer, by or arising out of the execution of the works or in the carrying out of the Contract. The sum insured will be Rs.5 lakhs. Such insurance shall be effected by an insurer and in terms approved by the Employer. The Contractor shall, whenever required, produce before the Officer in charge the policy or policies of insurance and the receipts of payment of the current premiums.

13.3 Workmen's Insurance

The employers shall not be liable for any payment in respect of any damages or compensation payable according to the law in respect or consequence of any accident injury or loss of life to any workman or other person in the employment of the Contractor or any sub-contractor, except an accident or injury resulting from any act or default of the Employer, his agents or servants. The Contractor shall insure against such liability with an insurer approved by the Employer for the sum of the established norms during the entire period till completion of the Period of Maintenance.

The contractor shall at his expense take and keep comprehensive insurance without limiting any of the other obligations or liabilities for his workforce being engaged and for all the work during the execution. The contractor shall have to furnish the originals along with premium receipts and other papers related to the workmen's insurance to the Officer in charge within 15 days from the date of commencement of the contract.

13.4 Recovery from the Contractor

Without prejudice for the other rights of the Employer against the Contractor in respect of default, the Employer shall be entitled to deduct from any sums payable to the Contractor for the amount of any damages, compensation costs, charges, and other expenses paid by the Employer and which are payable by the Contractor.

13.5 Insurance by Sub-Contractors

Without prejudice to his liability under this clause, the Contractor shall also cause all Sub-Contractors to effect, for their respective portions of the works, similar policies of insurance by the provisions of this clause and shall produce or cause to produce to the Employer such policies. The Contractor shall not permit a Sub-Contractor to commence work at the site unless the said insurance policies are submitted. In the event of failure of



the Sub-Contractor to take out such a policy of insurance before commencing the works at the site, the Contractor shall be responsible for any claim or damage attributable to the said Sub-Contractor.

13.6 Period of Policies

All the insurance covers mentioned above shall be kept alive during the complete period of the contract. If the Contractor shall fail to effect and keep in force the insurance referred to above, or any other insurance which he may be required to effect under the terms of the Contract, then and in any such case the Employer on the advice of the Officer-in-Charge may effect and keep in force any such insurance and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount so paid by the Employer as aforesaid from any amounts of money due or which may become due to the Contractor, or recover the same as debt due from the Contractor.

13.7 Damage to Persons and Property – Employer to be indemnified.

The Contractor shall indemnify the Employer against all losses and claims in respect of injuries or damages to any person or material or physical damage to any property whatsoever which may arise out of or in consequence of the execution and maintenance of the works and against all claims, proceedings, damages, costs, charges, and expenses whatsoever in respect of or in relation thereto, except any compensation or damages for or concerning:

- (a) The permanent use or occupation of land by the works or any part thereof.
- (b) The right of the Employer to carry out the works or any part thereof on, over, under, in, or through any land.
- (c) Injuries or damage to persons or property resulting from any act or neglect of the Employer, his agents, servants, or other contractors, not being employed by the Contractor or for or in respect of any claims, proceedings, damages, costs, charges and expenses in respect thereof or relation thereto or where the injury or damage was contributed to by the contractor, his servants or agents, such part of the compensations as may be just and equitable having regard to the extent of the responsibility of the Employer, his servant or agent or other Contractors, for the damage or injury.



14. FORMS

1. LETTER OF TRANSMITTAL

(To be duly filled, signed, scanned, and uploaded along with e-Envelope 1 by the Tenderer)

To

The Superintending Engineer (Civil),
IIT Bhubaneswar, Khurda,
Odisha- 752050.

Sub: Annual Maintenance Contract for Horticulture – Landscape Gardening at IIT Bhubaneswar, Argul, Jatni, Khurda District, Odisha-752050

Sir,

Having examined the details given in the notice inviting qualification application and tender and the qualification documents for the above work, I/We hereby apply for eligibility and the tender (financial Bid) for the work duly filled in.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I/We submit the requisite solvency certificate and authorize the PIC-Horticulture, Horticulture Section, IIT Bhubaneswar, Bhubaneswar to approach the bank concerned to confirm the correctness of the certificate. I/We also authorize the PIC-HORTICULTURE to approach individuals, firms, and corporations to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know-how, and capability for having completed the following works.

Name of work

Certificate from

5. I/We certify that the tender document uploaded is the replica of the document published by the IIT BBS and no alterations and additions have been made by me/us in the e-tender document.
6. I am / We are aware that the Financial Bid submitted by me/us will not be opened if I/We do not become eligible after evaluation of my/our application for eligibility.
7. The Original Demand Draft (EMD which was/were scanned and uploaded in the e-tender shall be deposited by me/us with the Officer-in-Charge in case I/we become the lowest Tenderer within a week of the opening of the financial Bid otherwise department may reject the tender
8. I/we certify that, the declaration as enclosed in Annexure VII & Annexure VIII which were scanned and uploaded while submitting the e-Tender.

Seal of the Tenderer
Date of submission

Signature of the Tenderer



FORM 'A'

FINANCIAL INFORMATION

**(To be duly filled, signed, scanned, and uploaded along with e-Envelope 1 by the
Tenderer)**

1. Financial Analysis –

Details to be furnished duly supported by figures in the Balance Sheet / Profit and Loss Account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be uploaded separately).

Year ending 31st March 2024

Sl. No.	Details	Year ending 31 st March 2024		
		2021-2022	2022-2023	2023-2024
1	Gross Annual Turnover			
2	Profit (+) / Loss (-)			

2. Financial arrangement for carrying out the proposed work.
3. Income Tax PAN details (to be enclosed separately)
4. Solvency certificate from Bankers of Applicant (to be enclosed separately)

SIGNATURE OF APPLICANT (S)



FORM 'B' (To be duly filled, signed, scanned, and uploaded along with e-Envelope 1 by the Tenderer)											
DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS ENDING BY 31st March 2024.											
Sl No	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Scope of work *	Cost of work in Crores	Date of commencement as per Contract	Stipulated Date of completion	Actual Date of completion	Litigation/ Arbitration pending / In progress with details **	address/ Tel No of Officer to whom reference may be	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
* Indicate the Number of works carried out.											
** Indicate the gross amount claimed and the amount awarded by the Arbitrator											
Signature of Applicant(s)											
In case of works carried out for private persons / Organizations copies TDS certificate along with a copy of the performance order and work order / Agreement should be enclosed. Private works without TDS certificates shall not be considered for valuation.											



On Company Letterhead

ANNEXURE – I

TENDER FEE & EMD PAYMENT DETAILS

To
The Superintending Engineer (Civil),
IIT Bhubaneswar, Khurda,
Odisha- 752050.

Sub: Annual Maintenance Contract for Horticulture – Landscape Gardening at IIT Bhubaneswar, Argul, Jatni, Khurda District, Odisha-752050

Sir,

We, the undersigned, declare that the Tender Fee & EMD is submitted as per the tender document and the payment details are as given in the table below.

Particular	Amount	Payment Reference Details	Payment Date
Tender Fee	₹ 1,500/-		
EMD	₹ 2,88,938/-		

Signature and Seal of the Bidder:

Date:



ANNEXURE – II

UNDERTAKING FOR TERMS & CONDITIONS

To,
The Superintending Engineer (Civil),
IIT Bhubaneswar, Khurda,
Odisha- 752050.

Sub: Annual Maintenance Contract for Horticulture – Landscape Gardening at IIT Bhubaneswar, Argul, Jatni, Khurda District, Odisha-752050

Sir,

I/We hereby offer to carry out the work of the **Annual Maintenance Contract for Horticulture – Landscape Gardening at IIT Bhubaneswar, Argul, Jatni, Khurda District, Odisha-752050**

I/We hereby confirm and declare that I / We have carefully read, understood & complied with the above-referred tender document including instructions, terms & conditions, scope of work, schedule of quantities, and all the contents stated therein. I/We also confirm that the rates quoted by me/us are inclusive of all taxes, duties, etc., applicable as of date.

I/We agree to execute all the work referred to in the said documents upon the terms & conditions contained in the tender document.

Signature and Seal of the Bidder:

Date:



ANNEXURE – III

FORM OF UNDERTAKING FOR NOT TO SUBLET THE WORK

To,
The Superintending Engineer (Civil),
IIT Bhubaneswar, Khurda,
Odisha- 752050.

Sub: Annual Maintenance Contract for Horticulture – Landscape Gardening at IIT Bhubaneswar, Argul, Jatni, Khurda District, Odisha-752050

Sir,

Concerning the above, I hereby undertake not to sublet the work cited above if the work is allotted to me.

Signature and Seal of the Bidder:

Date:



ANNEXURE – IV

**UNDERTAKING FOR MINIMUM WORKFORCE SUPPORT REQUIRED FOR
MAINTENANCE WORKS**

To,
The Superintending Engineer (Civil),
IIT Bhubaneswar, Khurda,
Odisha- 752050.

Sub: Annual Maintenance Contract for Horticulture – Landscape Gardening at IIT Bhubaneswar, Argul, Jatni, Khurda District, Odisha-752050

It is certifying that we will ensure the minimum workforce as mentioned below will be deployed during the entire tenure of the contract, abiding by the tender document terms and conditions.

S. No.	Workforce	Qty
1	Highly skilled	1
2	Skilled	2
3	Semi-Skilled (Tractor Driver)	1
4	Unskilled/Worker/Mali	36

However, in case of any emergency works, or major breakdown works, to attend to the complaints within 24 hours, an extra workforce will be deployed as per requirement, but we will not claim the charges for the same. I/We shall maintain a sufficient workforce to provide eligible leaves, and holidays for all the above workforce as per the governing rules and regulations, laws, and acts.

Signature and Seal of the Bidder:

Date:



ANNEXURE – V

BG FORMAT FOR SECURITY DEPOSIT

(To be executed on non-judicial stamp paper of ₹ 200/- (Rupees Two Hundred only) or as per appropriate Stamp Act.)

WHEREAS on or about the _____ (date, month, year), M/s _____ (Contractor name), having its registered office situated at _____ (Postal address) (hereinafter referred to as Contractor) entered into a contract agreement bearing reference no. _____ dt. _____ with Indian Institute of Technology Bhubaneswar, Bhubaneswar, Khordha, Odisha- 752050. (hereinafter referred to as IIT BHUBANESWAR), for **Annual Maintenance Contract for Horticulture – Landscape Gardening at IIT Bhubaneswar, Argul, Jatni, Khurda District, Odisha-752050**

AND WHEREAS under the terms and conditions of the contract agreement, the contractor is required to submit a Bank Guarantee for an amount of ₹ _____ (_____ Rupees only) as a performance security deposit for the fulfillment of the terms and conditions of the contract agreement, and the contractor is ready to submit a Bank Guarantee.

We _____ Bank do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from IIT BHUBANESWAR stating that the amount claimed is due by way of loss or damage caused to or that would be caused to or suffered by IIT BHUBANESWAR because of breach of any of the terms and conditions of the said contract agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding ₹ _____ plus interest @ 12% per annum from the date of demand for payment till the actual date of payment made by us.

We undertake to pay to IIT BHUBANESWAR any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding pending before any court or tribunal relating thereto, our liability under these presents being absolute and unequivocal.

The payment so made by us under this guarantee shall be a valid discharge of our liability for payment thereunder and the contractor shall have no claim against us for making such payment.

We _____ Bank further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract agreement and that it shall continue to be enforceable till all the dues of IIT BHUBANESWAR under or by virtue of the said contract agreement have been fully paid and its claims satisfied or discharged or till IIT BHUBANESWAR certifies that the terms and conditions of the said contract agreement have been fully and properly carried out by the said contractor and accordingly discharges this Guarantee. Our Guarantee shall remain in force until _____ and unless a demand or claim under this guarantee is made on us in writing within six months from the expiry of the Guarantee period, we shall be discharged from all liability under this Guarantee thereafter.



We _____ Bank, further agree that IIT BHUBANESWAR shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract agreement or to extent time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by IIT BHUBANESWAR against the said contractor and to forbear or enforce any of the terms and conditions relating to the said contract agreement and we shall not be relieved from our liability because of any such variation, or extension is granted to the said contract agreement or for any forbearance, act or omission on the part of IIT BHUBANESWAR or any indulgence by IIT BHUBANESWAR to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have the effect of so relieving us.

This guarantee will not be discharged due to a change in the constitution of the Bank or the Consultant.

We _____ Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of IIT BHUBANESWAR in writing.

Dated the _____ day of 2025.

.....
Signature of the Authorized Officer of the Bank

.....
.....
(Name and designation of the Officer)

Seal

Name and address of the Bank (Head Office) with Phone/Fax Nos.
Name & Address of the Branch with Phone/Fax Nos.



ANNEXURE-VI

(To be given on the letterhead of the bidder)

No. _____

Dated: _____

CERTIFICATE
(Bidders from India)

I have read the clause regarding restrictions on procurement from a bidder of a country that shares a land border with India and hereby certify that I am not from such a country.

OR (whichever is applicable)
(Bidders from a Country which shares a land border with India)

I have read the clause regarding restrictions on procurement from a bidder of a country that shares a land border with India and hereby certify that I am from _____
(Name of Country) and have been registered with the Competent Authority. I also certify that I fulfill all the requirements in this regard and am eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:
Date:

Signature of the Tenderer

Name & Address of the
Tenderer with Office Stamp



ANNEXURE – VII

FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PUBLIC PROCUREMENT POLICY (PREFERENCE TO MAKE IN INDIA) 2017

Tender Reference

Number:

Name of the item / Service:

Date:

I/We _____ S/o, D/o, W/o, _____ Resident of _____
 Hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part (1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

The local content for all inputs that constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

Tick (✓) and Fill in the Appropriate Category	
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under the “ Class-I Local Supplier ” category.
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 20% but less than 50% and comes under the “ Class-II Local Supplier ” category.

The details of the location (s) at which the local value addition is made and the proportionate value of local content in Percentage.

Percentage of Local content: _____%**.

Place of the local content value calculated: _____

For and on behalf of (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation, and Contact No.>

[Note: In case of procurement for a value over Rs. 10 Crores, the bidders shall provide this certificate from a statutory auditor or a cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]



This letter should be on the letterhead of the quoting firm and should be signed by a competent authority.

**** Services such as transportation, insurance, installation, commissioning, training, and after-sales service support like AMC/CMC cannot be claimed as local value addition**

Certified that the Application for Eligibility as published on the e-Tender website contains 58 pages only.

The Superintending Engineer (Civil),
IIT Bhubaneswar, – 752050

Signature of the Tenderer



Annexure-VIII

DECLARATION ABOUT SITE INSPECTION

To
The Superintending Engineer (Civil),
IIT Bhubaneswar, Khurda,
Odisha- 752050.

Name of work: **Annual Maintenance Contract for Horticulture – Landscape Gardening at IIT Bhubaneswar, Argul, Jatni, Khurda District, Odisha-752050**

Dear Sir,

It is hereby declared, I/ We the bidder inspected and examined the subject site and its surrounding and satisfy myself / ourselves as to the nature of the ground and sub-soil (so far as is practicable), the forms and nature of the site./ ourselves before submitting the bid, the accommodation which may require and all necessary information as to risks, contingencies and other circumstances which may influence or affect our bid have been obtained. I/We the bidder shall have full knowledge of the site and no extra charge consequent upon any misunderstanding or otherwise shall be claimed in later date.

I /We bidder shall be responsible for arranging and maintaining at own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by me/us implies that I / We have read this notice and all other contract documents and has made myself /ourselves aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

Yours faithfully

(Duly authorized signatory of the bidder)



Annexure-IX

PROFORMA OF AFFIDAVIT FOR NON – BLACKLISTING

I/we undertake and confirm that our firm/partnership firm has not been blacklisted by any state/Central Departments/PSUs/Autonomous bodies during the last 7 years of its operations. Further that, if such information comes to the notice of the department, then I/we shall be debarred for bidding in IIT BHUBANESWAR in future forever. Also, if such information comes to the notice of department on any day before date of start of work, the Engineer-in-charge shall be free to cancel the agreement and to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee (Scanned copy of this notarized affidavit to be uploaded at the time of submission of bid)

Signature of Bidder(s) or an authorized
Officer of the firm with stamp

Signature of Notary with seal

Note: - 1. The affidavit shall be made in current date after the date of invitation of the Tender otherwise the tender shall be rejected.

1. Affidavit shall be furnished on a 'Non-Judicial' stamp paper worth Rs.100/- .otherwise the tender shall be rejected

[Validate](#)[Print](#)[Help](#)

Percentage BoQ

Tender Inviting Authority: Superintending Engineer(Civil)

Name of Work: Annual Maintenance Contract for Horticulture – Landscape Gardening at IIT Bhubaneswar, Argul, Jatni, Khurda District, Odisha-752050

Contract No: IITBBS/Horticulture/01/2024-25

Name of the Bidder/
Bidding Firm /
Company
:

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
---------	------------------	----------	-------	----------------------------	--	--------------------------



1	Complete maintenance of trees (Outside garden features), jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc, (excluding the cost of material which shall be supplied by the department and other T & P material/articles shall be provided by the contractor) and as per direction of officer in charge.(up to 3-4 years age).	11076.00	Per Plant/ per year	89.68	993295.68	INR Nine Lakh Ninety Three Thousand Two Hundred Ninety Five & Paise Sixty Eight Only
2	Complete maintenance of trees (Outside garden features), jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc, (excluding the cost of material which shall be supplied by the department and other T & P material/articles shall be provided by the contractor) and as per direction of officer in charge.(4-8 years age).	14124.00	Per Plant/ per year	74.753	1055811.37	INR Ten Lakh Fifty Five Thousand Eight Hundred Eleven & Paise Thirty Seven Only
3	Complete maintenance of trees (Outside garden features), jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc, (excluding the cost of material which shall be supplied by the department and other T & P material / articles shall be provided by the contractor) and as per direction of officer in charge.(beyond 8 years age).	156576.00	Per Plant/ per year	18.703	2928440.93	INR Twenty Nine Lakh Twenty Eight Thousand Four Hundred Forty & Paise Ninety Three Only



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

Indian Institute of Technology Bhubaneswar

अरगूल/Argul, जटनी/ Jatni, खुरधा / Khurda, ओडिशा/ Odisha - 752050 वेब/web: www.iitbbs.ac.in

4	Complete maintenance of shrubs (Outside garden features), jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc. (excluding the cost of material which shall be supplied by the department) and as per direction of officer in charge.	73452.00	Per Plant/ per year	44.84	3293587.68	INR Thirty Two Lakh Ninety Three Thousand Five Hundred Eighty Seven & Paise Sixty Eight Only
5	Complete maintenance of the entire Hedge/Edge including Cutting, removing of cut material, cleaning, hoeing of hedge/edge bed watering, manureing and applying insecticides and fungicides etc.(Excluding the cost of material which shall be supplied by the department) and as per directions of officer in charge.	42084.00	Per Plant/ per year	26.668	1122296.11	INR Eleven Lakh Twenty Two Thousand Two Hundred Ninety Six & Paise Eleven Only
6	Complete maintenance of the entire garden features having as per yardstick in the garden area i.e. lawn trees, shrubs, herbs, edge, flower beds, foliage's, creepers etc. including hoeing, weeding, pruning, replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mover and brush cutter, removal of garden waste, applying insecticide, pesticide & fertilizers(whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by office-in-charge (Cost of Good Earth, Manure, Fertilizer, Insecticide, Pesticide will be provided by the Department & lawn mover and brush cutter with fuel	311268.00	Per Sqm/per year	4.543	1414090.52	INR Fourteen Lakh Fourteen Thousand Ninety & Paise Fifty Two Only



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	and other T & P material/articles shall be provided by the contractor.) and as per direction of officer in charge. (Permanent office accommodation).					
7	Maintenance of earthen potted plants in displayed at ground floor only in bungalow, office complex including application of good earth, manure, insecticide, pesticide and fertilizer, removing of dry parts by pruning, cleaning dry leaves and displaying in appropriate place and replacement of broken pots coloring of pots and change of location of pots and replacing with fresh plants as and when required (Materials provided by the Per Pot / department) as per direction of officer in charge.	19500.00	Nos	27.553	537283.50	Five Hundred Thirty Seven Thousand Two Hundred Eighty Three & point Fifty Only
8	Maintenance of earthen/plastic potted plants in displayed at multi-storied office buildings, flats and ground floor bungalows, office complex including the application of good earth, manure, insecticide, pesticide and fertiliser, removing of dry parts by pruning, cleaning dry leaves and displaying in appropriate place and replacement of broken pots and change of location of pots and replacing with fresh plants as and when required.	3060.00	Nos.	89.68	274420.80	Two Hundred Seventy Four Thousand Four Hundred Twenty & point Eighty Only



9	Supplying of unskilled manpower for Maintenance of nursery: the works like potting, repotting, weeding, irrigation, manure application, other nursery activities etc. as per instructions of the officer in charge (soil, manure, pesticides are separate cost provided by the department) (at least 2 no's of manpower should supply for per day).	624.00	Per day	772.90	482289.60	Four Hundred Eighty Two Thousand Two Hundred Eighty Nine & point Sixty Only
10	Supplying of semi-skilled manpower (Tractor Driver) for Institute Tractor (The Driver should have valid tractor driving license)	312.00	Per day	872.02	272070.24	Two Hundred Seventy Two Thousand Seventy & point Twenty Four Only
11	Plantation of Trees, Shrubs, and Hedge at site i/c watering and removal of unserveiceable material's as per direction of officer in charge (excluding cost of plant & water) (As per the requirement)	2004.00	per each tree plant	8.614	17262.46	Seventeen Thousand Two Hundred Sixty Two & point Forty Six Only
12	Plantation of Trees, Shrubs, and Hedge at site i/c watering and removal of unserveiceable material's as per direction of officer in charge (excluding cost of plant & water) (As per the requirement)	2400.00	per each shrub plant	4.307	10336.80	Ten Thousand Three Hundred Thirty Six & point Eighty Only
13	Plantation of Trees, Shrubs, and Hedge at site i/c watering and removal of unserveiceable material's as per direction of officer in charge (excluding cost of plant & water) (As per the requirement)	5100.00	per each hedge plant /Ground cover	2.891	14744.10	Fourteen Thousand Seven Hundred Forty Four & point Ten Only



14	Clearing grass and removal of the rubbish up to a distance of 50 m outside the periphery of the area cleared as per direction of officer in charge.(as per the requirement).	150000.00	Sqm	7.375	1106250.00	One Million One Hundred Six Thousand Two Hundred Fifty & point Zero Only
15	Supply, stacking and application of dump manure (Cowdung /Gobar) at site from approved source as per the direction of the Officer In charge. including cost of material, loading, unloading and transportation etc. (manure measured in stacks, will be reduced by 8% for payment).	204.00	Cum	927.80	189271.20	One Hundred Eighty Nine Thousand Two Hundred Seventy One & point Twenty Only
16	Supply, stalking and application of DAP (Di Ammonium Phosphate 18-46-0) at the site as per the instructions of the Officer In charge. including cost of material, loading, unloading and transportation etc.	108.00	50 Kg Bags	1660.95	179382.60	One Hundred Seventy Nine Thousand Three Hundred Eighty Two & point Sixty Only
17	Supply, stalking and application of Urea (Nitrogen=46%) at the site as per the instructions of Officer In charge.(including cost of material, loading, unloading and transportation etc.)	89.40	45 Kg Bags	441.40	39461.16	Thirty Nine Thousand Four Hundred Sixty One & point Sixteen Only
18	Supply, stalking and application of MOP (Muriate of Potash-60%) at the site as per the instructions of Officer In charge. including cost of material, loading, unloading and transportation etc.	96.00	50 Kg bags	2067.50	198480.00	One Hundred Ninety Eight Thousand Four Hundred Eighty & point Zero Only



19	Supply, Staking and application of Insecticide, fungicide, Herbicide as and when needed as per the direction of the Officer In charge. For the entire Horticulture area within the campus. including cost of material, loading, unloading and transportation etc.	120.00	LS	1000.00	120000.00	One Hundred Twenty Thousand & point Zero Only
20	Supply, stalking and application of Neem cake (Organic fertiliser) at the site as per the instructions of Officer In charge. including cost of material, loading, unloading and transportation etc.	36.00	50 Kg Bags	2744.16	98789.76	Ninety Eight Thousand Seven Hundred Eighty Nine & point Seventy Six Only
21	Supply and placing of 10 / 12 inch plant pots (with flowering/good looking) at important occasions as per the direction of the Officer In charge. the plants like Marigold, Chrysanthemum, Areca palm, petunias, Dahlia etc at important occasions like convocation etc. including cost of material, loading, unloading and transportation etc.	300.00	Nos.	331.00	99300.00	Ninety Nine Thousand Three Hundred & point Zero Only
Total in Figures					14446864.51	INR One Crore Forty Four Lakh Forty Six Thousand Eight Hundred Sixty Four & Paise Fifty One Only
Quoted Rate in Figures			Select		0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				