

351

TENDER
FOR
CAMPUS
GARDENING,
CLEANING,
JUNGLE
CLEARANCE AND
HORTICULTURE
SERVICES
FOR
NIT AGARTALA

[Handwritten signatures in blue ink]

350

PART – I

TECHNICAL BID

Seal and signature of the bidder

Registrar, NIT Agartala

349

PREFACE

Contents & Index

Check list

E-tender Enquiry

[Handwritten signatures and initials]

348

TENDER DOCUMENT (Two bid system)

Contents & Index

Item	Table of Contents	Page no.
PART – I THECNICAL BID		
Preface	Contents & Index	
	Check list	
	E-tender Enquiry	
Section - I	Brief Information about tender	
Section - II	Abbreviations Used in Tender Document	
Section -III	Application Form (Application Forwarding Page)	
Section -IV	Notice Inviting Tender (NIT)	
Section - V	General information's, scope of work and terms and conditions	
Section- VI	Eligibility Criteria	
Section-VII	Other Terms and Conditions	
Section-VIII	Annexure	
PART –II PRICE / FINANCIAL BID		
Section - IX	PRICE / FINANCIAL BID	

347

Checklist

The bidder shall verify his tender properly before its submission and satisfy that all the information is submitted. Copy of documents should be numbered (page numbering) at the bottom. Numbering should be started as Page No. 1 and continued; and should be properly attached to the Technical bid.

Sl. No.	Requirement	Checklist	Remarks	Page No. for ref.
1	Copy of registration/Trade License under "Municipal Corporation/ Council / any State/Central Govt." should be submitted	Whether submitted	Yes / No	
2	Copy of Service Tax Registration	Whether submitted	Yes / No	
3	Copy of PAN registration	Whether submitted	Yes / No	
4	Copy of EPF registration	Whether submitted	Yes / No	
5	Copy of ESI registration	Whether submitted	Yes / No	
6	Copy of GST registration	Whether submitted	Yes / No	
7	Copy of past service experience Certificate	Whether submitted	Yes / No	
8	Copy of audited balance sheet of last three years	Whether submitted	Yes / No	
9	Copy of Income Tax Return certificate of last three years	Whether submitted	Yes / No	
10	Solvency certificate to be issued by any Nationalized Bank in original.	Whether submitted	Yes / No	
11	Affidavit on Rs. 200/- stamp paper duly sworn before the Public Notary regarding Eligibility criteria No. 9 and 10 of the Notice Inviting Tender	Whether submitted	Yes / No	
12	EMD by means of RTGS/NEFT preferably, DD, BC&BG in an acceptable form safeguarding the purchaser's interest in all respect as mentioned in the e-Tender Notice	Whether submitted	Yes/ No	
13	If the bidder is a partnership company, copy of partnership deed	Whether submitted	Yes/ No	
14	If the bidder is a Private/ Public Limited Company, copy of MOA/ registration document of the company	Whether submitted	Yes / No	
15	Certification of non-black listing (Self Certification)	Whether submitted	Yes / No	
16	Vendor/Supplier/Contractor/Service provider should accept all Terms & Conditions of Tender Document. Deviation, if any, should be specified.	Whether submitted	Yes / No	
17	A valid MSE certificate under MSME / NSIC / Start-up document	Whether submitted	Yes / No	

Details of any other documents (if any) submitted:

[Handwritten signatures and initials in blue ink]

346

Date: 24/06/2023

No.F.NITA.24(8-Dean P&D)/Mis/2010/Loose/302

E- Tender Enquiry

IMPORTANT INFORMATION

Name of the Institute : NATIONAL INSTITUTE OF TECHNOLOGY
AGARTALA
GST Number of the Institute : 16AAAGN0550K1ZG
PAN of the Institute : AAAGN0550K
TAN of the Institute : SHLN00719F
Institute Bank A/C No. : 030936141729 (IFSC: SBIN0011491) under SBI, NIT
Agartala Branch.
Name of Department / Branch : Dean (P&D) Department.
Enquiry / Reference Number : No.F.NITA.24(8-Dean P&D)/Mis/2010/Loose

Some important/Critical dates:

Uploading on CPP Portal and Department's web-site	Date: 24.06.23	Time: 5:00 PM
Bid submission start date	Date: 24.06.23	Time: 5:00 PM
Pre bid conference date (offline)	Date: 04.07.23	Time: 11:00 AM
Bid submission end date	Date: 24.07.23	Time: 2:30 PM
Opening of technical bid	Date: 25.07.23	Time: 3:00 PM

An offline Pre-bid Conference will be held as per schedule date mentioned above. All prospective bidders are requested to kindly submit their queries to the email address buycon6.nit.tr@gembuyer.in and nitapurchasesection2@gmail.com at least two days before Pre-Bid Conference:

Details of e-tender document.

NIT, Agartala intends to procurement of Campus Gardening, Cleaning, Jungle Clearance and Horticulture services specified in this tender document enclosed and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly submit your offer with prices within the time mentioned above fulfilling all the terms and conditions marked in the bid documents.

Registrar

National Institute of Technology
Agartala – 799 046, Tripura

345

Section – I

Brief Information about tender

[Handwritten signatures and initials in blue ink]

349

BRIEF INFORMATION ABOUT TENDER

Tender No. F.NITA.24(8-Dean P&D)/Mis/2010/Loose/302

Date: 24/06/2023

Name of work / service: Campus Gardening, Cleaning, Jungle Clearance and Horticulture services etc. to NIT-Agartala

Tendering Process:

The bids (technical and financial) should be submitted online through CPP portal i.e. www.epuocure.gov.in before the last date & time of submission specified in tender document.

Prospective bidder/service provider may participate in the above tendering process. Every page of this tender document should be signed [Full Signature] by the bidder/Service Provider and scanned copy of the same should be uploaded with technical bids.

The bids should be submitted through CPP portal (www.epuocure.gov.in) only. Bids submitted through any other mode will not be accepted.

Duration of Contract:

The period of contract, initially, will be 1(one) year which may be extended for another two years on yearly basis with same terms & conditions subject to the satisfactory performance of the service provider which will be decided by the competent authority of NITA.

Evaluation Process:

Both the Technical and Financial bids will be evaluated by a committee to be constituted by NITA. In the first stage, technical bids shall be opened and evaluated by the competent committee /authority. At the second stage, financial bids of the bidder(s) qualified technically, should be opened for further evaluation and recommendations for awarding the work order / contract.

Cost of Tender Document: The tender document is free of cost, which can be downloaded from Institute's website as well as CPP Portal (e-Procurement).

Date of Pre-Bid Meeting (offline): 04/07/2023 at 11.00 AM

Last date of online submission of Tender Document through CPP

Portal under Government of India : 24/07/2023 at 3.00 PM

Date of opening of Technical Bid: 25/07/2023 at 3.00 PM

Date of opening of Price Bid:

Bid security (EMD amount): Rs. 2,06,000/- (Rupees two lakhs six thousand only) for Campus Gardening, Cleaning, Jungle Clearance and Horticulture services (refundable) to be paid, preferably online mode, through RTGS/NEFT. Payment of EMD through offline like DD, BC and BG is also acceptable. Scan copy of payment, both online and offline as a proof, may be uploaded in the CPP Portal along with Technical Bid of the said tender. The original copy of DD, BC and BG should be reached to NITA before opening of Technical Bid, otherwise bid(s) will not be considered for technical evaluation. NITA will not be responsible for any delay caused due to postal / courier services.

343

Security Deposit / Performance Guarantee Deposit(PGD) amount:

The Contractor shall have to deposit an amount @ 5% of total value of the contract to be awarded to the successful bidder as **Security Deposit / Performance Guarantee Deposit (PGD)** which shall be refunded after 60 days of expiry of the contract with adjustment of all applicable deductions, if any.

The Institute will not pay any interest towards the amount of EMD/Bid security submitted against the tender.

Validity of Bid : 180 days from the date of submission of bid.

DEFINITIONS AND INTERPRETATIONS

1. **DEFINITIONS:** The following terms shall have the meaning hereby assigned to them except where the context otherwise requires:

a) **NITA**

Shall mean **National Institute of Technology** Agartala, P.O. – NITA, West Tripura – 799046, represented by its Registrar or other authorized representatives.

b) **CONTRACTOR / AGENCY / SERVICE PROVIDER**

Shall mean the successful bidder to whom the contract has been awarded which expression shall unless the context otherwise requires, include his legal heirs, executors, administrators and assignees.

c) **CONTRACT: CONTRACT AGREEMENT**

Shall mean and include the following:

Notice inviting tender; tender document containing general instructions to the bidder and conditions of contract; scope of work; clauses of contract etc., documents furnished by the bidder; Letter of Intent; Work order; all related Acts and Rules specified in the tender document; and / or any other correspondences of negotiations and the price bid, all related correspondence letters.

d) **WORK / JOB / SERVICE**

Of the Contractor shall mean and include providing of Campus Gardening, Cleaning, Jungle Clearance and Horticulture services in NITA as specified in the scope of work.

e) **CONTRACT PRICE**

Shall mean the sum / sums referred to in the contract agreement under Price bid or in the work order/ letter of Intent.

f) **MONTH**

Shall mean calendar month.

g) **MINIMUM WAGE / WAGES:**

Shall mean the Minimum wage declared or ordered by the Central Government under Minimum wages Act from time to time. The total Minimum wage shall include Variable Dearness Allowance (V. D. A).

342

Section – II

Abbreviations Used in Tender Document

[Handwritten signatures and initials in blue ink]

34

Expanded form of the abbreviated terms used in the Tender document

1. NITA : National Institute of Technology Agartala,
2. NIT : Notice Inviting Tender,
3. EPF : Employee's Provident Fund,
4. ARC : Annual Rate Contract,
5. EMD : Earnest Money Deposit,
6. BG : Bank Guarantee,
7. Rs. : Rupees in Indian currency
8. CPPP : Central Public Procurement Portal

340 ✓

Section - III

Application Form (Application Forwarding Page)

[Handwritten signatures in blue ink]

339

Application form

(To be filled by the bidder ON LETTER PAD)

Date:

No.
To
The Director,
National Institute of Technology, Agartala
West Tripura

Sub: Submission of scanned copy of tender document duly filled in for Campus Gardening, Cleaning, Jungle Clearance and Horticulture services on outsourcing basis in the technical segment/cover under CPP Portal.

Ref: Your Advertisement No....., Dated.....

Sir,

With reference to above, I/we wish to offer our services for Campus Gardening, Cleaning, Jungle Clearance and Horticulture services **ON OUTSOURCING BASIS**, stated in this tender document.

1. I / We have read and understood all the terms and conditions specified at various parts of this tender document and agree to abide by all of the terms & conditions, unconditionally. As a token of acceptance of these terms & conditions, we **have signed each page of the bid document.**
2. I / We agree to keep our offer valid for a period of 180 (one hundred and eighty) days, from the date of opening of the bid.
3. I / We have enclosed herewith all the required documents
4. I / We do hereby declare that we have not been blacklisted by Central or State Government or by any Central or State Government Organization.
5. I / We do hereby undertake to produce the original certificates / documents whenever asked for by NIT, Agartala.

I / We hereby declare that all the information furnished along with this Bid is true in all respects.

Date :

(Signature of the Bidder)

Place.....

[Handwritten signatures and initials in blue ink]

338

Section – IV

Notice Inviting Tender (NIT)

[Handwritten signatures and initials in blue ink]

338



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला
NATIONAL INSTITUTE OF TECHNOLOGY, AGARTALA
(An Institution set up by NITSER Act under MED, Govt of India)
BARJALA, JIRANIA, TRIPURA WEST – 799 046
Ph: 0381-2546630 Fax: 0381-2546360, Website: www.nita.ac.in

No.F.NITA.24(8-Dean P&D)/Mis/2010/Loose/302

Date: 24 / 06 / 2023

Press Notice Inviting Tender

Registrar, NIT Agartala invites online quotations from interested bidders/service provider/Firm/Agency for following services on outsourcing basis for NIT Agartala Campus and its Transit House at Kunjaban, Agartala:

Sl. No.	Name of the Services	Estimated cost Rs	EMD Rs.	Bid submission start date (Online)	Pre-bid Conference (Offline)	Bid submission end date (Online)	Time and date of opening of Technical Bid (Online)
1	Campus Gardening, Cleaning, Jungle Clearance and Horticulture services	103.00 Lakhs	2.06 Lakhs	24/06/2023 from 5.00 pm	04/07/2023 at 11.00 am	24/07/2023 upto 2.30 pm	25/07/2023 at 3.00 pm

The bids (technical and financial) should be submitted online, with cost of EMD(refundable) mentioned in tender document, through CPP portal i.e. www.epuocure.gov.in before the last date & time of submission specified in tender document. All details including tender document etc. will be available in our website: www.nita.ac.in and Central Public Procurement Portal www.eprocure.gov.in.

REGISTRAR

(Handwritten signatures and initials)

336

No. F.NITA.24(8-Dean P&D)/Mis/2010/Loose/302

Date: 24/06/2023

NOTICE INVITING TENDER

Online quotation in a two bid system, i.e. (i) **Technical Bid** and (ii) **Financial/ Price Bid**, are hereby invited through Central Public Procurement Portal (CPPP) www.eprocure.gov.in for "Campus Gardening, Cleaning, Jungle Clearance and Horticulture services including materials thereof as detailed below for the establishment of NITA (both Campus and Transit House at Kunjaban, Agartala) initially for a period of 1(one) year contract which may be extended for another two years on yearly basis with same terms & conditions subject to the satisfactory performance of the service provider which will be decided by the competent authority of NITA from suitable Agency / Bidder / Service Provider / Firm with experience for similar services for at least 3 years in Government Departments / Public Sector Undertakings/ Government Organisations / Reputed Educational Institutions funded by Central or State Governments / Government Organisations:

Sl. No.	Name of the Services	Estimated cost Rs	EMD Rs.	Bid submission start date (Online)	Pre-bid Conference (Offline)	Bid submission end date (Online)	Time and date of opening of Technical Bid (Online)
1	Campus Gardening, Cleaning, Jungle Clearance and Horticulture services	103.00 Lakhs	2.06 Lakhs	24/06/2023 from 5.00 pm	04/07/2023 at 11.00 am	24/07/2023 Upto 3.00 pm	25/07/2023 at 3.00 pm

The bids (technical and financial) should be submitted online, along with cost of EMD(refundable) and other papers/documents mentioned in tender document, through CPP portal www.eprocure.gov.in on or before the last date & time of submission specified in tender document. All details including tender document etc. will be available in our website: www.nita.ac.in and Central Public Procurement Portal www.eprocure.gov.in.

Essential requirements

1. Scanned copies of **duly signed** tender documents and **all pages** of copies of the following documents, as per details given in ANNEXURES are to be submitted in technical segment / cover under CPP Portal.
 - i. Cost of EMD
 - ii. Year- wise Audited turns over in rupees, during the last 3 years (**which should not be less than Rs. 60.00 lakhs per year (Rupees sixty lakhs).**)
 - iii. Agency Profile
 - iv. Agency's/ Company's Registration Certificate (CRC) & Experience in similar nature of work Certificate showing minimum 3 years experience in Government Departments / Public Sector Undertakings/ Government Organisations / Reputed Educational Institutions Funded by Govt./ Govt. Organisations
 - v. Photo copy of Agency's up-to-date Audited Balance Sheet for the last three years.
 - vi. Employment Provident Fund & VAT Registration Certificate with Photocopies & Code Nos.
 - vii. Financial Solvency Certificate (FSC) obtained from Nationalized Bank
 - viii. Photo copy of ~~Service Tax~~ Registration Certificate
 - ix. PAN card number issued by Income Tax Department and its Photocopy.
 - x. Performance Certificates from all the Organizations where Services were provided during the last 3 years.
 - xi. Valid license regarding engagement of workers from Labour Department of Government of India/ State Government, etc., as applicable
 - xii. Self declaration certificate in respect of non-black listing by any government organization.

The Successful Contractor/ Service provider will be required to deposit 5% of awarded cost of contract (Refundable), as performance Guarantee Deposit (PGD) in the form of RTGS / NEFT (online mode) or a

Seal and signature of the bidder

Registrar, NIT Agartala

335

Demand Draft/ Bankers' Cheque / Bank Guarantee from any Nationalized Bank in favour of Registrar, N.I.T. Agartala payable at Agartala, within 15 (Fifteen) days from the date of issue of work order from NIT Agartala. EMD amount shall be refunded if PGD is submitted in full, the PGD will be refunded or released after expiry of Contract Agreement, subject to satisfactory completion of the contract. Interest is not payable on the PGD.

1. SCOPE OF WORK:

The purpose of CAMPUS GARDENING, CLEANING, JUNGLE CLEARANCE & HORTICULTURE SERVICE AT NIT AGARTALA ON OUTSOURCING BASIS is that the whole campus including Transit house at Agartala must look Clean, Hygienic, Rich with lush green lawns, gardens and beautiful flowers so as to provide an excellent ambience of work environment and at the same time makes the premises environmental friendly and to make a good impression on the visitors and public who visit here for various purposes. Also roof top of the building should be cleaned regularly. The contractor has to undertake all such jobs/activities required maintaining the premises in a presentable condition and in above mentioned spirit at all the time whether such activities are elaborated hereunder or not.

Sl. No.	Description
01	Supply of workers including supervisors for maintenance of all the trees, plant, shrubs, hedges, lawns, and flower bed preparation by uprooting the old plant for sowing planting of new seedlings (seasonal and perennial both) and different types of cutting including earth work, spreading and mixing of cow dung manure and fertilizers and leveling and bund making etc. To prepare and maintain flowers and plant pots with flowers and plant both indoor and outdoor at designated places to be decided in consultation with the designated officer. This job also includes regular watering of grass, lawns, trees, shrubs, plant etc. Transportation and placing of decorative plant to various seminars/functions if the Institute and back spraying of insecticides, pesticides, weedicides, on the plant as and when required, removing and disposal of the waste to the proper place. Intercultural operation and maintenance of the plants both in flower bed pots including preparation of soil mixture (cow dung manure, soil, fertilizer) weeding, liming, manuring, filling of pots with soil mixture, cutting of hedges, grass cutting in lawn and lifting the grass to the compost pit. Any other job which is required to make the campus horticulture point of view beautiful with lush green environment. The gardener (Mali) should demonstrate own initiative for horticulture up-gradation of NIT Agartala premises. Seasonal plant(s) for the same should be prepared and submitted to the designated officer. Cleaning/cutting of jungle and cleaning of roof top of buildings shall be carried out as per direction of Officer-in-charge of NIT Agartala.
02	Clearing jungle including uprooting of rank vegetation, grass, brush wood, trees and saplings of girth up to 30 cm measured at a height of 1 meter above ground level and removal of rubbish up to a distance of 50 meter outside the periphery of the area cleared as per direction of concerned NITA Official by engaging extra manpower and required equipment other than those mentioned in sl. no. (1) above
03	Cleaning grass and removal of rubbish up to a distance of 50 m outside the periphery of the area cleared as per direction of concerned NITA Official, other than those mentioned in Sl. No. (1) above

2. If the rates of the bidder found to be abnormally low or beyond common business practice or result of unethical practices adopted at the time of tendering process, such tender should be rejected.
3. Each bidder shall submit only one tender for the work. A bidder who submits more than one tender will cause disqualification of all the tenders submitted by the bidder.
4. The bidder, at his/her own responsibility and cost is advised to visit and examine the Site and scope of service of Work and its surroundings and obtain all information that may be necessary for preparing the tender for entering into a contract.
5. The tender submitted for the work shall remain valid for acceptance for a period of **180(one hundred and eighty)** days from the last date of submission of the tender.
6. If any bidder withdraws his tender within the validity period then the Institute shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money absolutely.

Seal and signature of the bidder

Registrar, NIT Agartala

7. In case the bidder fails to commence the work specified in the tendering documents such time period as mentioned in letter of award after the date of issue of written orders to commence the work, or from the date of handing over of the site, whichever is later, the Institute shall, without prejudice to any other right or remedy, be at liberty to forfeit whole of the earnest money absolutely.
8. The bidder should quote price(s) in BOQ given in CPP Portal and scanned copy of the same on company letter head should be submitted in Price / Financial segment / cover of CPP portal.
9. The minimum wages of the workers mentioned in the tender document shall not be below the rate as per latest orders issued by the Office of the Chief Labour Commissioner(C), Ministry of Labour & Employment, Government of India at the time and date of submission of bid/quotation.
10. If any bidder quoted the rate below the Central Government minimum wages rate mentioned above, such bid will not be taken into consideration for further evaluation.
11. Bidders/Service Provider shall furnish self declaration certificate that they have not been blacklisted in any department in India. Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the tenders so received will be rejected. Any bidder/Company/Contractor/Firm who has worked in the campus of NIT Agartala and if the performance of such bidder/company/contractor/Firm was not found good by NIT, any time, such bidder/company/contractor/Firm will be treated as disqualified for consideration.
12. Tax will be deducted as per norms as per notification of Government time to time.
13. Settlement of Disputes & Arbitration shall be within the jurisdiction of Tripura High court only.

Tender along with all other documents are to be put in 2 (two) separate segment/cover namely 'Technical' and 'Price/Financial' in CPP Portal.

- a) **First Segment / Cover** i.e. 'Technical': Application Form and all other documents as mentioned in ANNEXURES of PART – I of the tender document, duly filled in, should be put in this segment/cover under CPP Portal.
- b) **Second Segment / Cover 'Price/Financial'** : Duly quote the prices in 'Financial/Price Bid', and put it in **Second Segment / Cover under CPP Portal.**
- c) **All the documents as per Part – I and II of the said tender document are to be put in CPP Portal on or before the last date & time of submission specified in tender document.**

Pre-Bid meeting should be online as per email ID given in the CPP Portal. Prospective bidders should send their query/queries to the email on or before 2(two) days of the Pre-bid meeting scheduled in the tender document

The bidders/service provider or their authorized representative may watch process of opening of bid(s), both technical and financial, through CPP Portal as per schedule date and time given in the e-tender.

If a bidder is declared qualified, **after technical evaluation**, then only the corresponding 'Financial Bid' of the qualified bidder will be opened. Otherwise, the concerned tender will be summarily rejected.

The magnitude of work may vary as per requirement of the institute and will be intimated in due course of time, as and when required..

The Competent Authority of the Institute reserves the right to cancel the tendering process any time and to accept or reject any or all the tenders, without assigning any reason.

REGISTRAR

National Institute of Technology, Agartala

333 ✓

Section – V

General information's, scope of work and terms and conditions

Seal and signature of the bidder

Registrar, NIT Agartala

332

General information's, scope of work and terms and conditions

1.0 PREAMBLE

1. National Institute of Technology, Agartala, herein after referred to as 'NITA' or 'Institute' only, would outsource the said services for the Institute campus/ Transit house at Agartala.
2. The nature of Services" includes the details as per the 'Scope and General Terms & Conditions' of the Job defined in PART – I of this document.
3. The Contractor/ Agency, herein after referred to as 'Contractor' or 'Agency' only, will arrange/ provide manpower on minimum wage rates and statutory charges as per orders issued by the Office of the Chief Labour Commissioner(C), Ministry of Labour & Employment, Government of India and that would be quoted by the Agency in the Financial Bid (given in PART – II of this document).

2.0 GENERAL INFORMATION

2.1 Category of Personnel etc & Eligibility Criteria.

(1) Age Limit of Personnel:

Age not below 18 years and not above 58 years.

Supervisor

Minimum 10+2 Pass. Age not below 25 years and not above 58years.

2.2 Estimated Manpower Requirement (Tentative)

(*) Manpower may not be required now(provision for future requirement)

Particulars	Required per day	Duty hours
UN-SKILLED		
Campus Gardening, Cleaning, Jungle Clearance and Horticulture services	50	8 am to 4 pm
TOTAL (Un-skilled)	50	
SEMI-SKILLED		
Supervisor	02	8 hours a day
TOTAL (Semi-skilled)	02	

Note:-Number of workers mentioned above may increase or decrease according to the requirement of the organization.

331

3.0 SCOPE OF WORK:

The scope of work will be as given below:

A. Detailed Description of Work.

The purpose of CAMPUS GARDENING, CLEANING, JUNGLE CLEARANCE & HORTICULTURE SERVICE AT NIT AGARTALA ON OUTSOURCING BASIS is that the whole campus including Transit house at Agartala must look Clean, Hygienic, Rich with lush green lawns, gardens and beautiful flowers so as to provide an excellent ambience of work environment and at the same time makes the premises environmental friendly and to make a good impression on the visitors and public who visit here for various purposes. Also roof top of the building should be cleaned regularly. The contractor has to undertake all such jobs/activities required maintaining the premises in a presentable condition and in above mentioned spirit at all the time whether such activities are elaborated hereunder or not.

Sl. No.	Description	Required per month (Approximate)
01	Supply of workers including supervisors for maintenance of all the trees, plant, shrubs, hedges, lawns, and floor bed preparation by uprooting the old plant for sowing planting of new seedlings (seasonal and perennial both) and different types of cutting including earth work, spreading and mixing of cow dung manure and fertilizers and leveling and bund making etc. To prepare and maintain flowers and plant pots with flowers and plant both indoor and outdoor at designated places to be decided in consultation with the designated officer. This job also includes regular watering of grass, lawns, trees, shrubs, plant etc. Transportation and placing of decorative plant to various seminars/functions if the Institute and back spraying of insecticides, pesticides, weedicides, on the plant as and when required, removing and disposal of the waste to the proper place. Intercultural operation and maintenance of the plants both in flower bed pots including preparation of soil mixture (cow dung manure, soil, fertilizer) weeding, liming, manuring, filling of pots with soil mixture, cutting of hedges, grass cutting in lawn and lifting the grass to the compost pit. Any other job which is required to make the campus horticulture point of view beautiful with lush green environment. The gardener (Mali) should demonstrate own initiative for horticulture up-gradation of NIT Agartala premises. Seasonal plant(s) for the same should be prepared and submitted to the designated officer. Cleaning/cutting of jungle and cleaning of roof top of buildings shall be carried out as per direction of Officer-in-charge of NIT Agartala.	Supervisor-02 Gardener/Unskilled Labour-50
02	Clearing jungle including uprooting of rank vegetation, grass, brush wood, trees and saplings of girth up to 30 cm measured at a height of 1 meter above ground level and removal of rubbish up to a distance of 50 meter outside the periphery of the area cleared as per direction of concerned NITA Official by engaging extra manpower and required equipment other than those mentioned in sl. no. (1) above	25000.00 Sq. m (approx) in a year
03	Cleaning grass and removal of rubbish up to a distance of 50 m outside the periphery of the area cleared as per direction of concerned NITA Official, other than those mentioned in Sl. No. (1) above	30000.00 Sq. m (approx) in a year

Kindly Note:

[Handwritten signatures and initials in blue ink]

390

1. For carrying out these functions, the contractor shall deploy the works at Campus as per above Table and on other occasions as and when required.
2. The contractor must also ensure the works of gardening and cleaning should not suffer on weekly off days of any workers. Duty roster must be prepared accordingly in consultation with designated officer of NIT Agartala.
3. In the event of finding the NIT Agartala Campus premise not in the above mentioned spirit, penalty upto 20% of the total amount of monthly bill will be imposed for concerned month.
4. If the services are found satisfactory, the contract may be renewed further on yearly basis as agreed upon by both the parties within the rules and regulation applicable at the time.

B. FURTHER DESCRIPTION OF WORK

The contractor shall, well and truly execute /perform the required services contracted to be performed to the satisfaction of the Institute authority and / or his representative.

The job is to carry the work stated above up to the satisfaction of the institute authority in entire NIT campus of 365 acres covering all buildings and Sheds (existing and new buildings to come up) and Transit House (one building and a small campus) at Agartala Town as per further details given below.

The bidder should visit NIT Campus to assess the total volume of Work.

4.0 TOOLS / EQUIPMENTS and MATERIALS TO BE PROVIDED BY THE CONTRACTOR/ AGENCY

4.1 As a Part of Package without extra Cost

4.1.2 For Campus Gardening, Cleaning, Jungle Clearance and Horticulture services:

Sufficient gardening tools and equipments including 04(four) motorized grass cutting machines and 01(one) lawn mower is required. Bidder shall be arranged all the tools/equipments without any extra cost to be paid by NIT Agartala (Except Pesticide, Fertilizer, Manure, Chemicals etc.).

The contractor has to make its own assessment of requirements for complete services under this tender. Any item (s) required, but not mentioned above shall also be provided by the Contractor/ Agency. NIT will not provide any item.

5.0 OTHER TERMS & CONDITIONS

5.1 CONDUCT

Good behavior: The agency will ensure good behavior of all deployed personnel with the students, staff / employees of NITS/ family members of NIT employees and visitors to the Institute.

Conduct: In case any staff for services deployed by the agency commits any act of omission or commission constituting misconduct or indiscipline, the Agency will be liable and responsible to take disciplinary action against the personnel/ staff, including suspension, dismissal from service etc. or removal of concerned staff and handing over to Police, if required.

329

5.2 PENALTY

The Director of the Institute will have the right to impose any penalty for lapses of services and for recovery of any amount from contractor's bill.

5.3 SELECTION, RECRUITMENT AND CONTROL OF PERSONNEL

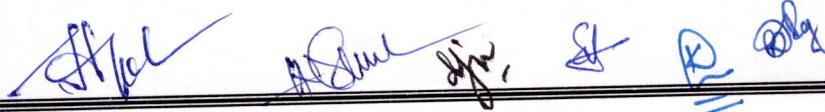
- The Contractor will be the "Employer" within the meaning of different labour legislations in respect of the personnel employed and deployed. All the personnel deployed shall be under the direct control and supervision of the contractor.
- The personnel deployed by the Contractor will be bound to observe all instructions issued by Institute's authority.
- The contractor shall provide a complete list of the personnel engaged with full postal addresses, qualifications, passport size photographs in its final form to concerned Officers of NIT, Agartala.

5.4 PERIOD OF CONTRACT, TERMINATION/ EXTENSION

- The duration of the contract shall be initially for a period of 1(one) year which may be extended for another period of two years on yearly basis with same terms & conditions subject to the satisfactory performance of the service provider which will be decided by the competent authority of NITA.
- The Director of the Institute has the absolute right to terminate the contract at any time before the due date of expiry if service provided unsatisfactory/poor quality/serious complaint of irregularities by giving 2 (two) month's notice in advance, to the Contractor, in writing, or, by making equivalent payment thereof. The Director of the Institute shall also have the right to extend the contract in writing on the same terms and conditions or with some addition/ deletion/ modification for a further period of 1 (one) year, or, for a shorter period until a new Agency takes over (in the event of Institute resorting to the process of appointing a fresh Contractor/Agency).
- In the event of the Contractor desiring an earlier termination of the contract, two (2) months advance notice shall be given to the Registrar of Institute in writing.
- In case of termination of this contract/ agreement on its expiry or otherwise, the staff, or personnel engaged and deployed/ deputed by the Contractor, will not be entitled to and will not claim any absorption in the regular or otherwise services of the Institute. The personnel of the Contractor will not claim and will not be entitled to pay, perks or any other facilities as admissible to the regular/ confirmed employees of the Institute during the subsistence of the contract/ agreement and even after the expiry of the Contract/Agreement.

5.5 PAYMENT, LEAVE, STATUTORY OBLIGATIONS

- **Bio-Metric system shall be adopted in respect of attendance of the workers engaged for Campus Gardening, Cleaning, Jungle Clearance and Horticulture services in NITA.**
- The amount payable to the Contractor per month should be quoted separately in Financial Bid.
- The Contractor will be paid by NIT, Agartala on monthly basis for his services against submission of bills within 2 weeks from the date of submission of bill. Due to some unavoidable reasons, if payment is delayed by NITA, the Agency/Contractor will make the payment to its manpower without waiting for payment by NITA to the Agency/Contractor.



- The Contractor will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. The Contractor will follow all statutory requirements as per labour laws prevailing during the contract period and will be wholly responsible for breaking any such law.
- The Contractor will be responsible and liable for the implementation of all statutory provisions in respect of Minimum Wages, Provident Fund, medical insurance (if applicable) etc. as and when they become applicable under the Labour Laws in connection with personnel to be deployed by Agency. The Contractor shall maintain all the statutory registers under the law. **As per Minimum Wage Notification of Government of India, each personnel should get minimum wage.** If required, the wages to each personnel may be paid in presence of authorized Officer(s) of NIT, Agartala.
- **NITA will not pay any extra amount, other than what will be mentioned on agreement/contract order.**

5.6 OTHER CONDITIONS

- Institute shall not be responsible financially or otherwise for any injury to the personnel in the course of their performing the duties, or for payment of any compensation.
- In case of breach of any of the terms of Agreement, the security deposit of the Contractor will be liable to be forfeited by the Institute. In addition, the Contract/Agreement will also be liable to be terminated. Any sum of money due or payable to the institute including the security deposit refundable to him under the contract can be appropriated by the Institute against any amount which the contractor may owe to the National Institute of Technology Agartala.
- Income Tax will be deducted at source (TDS) as per prevailing Income Tax laws and certificate to this effect shall be provided to the Contractor by the Institute. Any other statutory taxes applicable in Tripura may be deducted from the Bills, if the same is not paid by the agency.
- In case of any difference of opinion or dispute arising between the two parties, the decision of Director, NIT, Agartala shall be final and binding upon both the parties.
- The Contractor will be required to sign a written Agreement before the initiation of the contract. The Agreement shall be one for services and not of services.
- The Institute will not be liable to provide any accommodation or food to the staff who will be engaged in the Campus Gardening, Cleaning, Jungle Clearance and Horticulture services. Contractor has to make his own arrangement for boarding and lodging of his personnel
- The Contractor will have to bear the expenses incurred on stationery, registers etc. for writing duty charts etc.
- The Contractor shall not be permitted to transfer or sublet or assign his rights and obligations under the contract to any other organization or otherwise.
- The bidder must have valid labor license from the appropriate authority before entering into agreement
- In case of need, the Campus Gardening, Cleaning, Jungle Clearance and Horticulture services manpower deployed by Agency may also be used by NITA, for shifting of documents, furniture, office equipment, small portable machineries from one location inside NIT campus/ Transit House to another location in the same Campus or to any other location outside the Campus, as and when required, without any extra cost to be paid by NITA to the Agency.
- The agency will set up one Office inside NIT Campus which will be Coordinating Office for Campus Gardening, Cleaning, Jungle Clearance and Horticulture services. NIT will provide a room/ shed without any rent and electricity charge, but all furniture and office equipment shall be arranged by the Contractor/ Agency at its own cost.
- Every page of the Tender document should be signed by the bidder.

327

6.0 PANEL OF CONTRACTORS /AGENCIES

A panel will be made based on the rate on the bidder(s) which will remain valid for the period of 01(one) year.

If a bidder forgoes or surrender the work within this period the next bidder may be offered the work at the rate of L1 bidder.

However the decision of the Authority, NIT Agartala will be the final.

[Handwritten signature]
27/4/23

[Handwritten signatures]

[Handwritten mark]

326

SECTION - VI

ELIGIBILITY CRITERIA



30/5

ELIGIBILITY CRITERIA

The bidder should give all the details that are inserted in the Tender Document, details of their technical soundness in carrying out similar work (in Government Departments/ Government Undertakings/ public sectors/ reputed private sectors/ reputed Educational Institutes along with the certified copy of "Work/ Service Qualification Certificate" issued by the employer. The profile containing the staff structure along with list of staff on regular pay role for last six months should be furnished along with the copy of all related documents.

All information called for in the bid document should be furnished in the relevant formats in the Tender document. If bidder wants to furnish more details, may be uploaded along with the Technical bid.

MINIMUM TECHNICAL CRITERIA REQUIREMENT FOR QUALIFYING IN THE TECHNICAL BID

The prospective bidder should possess all the following minimum technical criteria for qualifying in the technical bid:

1. The bidder should have experience in having successfully run the Campus Gardening, Cleaning, Jungle Clearance and Horticulture services in Organization/Institute under Central/State Governments during the **last three financial years ending 31 March 2023**.
2. During the last three financial years the bidder should have undertaken
 - a) Two similar completed/ongoing works (preferably one of them in a renowned Govt. Educational Institution) in the past 3 financial years (including 2022-23) each costing not less than Rs. 30.00 Lakhs per annum.

OR

- b) One similar completed/ongoing work (preferably in a renowned Govt. Educational Institution) in the past 3 financial years (including 2022-23) with costing not less than Rs. 60.00 lakhs.

3. **Average Annual Turnover:** The bidders average annual turnover (gross) in Campus Gardening, Cleaning, Jungle Clearance and Horticulture services during the last three financial years i.e. **2020-21, 2021-22 and 2022-23**, duly audited by Chartered Accountant, should not be less than **Rs. 60 lakhs (Rupees sixty lakhs only)**. Year in which no turnover is shown would also be considered for working out the average. Copy of the Audited financial statements should be attached.

4. **Performance Certification:** The bidders' performance for Campus Gardening, Cleaning, Jungle Clearance and Horticulture services completed in the last three years and work in hand should be certified by the responsible official from the concerned organization. The certificate should be enclosed with Technical bid.

5. The Bidder should have a valid Trade License issued by any government or local bodies.

6. The bidder must possess valid labour license from Central/state government and should follow the labour law.

7. The bidder must possess GST registration. Copy of GST registration should be submitted.

8. The bidder must possess PAN registration with Income Tax department. Copy of PAN registration should be submitted.

9. The bidder must be registered under Employees Provident Fund (EPF) Act. Copy of EPF registration should be submitted.
10. The bidder must be registered under Employees State Insurance (ESI) Act. Copy of ESI registration should be submitted.
11. Financial soundness: A solvency certificate for the amount not less than **Rs. 25 lakhs (Rupees twenty five lakhs)** from a Scheduled bank should be furnished by the agency. The scanned copy of Solvency certificate should be submitted along with Technical bid and original will be forwarded to Institute within the due date and time for submission of bid.
12. The bidder should not have abandoned or suspended any awarded service of any organization out of term. Affidavit to this effect should be submitted by the bidder as per the format provided in the bid document.
13. The bidder should not have been blacklisted / debarred from competing by any organization. Affidavit to this effect should be submitted by the bidder as per the format provided in the bid document.
14. Bidder should provide Staff Structure for engagement, if he/she gets the work order. The NITA shall evaluate the Technical bid strictly on the basis of eligibility criteria stipulated in the Tender document/notice inviting tender. The decision of the NITA in this regard is final and binding to all concerned. No correspondences from the bidder in respect of decision of the NITA on evaluation of the technical bid shall be entertained.
The bidder(s) may inspect the NITA premises on the date(s) slated for them and get all related information from the Dean (P&D) or any other responsible authorized person before quoting rate(s) as per tender document. If the date(s) mentioned above falls on any incidental holiday/strike, then the next working day will be the date fixed in place of the date falling on incidental holiday/strike. Any further details required may be obtained from the Office of the Dean(P&D) of NIT-Agartala during the office hours.

CRITERIA FOR PRICE BID:

Price bid as per BOQ to be uploaded in the CPP portal (<https://www.eprocure.gov.in>) as per requirement mentioned therein. **Lowest bidder (L1) will be considered for awarding contract subject to fulfillment of other terms & condition laid down in Tender Document.**

Bidder should quote price in BOQ format given in CPP Portal. The financial quote should be as per latest orders issued by the Office of the Chief Labour Commissioner(C), Ministry of Labour & Employment, Government of India and also fulfillment of all other requirements and obligations under Contract labour (Regulation and Abolition) Act 1970; Contract Labour (Regulation and Abolition) Rules 1971; Minimum Wages Act – 1948; Payments of Wages Act 1936; Payment of Bonus Act 1965; Payment of Gratuity Act 1972; Employees’ Provident Funds and Miscellaneous Provisions Act – 1952 and Amendment Act 1988; Employees State Insurance Act.

Minimum service charges for running the “Campus Gardening, Jungle Cutting and Horticulture etc. services” shall be 3.85% as per the Office Memorandum vide No. F.6/1/2023-PPD dated 6th January, 2023 Govt. of India, Ministry of Finance, Dept. of Expenditure.

The bidder who quotes service charges less than 3.85% shall be treated as disqualified.

A scan copy of price bid in the letter head of the bidder may also be uploaded along with other documents of quotation.

Price bids of only the technically acceptable/qualified offers should be opened on the date and procedure adopted in CPP Portal(www.eprocure.gov.in).

SECTION - VII

OTHER TERMS AND CONDITIONS OF TENDER

[Handwritten signatures and initials in blue ink]

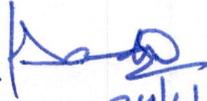
OTHER TERMS AND CONDITIONS OF TENDER

1. Subject to the NITA's right to accept any tender/reject any or all the tenders, the NITA will award the contract to the bidder whose bid has been determined to be substantially responsive to the tender document and who has offered evaluated acceptable Tender Price, provided further that the bidder has the capability and resources to carry out similar type of contracts effectively. Bids of those bidders, who in the opinion of the NITA do not satisfy the above requirements, will not be considered.
2. All Statutory tax deductions at source (TDS)/GST connected with the contract shall be made from the contractor's bill at the rates in force from time to time. Any tax omitted for deduction shall be deducted from the subsequent bills/security deposits.
3. The price quoted by the bidder should be **INCLUSIVE of all taxes including GST and all other statutory obligations.**
4. The successful bidder shall execute an agreement on a non-judicial stamp paper/document of Rs.200/- (Rupees two hundred only) to be supplied by the bidder within 15 days from the date of intimation of acceptance of the Contract Order. Failure on the part of the bidder to execute the agreement within 15 days with NITA will entail cancellation of the Contract Order and forfeiting the Bid Security amount in full without entertaining any correspondence or any reasons whatsoever.
5. The bidder is advised to visit the location/site/NITA and acquaint himself with the operational system. The cost of visiting the site shall be borne by the bidder. In case bidder is not interested to visit the location/site of NITA prior to submission of quotation, it shall be deemed that the bidder is aware of the operational conditions prior to submission of his bid.
6. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document. If found, bid document is liable to be rejected.
7. In case the bidder has any doubt about the meaning of anything contained in the tender document, may be clarified during the Pre-bid meeting.
8. Bids and all accompanying documents shall be in English. In case any accompanying documents are in other languages, it should be accompanied by an English version. The English version shall prevail in matters of interpretation.
9. The bidder shall quote his rates in Indian rupees.
10. Conditional bids/offers shall be summarily rejected.
11. A bidder signing the whole bid document must specify whether he/she is signing as
 - a. A sole proprietor of the firm or constituted attorney of such proprietor;
 - b. A partner/ managing partner of a partnership firm. In this case, he/she must have a clear legal authority to sign for the firm.
 - c. Managing Director /Constituted attorney/Authorized signatory, if for a Company.
12. If an individual makes the tender, it shall be signed with his full name and his complete address shall be given. If it is made by partnership firm, it shall be signed by all the partners or the authorized signatory who shall sign his own name and give the name and address of each partner of the firm and attach a copy of 'Power of Attorney' with the tender authorizing him to sign on behalf of the other partners. A certified copy of the 'Registered Partnership Deed' shall also be submitted along with the tender. In case the tender is made by or on behalf of a company incorporated under the Companies Act 1956, it shall be signed by the Managing Director or by one of the Directors duly authorized on his behalf and shall include a copy of the 'Power of Attorney' with the tender. A certified copy of the registered Deed shall also be submitted along with the tender.
13. The NITA will declare a firm/bidder ineligible either indefinitely or for a specified period of time at the sole discretion of the NITA for the award of contract/participating in the tenders if at any time the NITA determines that he has furnished false information/engaged in corrupt or fraudulent practices.

14. **Forfeiture of EMD/Bid security and Security Deposit:** The EMD/Bid security and Security Deposit shall be forfeited in case of any breach of terms and conditions of the contract.
15. Prior to the expiry of the period of validity of the tender, the NITA will notify the successful bidder in writing that his/her tender has been accepted. On receipt of this letter, the successful bidder will have to enter into the agreement. The cost of the non-judicial stamp paper/document paper shall be borne by the contractor. If the bidder fails to execute the agreement within the specified time, the bid security shall be forfeited to the NITA in full and the tender will be rejected. If as a result of such measures due to the default of the bidder, any loss to the NITA results, the same will be recovered from the bidder by suitable course of action including legal proceedings.
16. **Mode of measurement of work/service:** The service carried out shall be measured as per the unit mentioned in the Price bid.
17. A) The bidder who quotes lowest rate/bid for Housekeeping and other related services will be the successful bidder along with other conditions subject to its acceptance by the NITA.
B) If situation arises that more than one bidder quote the same rate or agreed to work on the same rate, in that circumstance, the following preference will be taken into consideration in selection of L₁ bidder:
- i) Maximum experience Campus Gardening, Cleaning, Jungle Clearance and Horticulture services in IITs, NITs and other Government organization.
 - ii) Maximum number of Campus Gardening, Cleaning, Jungle Clearance and Horticulture services runs by the bidder.
 - iii) Maximum turnover in last three years.
18. If any of the particulars provided in the Bid are subsequently found to be untrue or false, the Bidder/contractor shall be liable to be adequately penalized in the manner, the Institute may deem appropriate including termination of the contract itself and/or at the discretion of the Institute, full/partial forfeiture of the contractor's EMD/security deposit.
19. Any effort by a bidder to influence the Institute in the bid evaluation or in any other manner is likely to cause summarily rejection of the bid.
20. The bidder has to submit a self declaration certificate stating that he or she or his/her organization has not been blacklisted by any State or Central Govt. Organization/Authority during the last three years.
21. Competent Authority of National Institute of Technology, Agartala reserves the right to cancel the entire e-tendering process at any stage of the procurement process.
22. National Institute of Technology, Agartala is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and subsequent amendments to the order. Accordingly preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.
23. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". In case any bidder is seeking exemption from Turnover /Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded with technical bid.
24. If the bidder is a Start-up, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". In case any bidder is seeking exemption from

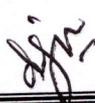
● Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded with technical bid.

25. Contractor/Service Provider shall have to ensure that all the staffs engaged by them in NITA are following all instructions issued by Central/ State Governments from time to time in respect of Covid-19 pandemic.


24/6/23











Section – VIII

Annexure

[Handwritten signatures and initials in blue ink]

ANNEXURE NO	DESCRIPTION	Submitted (YES/NO) to be filled by Agency
Annexure- I	Payment of EMD through Online or Offline i.e. RTGS /NEFT/ DD/ BC/BG is made	
Annexure- II	Downloaded Tender Document signed on all pages by the Official of the Bidder.	
Annexure- III	Year- wise turn over in rupees, during the last 3 years (which should not be less than Rs. 60.00 lakhs per year (Rupees sixty lakhs)	
Annexure- IV	Details of Agency's profile	
Annexure- V	Agency's/ Company's Registration Certificate (CRC) & Experience in similar nature of work Certificate showing minimum 3 years experience in Government Departments / Public Sector Undertakings/ Government Organisations / Reputed Educational Institutions Funded by Govt./ Govt. Organisations	
Annexure- VI	Photo copy of Agency's up-to-date Audited Balance Sheet for the last three years.	
Annexure- VII	Employees Provident Fund Certificate with Photocopies & Code Nos.	
Annexure- VIII	Financial Solvency Certificate (FSC) obtained from Nationalized Bank not below Rs. 25.00 lakhs per year (Rupees twenty five lakhs)	
Annexure-IX	Photo copy of GST Registration Certificate	
Annexure- X	PAN card number issued by Income Tax Department and its Photocopy.	
Annexure- XI	Performance Certificates from all the Organizations where Services were Provided during the last 3 years.	
Annexure-XII	Valid license regarding engagement of workers from Labour Department of Government of India/ State Government, etc., as applicable	
Annexure-XIII	Availability of Critical Equipment	
Annexure-XIV	Information on litigation history in which Bidder is the Petitioner.	
<p>Note:-All the above Annexures to be submitted in sequence in separate sheet and non-submission of any one annexure may lead to disqualification or rejection.</p>		

317

DETAILS OF ANNEXURES

Annexure- I

DD/ BC for Cost of Tender and Earnest Money Deposit (EMD) to be attached

Annexure- II

Downloaded Tender Document signed on all pages by the Official of the Bidder.

After downloading the Tender Document, all pages should be signed and submitted as Annexure-II

Annexure- III

Year- wise turn over in rupees, during the last 3 years (which should not be less than Rs. 60.00 lakhs per year (Rupees one hundred lakhs)

Provide the information in the following Table

Financial Turnover of the Tendering agency for the last 3 Years:

Year	Amount (in lakhs)	Mention the name of the authentic document submitted as Proof
2020-21		
2021-22		
2022-23		

[Handwritten signatures and initials in blue ink]

Annexure-IV

Profile of the Tendering Agency

The Agency/ Company is required to furnish the following information along with the 'Technical Bid' of the tender (ON LETTER PAD)

1. Name of the Tendering Agency:
2. Postal Address:
3. Name of the Contact person (s) with address:
Name, Designation and address of the person (s) authorized to sign on behalf of and responsible to the bidding Tendering Agency (herein after referred as bidder) :
4. Whether the firm is private or public limited :
5. Names of Partners, their present nationalities with their liabilities :
6. Telephone No :
7. **Email ID of the Tendering Agency :**
8. Place of Headquarters of the Tendering Agency :
9. Local Tripura Branch Office Address, if any :
10. Date of Establishment :
11. Date of registration of the Tendering Agency with Government and Registration No.
12. Total No. of staff employed by the Tendering Agency :

Total Number of Employees	No. of Officers		Non Officers	
	Ex- Servicemen	Civilians	Ex-Servicemen	Civilians

13. Names and qualifications (including professional qualifications) and experience of Senior Executives, advisors and Consultants of the Tendering Agency.

Sl. No.	Name	Position	Qualification	Experience

14. Addresses with Telephone Numbers of the Regional Offices of the Tendering Agency in India.

15. Give the details of major Contracts handled by the Tendering Agency in the past 3 years in the following format :

Sl.No.	Customer details with address	Amount of Contract	Telephone no. fax, Email etc.	Duration of Contract

Signatures of the Contractor/ Agency

(Handwritten signatures in blue ink)

315

Annexure- V

Agency's/ Company's (a) Registration Certificate (CRC) & (b) Experience in similar nature of work Certificate showing minimum 3 years experience in Government Departments / Public Sector Undertakings/ Govt Organisations / Reputed Educational Institutions Funded by Govt./ Govt. Organisations

a) **Registration Certificate:** (Photocopy of Certificates to placed)

b) **Experience in similar nature of work Certificate showing minimum 3 years experience in Government Departments / Public Sector Undertakings/ Govt Organisations / Reputed Educational Institutions Funded by Govt./ Govt. Organisations**

Year	Name of work with brief particular thereof	Date of commencement	Date of completion as per work order	Actual date of completion	Contract amount (Rs.)	Name of client, contact with his complete address phone number

Note: Copies of work order & completion certificates from clients shall be attached. Please mention whether certificates attached or not: YES/ NO

Signature of bidder with date

(Handwritten signatures and initials)

Annexure-VI

Photo copy of Agency's up-to-date Audited Balance Sheet for the last three years to be submitted

Annexure- VII

i) Employees Provident Fund Certificate with Photocopies & Code Nos.

i) DETAILS OF EPF REGISTRATION

1. Name of the agency :
2. EPF Registration No. :
3. Valid for :
4. Name & Address of the issuing authority

(Copy of EPF Registration documents to be attached.)

Date:

Signature of the agency

[Handwritten signatures and initials in blue ink]

Annexure- VIII

Form OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK
(On Bank's Letter Pad)

This is to certify that to the best of our knowledge and information that M/S -----
----- (Name & Address)-----

with above noted address, a customer of our Bank is respectable and can be treated as good for any engagement up to a limit of Rs. _____

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

Signature of Bank Official with name and contact telephone Number.

Note: Any other Format as per practice followed by the Bank may be accepted, but submission of solvency Certificate without Bank's Letter Pad and without the name, designation, and contract telephone number/email id will not be accepted and tender may be rejected.

[Handwritten signatures and initials in blue ink]

Annexure- IX

GST Registration Certificate

1. Name of the agency :
2. GST Registration No. :
3. Valid upto (Date) :
4. Name & Address of the issuing authority:

(Photo copy of GST Registration Certificate to be placed here)

Annexure- X

PAN card number issued by Income Tax Department and its Photocopy.

PAN card number issued by Income Tax Department: (should be the name of Agency/contractor/Bidder/Firm only/PAN Card on individual name who is not the bidder will not be accepted)

Annexure- XI

Performance Certificates from all the Organizations where Services were Provided during the last 3 years.

Performance Certificates from all the Organizations where Services were Provided during the last 3 years to be attached.

(If for any agency which is already functioning in NITA campus and its performances not found satisfactory, the bid/tender may be rejected.)

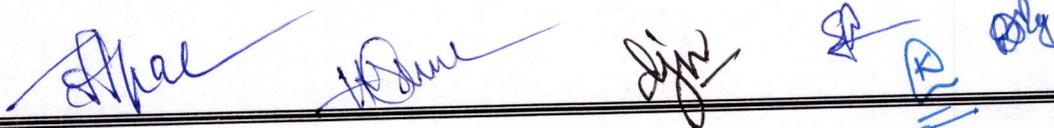
Annexure- XII

Valid license regarding engagement of workers from Labour Department of Government of India/ State Government, etc., as applicable

1. Name of the agency :
2. License No. :
3. Valid upto (Date) :
4. Name & Address of the issuing authority:

(Photo copy of License document to be placed here)

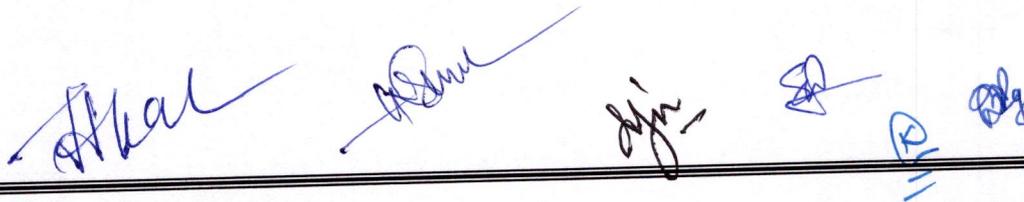
Annexure – XIII:-Information on litigation history in which Bidder is the Petitioner.(if any)



PART-II

PRICE / FINANCIAL BID

AS PER BOQ FORMAT
OF THE TENDER TO BE UPLOADED IN
CPP PORTAL

The bottom of the page contains several handwritten signatures in blue ink. From left to right, there are five distinct signatures, some appearing to be initials or short names.

FOLLOWING CONTEXT OF FINACIAL BID FOR HOUSEKEEPING AND OTHER RELATED SERVICES WILL BE INCORPORATED IN BOQ UNDER CPP PORTAL

A) TABLE-I (BREAK UP OF MONTHLY CHARGES FOR each Manpower)

Sl no	Nature of Manpower	NUMBER OF MANPOWER PER DAY	RATE PER MONTH (Rs)	Total Amount c x d (Rs)
a	b	c	d	e
1	Gardening Supervisor	02		
2	Gardener/Mali/Unskilled worker	50		
3	TOTAL (1 TO 2) Rs.			
4	ESI @ ---of amount on(sl. no.3)			
5	EPF @ --- of amount on(sl. no.3)			
6	ADMN CHARGE IF ANY @ ----- of Total Amt on (sl. no.3)			
7	OTHER CHARGES (Consumable, Cleaning materials, Gardening Tools etc.)			
8	Agency Service Charge (@ 3.85 % of Total Amt on (sl. no.3)			
9.	GST			
9	GRAND TOTAL of Sl. No(3+4+5+6+7+8+9)			

B) TABLE-2: Grass/Jungle Cutting/Cleaning

Sl.No.	Description	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
i	Clearing jungle including uprooting of rank vegetation, grass, brush wood, trees and saplings of growth up to 30 cm measured at a height of 1 meter above ground level and removal of rubbish up to a distance of 50 meter outside the periphery of the area cleared as per direction of concerned NITA Official	Sqm.	473.10/week (approx)		
ii	Cleaning grass and removal of rubbish up to a distance of 50 m outside the periphery of the area cleared as per direction of concerned NITA Official.	Sqm.	577.00/week (approx)		
iii	Pesticide, Fertilizer, Manure, Chemicals etc. for gardening and horticulture (Monthly Charges)	As per requirement		
Total of Table-2 (i+ii+iii)					

If any bidder is not quoting any price for Table-1 & 2, the Financial Bid will be rejected.

B) GRAND TOTAL:

Grand Total Table (1+2) in figure:

Grand Total Table (1+2) in words:

Place:

(Signature of Authorized Person of the Agency) with Date
Name and Designation:

[Handwritten signatures and initials in blue ink]