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REGD POST/ACK DUE

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
NO 107, LOWER AGRAM ROAD BANGALORE- 560 007
Phone: 080-25545101/25549746

No.AN/II/1002/OC/MO/Maint. Abor

Dated: 21/ 11 / 2017

To

Subject: Requirement of Services for Maintenance & upkeep of Arboriculture areas.

Principal Controller of Defence Accounts, Agram post, Bangalore, a Central Government Organization under Ministry of Defence (Finance) intends to avail Services for Maintenance & upkeep of Arboriculture areas as per the scope of work at the following locations in Bangalore: -

Sl. No.	Name and address of the offices	No. of persons required
1	Office of the Principal Controller of Defence Accounts, No. 107, Lower Agram Road, Bangalore-07	04
2	Pay & Accounts Office (ORs), ASC (SOUTH), Lower Agram Road, Bangalore-560007	02
	TOTAL	06

2. The period of Maintenance service will be for ONE YEAR FROM 09/12/2017 or from the date of Agreement, whichever is earlier.

3. Bids in sealed cover are invited in respect of Services for Maintenance & upkeep of Arboriculture areas as per format given in Part IV of the Tender Enquiry. Please superscribe the cover with the words "**TENDER FOR MAINTENANCE & UPKEEP OF ARBORICULTURE AREAS**". Sealed quotations addressed to the undersigned should be dropped in the **TENDER BOX KEPT IN THE RECEPTION OF THE PCDA OFFICE (OR)** to be sent by Regd Post BY **NAME** to the undersigned so as to reach this office on or before **4.00 PM of 06 /12/ 2017 positively.**

4. This Tender Enquiry is divided into four parts as follows:
i) Part I – General Information and Instructions
ii) Part II – Scope of Work
iii) Part III – Terms and Conditions
iv) Part IV – Format for quoting

5. This Tender Enquiry is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the Tender Enquiry, should it become necessary at any stage.


(REKHA VIJAYARAGHAVAN)
Sr.Accounts Officer(AN)

Part I – General Information

1) Last date and time for depositing the Bids:

06 / 12 / 2017 (4.00PM). The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2) Manner of depositing the Bids:

Sealed Bids should be either dropped in the Tender Box marked as “**TENDER FOR MAINTENANCE & UPKEEP OF ARBORICULTURE AREAS**” or sent by Registered post at the office address so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.

3) Time and date for opening of Bids:

06 / 12 / 2017 (4.30 PM) (if due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4) Location of the Tender Box:

RECEPTION OF THE OFFICE OF THE PCDA BANGALORE. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5) Place of opening of the Bids:

CONFERENCE HALL OF THE OFFICE OF THE PCDA BANGALORE. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important Commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6) Forwarding of Bids:

Bids should be forwarded by Bidders under their Original memo/letter pad inter alia furnishing details like GST number, Bank address with EFT Account etc., and complete postal & e-mail address of their office.

7) Clarification regarding contents of the Tender Enquiry:

A prospective bidder who requires clarification regarding the content of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidder who have received the bidding documents.

8) Modification and withdrawal of Bids:

A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

9) Clarification regarding contents of the Bids:

During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

10) Rejection of Bids:

Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.

11) Validity of Bids:

The Bids should remain valid for **90 (Ninety) days** from the last date of submission of the Bids.

12) How to Quote:

The Quotation should incorporate the break-up details such as wages under Minimum Wages Act, EPF, ESI, GST, Contractor's profit etc., as per the FORMAT given in the Part-IV of the Tender Enquiry.

13) Earnest Money Deposit: Bidders are required to submit EMD of 2% of the value of the contract along with their bids which will remain valid for 45 days beyond final bid validity period. EMD may be submitted in the form of account payee DD, FDR from commercial Banks, Bank guarantee from commercial banks.

Part II – Scope of Work

- 14) Maintenance of Garden / Landscape i.e., watering of garden area, removing of weeds, sweeping and removing of garbage from garden area and dispose the same as per the directions of Caretaker/Officer In-charge.
- 15) Potting, repotting, trimming, grafting of plants and any other work connected in maintenance of garden as directed by the Caretaker/Officer In-charge.
- 16) Supplying/Applying manure/fertilizers, red soil, planting new saplings, spraying of pesticides on as and when required basis.
- 17) The yield of flowers, fruits, etc is the property of the department and should not be disposed off in any manner.
- 18) Safety of plants/trees should be ensured.
- 19) No trees/plants should be cut without the approval of the Nominated officer/Caretaker.
- 20) The Area of work includes Garden/Landscape area of the offices mentioned in pre-page. As regards the exact area, the Contractor may inspect each office before submitting the quote.

Part III – Terms and Conditions

- 21) The Services are required for a period of One-year with effect from **09 / 12 / 2017** or from the date of signing of the Agreement, whichever is earlier.
- 22) The Person deployed for the above work should be trained, literate and physically fit.
- 23) The Person deployed should wear neat clothing and maintain high standard of hygiene (whereby uniform, ID batch will be provided by the Contractor), discipline and work culture. He should bestow good manners with office staff.
- 24) Working hours: **8.30 A.M. to 5.00 P.M (Lunch Break: 1.30 PM to 2.00 PM)** on all working days (Monday to Saturday) except Sundays and National holidays.
- 25) There should not be any absenteeism, in case of absence an alternative labourer should be deployed else pay for the absence period would be deducted.
- 26) PCDA, Bangalore reserves the right to expel the Person deployed from its premises if he is found to have consumed liquor during the duty hours.
- 27) The services are liable to be terminated if found not satisfactory.

28)The firm should have a valid Registration No/PAN No/GST Regn No, ESI, EPF etc., (A copy of the same has to be attached with the Tender document).

29)Experience certificates issued by reputed organization/firms should be enclosed.

30)The Contractor shall ensure that payment of Minimum wages under various Statutory Rules are paid by him to the labourers employed by him for the said work. The wages quoted should include Basic, VDA, EPF, ESI etc.) Variable DA, as and when notified by Government should be paid to labourers and difference amount so paid will be paid by this office on production of copy of Govt notification and on production of proof of payment.

31) The contract period is one year from the date of agreement. The period of contract may further be extended after the completion of contract if this office is satisfied with the performance of the firm.

32) The Contractor shall ensure that the rate quoted should include payment of GST and duties to the Government.

33) The payments will be made through EFT in the following month after completion of the service and after deducting statutory recoveries, if any.

34) The copies of Challans on account of payment of GST/EPF/ESI etc., duly certified by the Contractor that the paid amount includes names of the labourers employed should be enclosed with the Bills.

35) This office will not be liable for any payment as compensation to the labourers employed by the firm for whatsoever the causes may be.

36) Proportionate recovery will be affected for short service or for the number of days, the labourer remains absent to duty.

37) The employment of labourers by the firm does not entail any Permanent/Temporary service in this department nor any experience certificate will be issued.

38) PENALTY: The Contractor is liable to pay Penalty that may be imposed on him by PCDA, Bangalore for any breach of conditions of this contract/shortfall/ unsatisfactory services and will be deducted from the payment due to him based on the satisfactory certificate furnished by concerned Admin. Officer/Caretaker of all the Offices mentioned in the Tender Enquiry.

39) The Contractor is required to monitor the work on regular basis either himself or through one of his supervisor authorized for this purpose. No separate payment will be paid to the supervisor if employed by the firm to oversee the duties.

40)The Contractor shall sign each page of the Tender Enquiry, Annexure, Terms & Conditions for having agreed to the same.

41) PCDA, Bangalore reserves the right to accept or reject any or all of the Tenders/Quotations without assigning any reasons.

42)Performance Security for an amount of **Five percent (5%)** of the value of the contract should be furnished by the successful bidder in the form an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank in the prescribed format. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.

Part IV – Format for Price Bid

Subject: Requirement of Services for Maintenance and Upkeep of Arboriculture areas

1 S l. N o	2 Name and address of the offices	3 No. of persons required	4 Amount of wages per person/ month (Rs.)	5 EPF @ 13.61 % (Rs.)	6 ESI @ 4.75 % (Rs.)	7 Contractor profit (Percentag e or fixed amount) (Rs.)	8 GST (Rs.)	9 Mat-erial (Manure, Pest & Fertilizer, Red soil)	Grand Total (4+5+6+7+ 8+9) (Rs)
1	Office of the Principal Controller of Defence Accounts, No. 107, Lower Agram Road, Bangalore-07								
2	Pay & Accounts Office (ORs), ASC (SOUTH), Lower Agaram Road, Bangalore-560007								
	TOTAL								

Total (in words): Rupees _____

NOTE:

- i) Financial Bid may be submitted as per Minimum Wages Act
- ii) Column 4 – The wages mentioned should include Basic and VDA.
- iii) Column 7 – If percentage is mentioned, the components on which it is quoted should also be furnished.