

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**

(Ministry of Rural Development, Govt. of India)

Rajendranagar, Hyderabad 500 030.

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**NOTICE INVITING TENDER
FOR MAINTENANCE AND UPKEEP OF ALL OFFICE ROADS, LANE ROADS,
IRRIGATION SYSTEMS & LANDSCAPE AREAS AT NIRD&PR.**

Sealed tenders are invited from registered Self Help Groups (in the same circle/local area of Rajendranagar) for maintenance of Up keeping of all Roads & Landscape areas in NIRDPR. For further details visit our website www.nird.org.in. The last date for receiving techno-commercial bids is 15.11.2018 (3.00 pm).

No. NIRDPR/ART/GS/2018-19/NIT

ASST.REGISTRAR (E)

Date: 15.10.2018

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**TENDER NOTICE FOR MAINTENANCE OF UP KEEPING OF ALL OFFICE ROADS,
LANE ROADS, IRRIGATION SYSTEMS & LANDSCAPE AREAS AT NIRD&PR****TENDER FORM**

From:

To

The Asst. Registrar (E)
National Institute of Rural Development & Panchayati Raj
Rajendranagar, Hyderabad 500030.

**Sub: Tender for maintenance of Upkeep of All roads, Lane Roads, Irrigation systems
& Landscape areas at NIRDPR.**

Scope of work:

Maintenance and upkeep of approximately 8 kilometres roads of NIRDPR campus and gardens of lawns, hedges/boarders, flowering/ornamental shrubs, plants, trees, nursery works and cleaning, uprooting of grass, weeds, waste materials on the entire surroundings / open areas and maintenance of up keeping all office roads by lane roads in a spick and span condition for a period of 2 years.

1. Sweeping the roads, dumping the debris in specified locations instructed by concerned officer.
2. Maintenance of irrigation systems with regular flushing, sprinklers cleaning, quarterly acid treatment & removing of salt/dust from the irrigation lines.
3. Spreading and mixing with red soil manure, farm yard manure etc. for gardening works

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4. Watering daily for lawns, plants, shrubs, hedges/boarders, and potted plants etc. complete.
5. Maintenance of hedges and edges.
6. Trimming of the plants as and when required.
7. Weeding on lawns, shrubs, beds, flowering beds and in the entire garden area.
8. Jungle clearance including uprooting weeds, grass and unwanted growth and its removal up to a lead of 100 meters. In the surroundings/ open place area.
9. Moving of lawns and keeping them very clean without single leave, weeds, stones and other waste materials and providing soil erosion control methods in garden area.
10. Undertaking of all necessary measures for plants protection and operation.
11. Top dressing with manure and fertilizers operations whenever required/ instructed.
12. Work relating to propagation of various plants in the nursery.
13. Maintenance of indoor potted pots.
14. Horticultural operations such as edging, hedging etc.
15. The workers deployed by the SHG should have knowledge and experience in similar field .
16. All the group members deployed by the SHG should be in proper uniform while on duty. The President of the SHG should supply the uniform with colour specifications and pattern approved by the NIRD&PR, to the members at his cost. It should be noted by the SHG that in case any of the member of the SHG are found to be on duty without the uniform, a penalty of Rs.50/- per worker will be imposed and the bill would be proportionately restricted.
17. The details of timings 8 hours per day of the SHG given below. However, they may be changed as per requirement from time to time:
 1. Monday to Saturday: 07.00 AM to 10.00 AM, 10 AM to 10:30 AM (Break),
 - i. 10.30AM to 12:30, 12:30 to 2:00 PM (Lunch), 02.00
 - ii. 2 PM to 05.00PM.

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18. The SHG should ensure that all their members are in position /duty place well before the scheduled timings and shall leave only after the closed timings, the members of the SHG must be polite and courteous in their behaviour at all times while on duty & SHG members has to keep a master card with them which will be signed by Garden Superintend.

ELIGIBILITY CRITERIA FOR QUALIFICATION OF SHG'S:

- I. Sealed tenders are invited from the Self Help Groups should be registered in the same circle/local area of Rajendranagar, Hyderabad – 500 030.
- II. Self Help Groups consisting of less than 19 members are eligible.
- III. Photo ID proof of the SHG members with addresses and contact phone numbers.
- IV. Bank pass book of SHG with transaction entries for the last one year.
- V. Internal lending registers (Accounts Register).
- VI. Minutes of the group members meeting in last one year.
- VII. Regular repayment of bank loan taken, if any
- VIII. The self-help groups should be a reputed and having experience in the relevant field.
- IX. Tender document can be downloaded from the website: www.nird.org.in
- XI. Annual turnover should be Rs 10 lakhs or more in last three (each) years.
- XII. SHG must be registered with EPF & ESI authorities.

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MAINTENANCE OF UPKEEP OF ALL OFFICE ROADS, LANE ROADS, IRRIGATION SYSTEMS & LANDSCAPE AREAS AT NIRD&PR

PRICE BID

I/We hereby quote our rates for maintenance of all office roads, lane roads, irrigation systems & landscape areas keeping in view the terms and conditions notified in the bid document:

Sl. No.	Details	Highly-Skilled (01) members (A) Cannot be less than Min wage (463)	Semi-Skilled (4) members (B) Cannot be less than Min wage (385)	Un-Skilled (14) members (C) Cannot be less than Min wage (352)	Total(A + B + C)
1.	Wage/day				
2.	Group profit				
3.	EPF @ 13.00% & ESI @ 4.75%				
4.	Subtotal: (1 + 2 + 3)				

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The Group Profit should be quoted as a percentage (%) of the quoted wages of the Highly Skilled, Skilled and Semi-skilled categories. The figure of the percentage quoted will be added to quoted wage for the **Highly Skilled (A)** X members X 26 days + **Semi-skilled (B)** X members X 26 days + **Un-skilled (C)** X members X 26 days + **cost of monthly consumables for determining the lowest bidder.**

In case of different quotes of L1 for wage and Group Profit or for a difference of quote between Highly Skilled, Semi-skilled and unskilled, the quote combination with least financial implication to the Institute will be considered as L1.

Employer's Contribution towards EPF (13.00%) /ESI (4.75%) will be released by NIRDPR only after submission of proof of remittance in the form of challans of the previous month indicating the same has been deposited into respective account of group members.

Seal and Signature of the Bidder

Date:
Place:

Signature of the Tenderer: _____
Name: _____
Date: _____
Seal: _____
Telephone No. (Office) _____
(Residence) _____
Fax No. _____
ADDRESS:

- **Note: The rates quoted shall be valid for a period of 2 year. However, in case prescribed wages are subsequently revised by the Ministry of Labour and Employment, Government of India, revision up to minimum wages and Variable Dearness Allowance will be allowed by the Institute, but no other charges like Group Profit will be allowed to enhance for this purpose.**

TERMS & CONDITIONS**MAINTENANCE AND UPKEEP OF ALL OFFICE ROADS, LANE ROADS, IRRIGATION SYSTEMS & LANDSCAPE AREAS AT NIRD&PR****WORKING AREAS AND DETAILS:-**

MAINTENANCE AND UP-KEEPING ALL ROAD LANES, OFFICE ROADS, CAMPUS ROADS, JUBILLE PARK, ADMIN BUILDING, COMMUNITY HALL, OLD CAMPUS, WATER SUMP, VEHICLE SECTION, BEHIND LIBRARY BUILDING, WATER SUMP, SUB STATION, CANTEEN HEALTH CENTER, CRICKET GROUND, GUEST HOUSE, AUDITORIUM, RESIDENCIAL, NON-RESIDENTIAL QUARTERS & IRRIGATION SYSTEMS IN NIRD&PR CAMPUS.

GENERAL TERMS:

1. Tenderer must submit all relevant documentary evidences as per required eligibility criteria.
2. The contract will be valid for Two year and no request for withdrawal /termination of the contract before the end of the contract period will be permitted.
3. Execution of the agreement within 14 days of the receipt of the letter of award of contract.
4. Commencement of the contract within 14 days of the signing of the agreement or as decided by the Institute.
5. To comply with all the terms and conditions of the letter of award of contract and agreement of contract.
6. In case of contract period is over, the tenderer should provide the services till finalization of the new tender or conclusion of the contract period whichever is later.
7. Tenders are not transferable.
8. Director General NIRD&PR reserves the right to accept or reject the tender(s) or cancel the entire tendering process without assigning any reasons whatsoever.

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9. **The rates quoted shall be valid for a period of 2 year. However, in case prescribed wages are subsequently revised by the Ministry of Labour and Employment, Government of India, revision up to minimum wages and Variable Dearness Allowance will be allowed by the Institute, but no other charges like Group Profit will be allowed to enhance for this purpose.**
10. MANPOWER Substitution and works to be carried out.
 - a) Highly Skilled: Operations of irrigation systems with their maintenance activities on day to day basis.
 - b) Semi- Skilled: Technical activities like pruning, Spraying, Machine operations etc.
 - c) Un Skilled: Cleaning of roads, Lifting of debris, Dried leaves & other assigned activities within the campus NIRDPR.
- 11) This invitation to bid is open to all bidders who are experienced in maintenance and up keeping of gardens & roads by lanes..
- 12) The bidder is advised to visit NIRD&PR, and surveys the site of works and its surroundings himself on his own responsibility, & obtain for all information that may be necessary for preparing the bid and entering into a contract.
- 13) The bidder is expected to examine carefully all instructions, conditions, forms, terms, specification and drawings in the bidding documents. Failure to comply with the requirements of bid submission will lead to disqualification.
- 14) Bids shall remain valid and open for acceptance for a period of 90 days after the date of bid opening.
- 15) The bid shall be placed in a sealed envelope addressed to the Garden Superintendent NIRDPR, Rajendranagar, and Hyderabad 500030. The following shall be written on the envelope **(MAINTENANCE & UPKEEP OF ALL OFFICE RAODS, LANE ROADS, IRRIGATION SYSTEMS & LANDSCAPE AREAS AT NIRD&PR).**
- 16) The institute will award the contract to the bidder who has offered the lowest evaluated bid price, provided further that the bidder has the capacity and resources to carry out the contract effectively and efficiently and provided further that the bid is in accordance with minimum wages payable to that category.

- 17)The institute reserves the right to accept or reject any bid and to null the bidding process and reject all bids, at any time prior to award of contract without assigning any reasons. The decision of the Director General is final and binding.
- 18)Within 15 days of receipt of the letter of acceptance of bid, the successful bidder shall sign the agreement.
- 19)The Institute shall deduct from the running account bills, an amount of ten (10) per cent of the total value of each month bill as a Security Deposit till the contract period.
- 20)The Security Deposit (Less any amount due from the SHG to the institute) shall be returned to the SHG only on receipt of a certificate that there are no liabilities requiring clearance by the SHG from the Garden Superintend.
- 21)A Memo will be issued to the concerned SHG Group by concerned authority if any sort of unprofessional behaviour/consumption of liquor is found by the SHG member in any aspect of works during duty hours, which will be on record for the concern worker, if he behaves the same in future it will lead to termination for him from his duties.
- 22)In addition to already elaborated scope of work mentioned in this tender document, the SHG shall also be assigned the other works also & The SHG should ensure to promptly attend any other miscellaneous works as assigned by the Asst. Registrar (E) or any other NIRDPR authorities from time to time.
- 23)The SHG shall subject to any revisions of the contract, and with due care and diligence executed and maintain the work and provide all labour, including the supervision thereof and all other things, whether of a temporary far as the necessary for providing the same is specified in or is reasonably to be inferred from the contract.
- 24)The work shall be carried out in accordance with the direction of the Garden Superintend and the instructions as may be given by him from time to time.
- 25)The SHG should ensure the safety of their workers, during the course of work. If any worker is hurt or injured and met with any serious calamity, casualty, accident the payment of compensation to the workers rests with the SHG and NIRDPR will be free from all encumbrances, NIRD&PR will not be liable/responsible for any compensation what so ever in this regard.

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- 26) The work has to be done with utmost care and the SHG should supervise, inspect and issue instructions to their workers for proper and efficient discharge of work.
- 27) It shall be the responsibility of the SHG to maintain the strength of man power as per agreement & the cost of the agreement will be borne by the SHG.
- 28) The NIRD&PR will provide the necessary materials like, good earth, chemical fertilizers, farm yard manure, pesticides, insecticides and water for maintenance of gardens free of cost.
- 29) NIRDPR will not pay any interest whatever on the security Deposit is deducting.
- 30) The NIRD&PR will provide all the tools and equipment like, crow bar, spade, sickles, khurpi iron baskets, brooms and wheel barrows etc. for proper maintenance from the date of commencement of work.
- 31) The SHG should provide honest, well behaved, experience and well versed with gardening, horticulture/ landscaping workmen and shall be approved by the NIRD&PR. The SHG shall not change the workmen employed / engaged by them frequently accept asked to do so, or on disciplinary or health conditions. The officer shall have to be intimated before any such change/ replacement is required.
- 32) The work has to be done with utmost care and diligence. Proper care has to be taken by the SHG and their members to upkeep of the lawns, gardens, plants etc. and these are should be kept in a perfect condition. Special care has to be taken to see that no damage is caused in lawns, gardens, plants etc. Any damage is caused due to negligence of SHG workers, the officer-in-charge will assess the loss incurred on it and appropriate amount will be recovered from their SHG monthly bill. Similarly, any damage caused to structures, GI pipes, electrical fittings/ sanitary lines etc. due to wrong handling or carelessness of their workers, the SHG should get it repaired/ replaced them at their cost or the value of such damages will be recovered from there bill. The decision of the Garden Superintend in this connection is final and binding on the SHG.
- 33) The SHG is primarily responsible for proper day to day maintenance work and their labour and also the charges payable thereof the workers engaged by the SHG hereby undertake to take care of their services, conditions including the fringe benefits, minimum wages as prescribed by the Labour Department. The workers employed on the work by the SHG will be made under the whole and sole control of the management of the SHG and for all purposes; they will be

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the employees of the SHG. NIRD&PR is not liable for anything with regard to minimum wages of labour as per existing rules.

- 34) The contract is initially valid for a period of Two (2) years from the date of order to commence of work. However, the work will be on trial basis for the first one month. In case, the work is found satisfactory during the trial period, the contract will continue till the completion period of 2 years reckoned from the date of commencement.
- 35) If the services are found to be unsatisfactory, then The Director General shall have the right to terminate the SHG after giving one month's notice.
- 36) The SHG or their representative should report daily to the Garden Superintend and produce a book for taking day-to-day instructions. The SHG or their representatives should always be available in working time at the site.
- 37) In the event of SHG's failure to perform the required job or part thereof, NIRD shall have the right to make alternative arrangements on payment of cash and the amount so spent will be recovered from the SHG bill.
- 38) Except where otherwise provided in the contract, all questions and disputes relating to the meaning of any the clauses of this contract and as to the quality of workmanship or as to any other question, claims, right matter or thing whatsoever, in any way arising out of or relating to the contract or the excavation/ maintenance or failure to executive the same, whether arising during the progress of the contract or after the completion, termination, or abandonment thereof shall be referred to the sole arbitration of the person appointed solely by the Director General, NIRD&PR. The award of the arbitrator shall be final and binding on all the parties to the contract. Subject as aforesaid, the provision of the Arbitration Act, 1940 or statutory modification or enactment thereof and the Rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.
- 39) Income Tax (TDS) will be deducted as applicable from the monthly bills.
- 40) The members engaged by the SHG to work within the premises of NIRD&PR under this contract shall not indulge in any subversive activity prejudicial to the interest of NIRD&PR.
- 41) The SHG shall maintain an observation register and shall be the responsibility of the SHG to attend to the observations recorded therein within 72 hours to the full satisfaction of the Garden Superintend.

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- 42)The SHG shall provide all necessary superintendence during the execution / maintenance of the works and as long thereafter as may be necessary for the proper fulfilling of their SHG obligations under the contract. The SHG or a competent and authorized agent or representative of the SHG approved of in
- a. writing by the Garden Superintend which approval may at any time be withdrawn is to be constantly on the works and shall give his whose time to time superintendence of the same.
- 43)The SHG shall provide and employ sufficient number of qualified workers as per scope of work:
- a. Such Highly-skilled, semi-skilled and unskilled labourers are necessary for the proper and timely execution/ maintenance of the works as referred in technical specifications.
- 44)The Garden Superintend be a liberty to object and require the SHG to remove forthwith from the works any person employed by the SHG in or about the execution/ maintenance of the works, who in the opinion of the Garden Superintend, misconduct himself, or so removed from the works shall be replaced as soon as possible by a competent, or negligent in the proper performance of his duties. Any person so removed from the works shall be replaced as soon as possible by the competent substitute approved by the Garden Superintend.
- 45)It shall be accepted as an inseparable part of the contract that in manner regarding workmanship, materials, removal of improper work, interpretation of the SHG / drawings aid contract specifications, mode of procedure and the carrying out of the work, decision of the Garden Superintend which shall be given in writing, shall be binding on the SHG.
- 46)Maintenance Certificate:
- a. No certificate other than the maintenance shall be deemed to constitute approval of the works.
 - b. The contract shall not be considered as completed until a maintenance certificate shall have been signed by the Garden Superintend stating that works have been completed and maintained to his satisfaction. The maintenance certificate shall be given by Garden Superintend within twenty eight days after the expiration of the period, shall have been completed to the satisfaction and full effect shall be given to their clause,

notwithstanding any previous entry or works or the taking possession working or using thereof or any part thereof.

50. Payment:

- i. All interim payments shall be treated as advance payment. All payments will be made through RTGS/PFMS. Statutory deductions will be made from such bills.
- ii. For interim/monthly payments, the SHG shall submit their bills for work accomplished and measured to the Garden Superintendent. The Garden Superintendent shall thereafter verify the claims in the bills for work and forward to the Garden Superintendent for pass and payment.
- iii. Income tax @ 2% will be recovered from each bill.

51. For default by SHG: If the SHG shall become bankrupt or has receiving order made against him or shall present their position in bankruptcy, or shall make an arrangement with or assignment in favour of their creditors, or shall agree to carry out the contract under a committee of inspection of their creditors, or being a corporation, shall go into liquidation or if the SHG shall assign the contract, without the consent in writing of the employer first obtained or shall be an execution/ maintenance levied on their goods or if he has (a) abandoned the SHG, or (b) without reasonable excuse has failed to commence the works or has suspended the progress of the works for 28 days after received from the Garden Superintendent a written notice to proceed or (c) has failed to remove materials from the site for twenty eight days after receiving from the Garden Superintendent a written notice that the said material has been rejected by Garden Superintendent or

- a. Despite previous warnings by the Garden Superintendent in writing, is not executing the works and achieving the progress of is persistently or flagrantly neglecting to carry out his obligations under the contract. (e) has to the detriment of good workmanship or in defiance of the Garden Superintendent instructions to the SHG, sublet any part of the contract, then the Director
- b. General, NIRD&PR may terminate this contract after giving fourteen days' notice in writing to the SHG.

52. If the SHG is not entitled to any other payment except the amount / rate mentioned in the Rate Schedule for any purpose including fulfillment of statutory obligations concerned service conditions of their workers, which shall be entirely their responsibility and at their cost.

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53. The SHG's should have members with experience in horticulture works such in the field will be encouraged.

54. Newly formed SHGs will not be insisted for the PF/ESI registration. However, on award of contract, they shall do such registration at the earliest and as per law.

55. In case the work is found satisfactory during the one year of AMC period the contract may be considered for another one year with the same terms and conditions, after obtaining approval from the competent authority.

**GARDEN SUPERINTEND
NIRD&PR: RAJENDRANAGAR: HYDERABAD**

