



भाकृअनुप-राष्ट्रीय प्राकृतिक रेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
ICAR-National Institute of Natural Fibre Engineering and Technology
(पूर्व भाकृअनुप-निरजैफ्ट Erstwhile ICAR-NIRJAFT)

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH
12, रीजेन्ट पार्क, कोलकाता -700040 12, REGENT PARK, KOLKATA -700040
(आईएसओ 9001:2015 प्रमाणित संस्थान ISO 9001:2015 CERTIFIED INSTITUTE)
दूरभाष Phone: 2471-1807 (निदेशक Director), 24212115/16/17 (ईपीवीएक्स EPBX), फैक्स Fax: ++91-33-24712583

ई-मेल E-Mail- director.ninfet@icar.gov.in, nirjaftdirectorcell13@gmail.com, वेबसाइट/Website:
www.nirjaft.res.in

F. No- 3(13)/Adm.III/NINFET/Garden AMC/20-21

Date: 20.10.2020

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from interested firms under single-bid system for “**Job work / service contract for the Maintenance of Garden (Comprehensive)** at ICAR NINFET, 12 Regent Park, Kolkata-700040”. Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP Portal <https://eprocure.gov.in/eprocure/app> and also from ICAR-National National Institute of Natural Fibre Engineering and Technology website www.nirjaft.res.in and submitted through online at CPPP as per the schedule as given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

Tender ID	2020_DARE_591953_1
Date and Time for Issue/Publishing	05.00 P.M on 29.10.2020
Document Download Start Date and Time	05.00 P.M on 29.10.2020
Bid Submission Start Date and Time	11.00 A.M on 30.10.2020
Bid Submission End Date and Time	03.00 P.M on 26.11.2020
EMD Submission End Date and Time	01.00 P.M on 27.11.2020
Date and Time for Opening of Bids	03.00 P.M on 27.11.2020
Address for Communication	Director, ICAR NINFET, 12 Regent Park, Kolkata-700040
For any clarification, please contact	Swarnali Mukherjee Asstt. Administrative Officer(Adm III) Contact:033-24212115/16/17

Sd/-

Asstt. Administrative Officer (Adm III)

IMPORTANT NOTES:-

1. Tender Document can be downloaded from the ICAR-NINFET website www.nirjaft.res.in or from the Central Public Procurement Portal URL:<http://eprocure.gov.in/eprocure/app>. Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: URL:<http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
3. **The bid should contain the documents mentioned in page no 5-6.**
4. The interested Firms are required to deposit (in original) Earnest Money Deposit (EMD) of ₹20,000/- (Twenty thousand only) in the form of Demand Draft from any of the scheduled Bank in favour of “ICAR NINFET” payable at Kolkata so as to reach on or before bid opening date and time as mentioned in the Critical Date Sheet, otherwise the tender will not be considered. A scanned copy of the DD should be attached in online bid. **The Tender will not be considered** if the Earnest Money by means of demand draft is not reached this office up to the bid submission end date or if the details of the DD does not match with the uploaded scanned copy of the DD. If the firm is seeking exemption, they should upload the concerned certificate of exemption in relevant field issued from the competent authority. ICAR-NINFET shall not be held liable for late receipt of EMD due to postal delay or other reasons. No other form of deposit will be accepted. No interest will be calculated on EMD. The EMD will be returned to the unsuccessful bidders after completion of tender evaluation process.
5. The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded. No interest will be paid on EMD.
6. ICAR-NINFET will not be responsible for any delay in enrollment / registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website: URL:<http://eprocure.gov.in/eprocure/app> and enroll their Digital Signature Certificate and upload their quotation well in advance.
7. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit Central Public Procurement Portal URL:<http://eprocure.gov.in/eprocure/app> and our website www.nirjaft.res.in for updates.
8. If the date fixed for opening of Tenders is subsequently declared a holiday, the tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.
9. ICAR-NINFET reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
10. Due to COVID19 pandemic situation, any clarifications may be done through telephone/ email only.

11. Force Majeure:

- a) Notwithstanding the provisions of CONTRACT TERMS Clauses relating to extension of time and Termination for Default, the Bidder shall not be liable for termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Bidder. Such events may include, but not be limited to, acts of the ICAR NINFET in its sovereign capacity, wars or revolutions, fires, floods, epidemics, pandemic, quarantine restrictions and freight embargoes.
- c) If a Force Majeure situation arises, the Bidder shall promptly notify the ICAR NINFET in writing of such conditions and the cause thereof within 21 days of its occurrence. Unless otherwise directed by the ICAR NINFET in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- d) If the performance in whole or in part or any obligations under the contract is Prevented or delayed by any reason of Force Majeure for a period exceeding 60 (sixty) days, either party may at its option terminate the contract without any financial repercussions on either side.



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INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:[http://eprocure.gov.in/eprocure /app](http://eprocure.gov.in/eprocure/app)) and www.nirjaft.res.in. The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at URL:<http://eprocure.gov.in/eprocure/app>. Manual/offline bids shall not be accepted under any circumstances.
2. For Registration Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
3. Foreign Bidders have to refer “DSC details for foreign Bidders” for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=Standard Bidding Documents &service=page> and the remaining part is same as above and below.
4. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
5. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
6. Director, ICAR-NINFET, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
7. The Tender Committee (TC) constituted by the Director, ICAR-NINFET shall have the right to verify the particulars furnished by the bidder independently and to relax the minor deviations/shortfalls.
8. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
9. All the communications with respect to the tender shall be addressed to: The Director, ICAR-NINFET, 12 Regent Park, Kolkata-700040

2) FINANCIAL BID

a) Price Bid as BoQ.xls- Must quote the yearly amount. The cost is including of all manpower, labour, material, transportation, uniform, ESI, EPF, and taxes etc. ICAR NINFET will not bear any extra cost on any account.

The Firms are required to upload copies of the following documents for technical consideration:-

COVER - 1			
S. No.	Documents	Label Content	File types
1	Technical & Financial Bid	Scan copy of the Form mentioned on Annexure-II duly filled up.	.PDF
2		Scan copy of the Form mentioned on Annexure-III duly filled up.	.PDF
3		Scan copy of Earnest Money Deposit by way of Demand Draft Or Scan copy of certificate for EMD exemption, if claiming	.PDF
4		Scan copy of Registration certificate/ Trade Licence of the firm under the work contract from Central Government / State Government. The contractor/firm must have a valid registration with the contract labour (Regulation & abolition) Act, for providing such services.	.PDF
5		Scanned copy of certified balance sheet/certificate from chartered Accountant of the firm for last three assessment years i.e. for Assessment Year 2016-17, 2017-18 & 2018-19 showing annual turnover of ₹40.00 lakhs or more	.PDF
6		Scan copies of Last three years satisfactory performance certificate from the clients in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India /State Govt/PSU/Central Universities etc	.PDF
7		Attested scan copy of GST registration certificate issued by appropriate govt. department.	.PDF
8		Attested scan copies of PAN Card	.PDF
9		Attested scan copies of Income Tax Deposit proofs>Returns of last three assessment years i.e. for the assessment year 2016-17, 2017-18 and 2018-19.	.PDF
10		Scan copy of complete bank details for e-payment : Account Information, Viz. Name of the Bank and Branch, Address, type of Account No, IFS Code, SWIFT Code (For foreign Exchange payment), MICR Code and PAN No.	.PDF

11		Scanned copy of the Affidavit to the effect that the firm has not been blacklisted by any Govt. Office/Institute/ICAR for any reason. The Affidavit so provided should not be more than 6 months old otherwise the tender will be rejected.	.PDF
12		Price bid (BOQ) attached in CPP portal in .XLS format must be filled in.	.XLS

TERMS & CONDITIONS OF TENDER

1. The bids duly filled shall be submitted online on CPP Portal (www.eprocure.gov.in/eprocure/app). Bids submitted offline will be summarily rejected. The Bid uploaded on the portal must contain the scanned copy of EMD and all other requisite documents called for in the tender. Special instructions to the Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal (www.eprocure.gov.in/eprocure/app).
2. No conditional bid will be accepted. The EMD will be refunded to the unsuccessful bidders as soon as practicable after a decision has been taken on the Tender and to the successful bidders after furnishing the required security deposit for the contract.
3. The tender must be in the prescribed formats only and shall be accompanied with all other necessary documents. The consolidated yearly amount to be charged has to be indicated in Indian Rupees.
4. The work shall be awarded to a single firm whose consolidated bid value is lowest meeting all scopes of work and fulfilling all the terms and conditions of the tender, with specific reference to the essential condition relating to the availability of requisites infrastructure/facilities and experience of similar nature.
5. The financial bid will be evaluated only for those bidders who will be technically qualified in technical part of the bid. The past performance of the bidders with user Departments will be important criterion in evaluating the technical bid. ICAR NINFET reserves the right to reject all or any of the quotations, and decision of the Director, ICAR NINFET in the matter shall be final and binding.
6. The successful bidder shall have to deposit 10% of the total bid amount (calculated annually) as performance security and within the time frame indicated by the ICAR NINFET. Performance Security must be made valid till the end of 60 days beyond the expiry of the all contractual obligations including the Warranty obligations calculated from the date of award of contract. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the currency of the contract.
7. The tendering firm has to carefully assess the scope of work with specific reference to the inside and outside premises of the building and understand the details of the infrastructure/facilities requisitioned. The tenderer may, in their own interest, inspect the site i.e. inside and outside of ICAR NINFET, 12 Regent Park, Kolkata 700040, where the services are to be provided. For any clarification (s) as to the tender/scope of work or inspection of the premises, the prospective bidders may contact Sh. Chanchal Kundu, Technical Officer and Member Secretary, Garden Maintenance Committee, ICAR NINFET, Kolkata-700040 with prior appointment on phone no.033-24212115/16/17 (extn 294) on any working day between 3 to 4 PM. However, due to COVID19 pandemic it is advisable to clarify all the queries via email/phone only (email id: nirjafstores@gmail.com, / laxmikanta8495@rediffmail.com).
8. For any help for submission of online bids, bidders may visit “help for contractor” tab on the website www.eprocure.gov.in.
9. No interest on Security Deposit and earnest money deposit shall be paid by the ICAR NINFET to the tenderer. The firm is being permitted to give tenders in consideration of the stipulations on the his part that after submitting his tenders, he will not withdraw his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the EMD will be forfeited by the ICAR NINFET.
10. The tenderer are liable to be ignored if complete information as required is not given therein or if

the particular asked for in the schedules to the tenders is not fully filled in. Person signing the tenders or other documents must ensure that he is an authorized person on behalf of the firm to do so. The person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, ICAR NINFET shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.

11. Acceptance by ICAR NINFET will be communicated by letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX, email/Express letter etc. should be acted upon immediately.
12. The contract shall normally be awarded for a period of two years from the date of award or any shorter period that may be decided by the ICAR NINFET. The Contract will be strictly monitored as per Scope of work given in Annexure I in respect of minimum standard defined in the said Annexure. In case any shortcomings or deficiencies are noticed during the currency of contract period or any other contractual dispute, the contract can be terminated giving by giving one month notice. The decision of the Director, ICAR NINFET in this regard shall be final and binding.
13. The contract can be extended for further period of two more years on year to year basis subject to satisfactory performance of the firm at the same rate and terms & conditions.
14. If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the currency of its tenure including extended tenure, if any, ICAR NINFET shall have all rights to make suitable alternative arrangements for a period of 45 days from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost, if any, will be borne by the agency/contractor.
15. The rates quoted by the Agency shall be fixed for the period of the contract and no request for any change/ modification shall be entertained before expiry of the period of the contract.
16. It is the obligation of the agency to follow the minimum wages issued by the appropriate Government under Minimum Wages Act, 1948. The ICAR NINFET shall have no liability, financial or otherwise, for any harm/damage/injury caused to the manpower/machinery deployed by the firm in the course of performing work of this Institute. Neither the firm nor its workers shall have any claim on ICAR NINFET for compensation or financial assistance on this account.
17. The firm shall be responsible for payment of wages, EPF and ESI and liability under Employees Compensation Act etc. directly to all the workers account maintained by EPFO & ESI as per prevailing Acts/orders of GoI. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled amongst the agency and the workers engaged by it themselves. This Institute in no case shall be a party to such a dispute.
18. It shall be the responsibility of the firm to comply with all the provisions of Acts, statutory requirements and Government instructions. If any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the work in particulars, then the performance security will be confiscated and firm will be blacklisted.
19. The personnel deployed by the Agency should not have any police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The service provider will provide the duly filled police verification form of the personnel's to the ICAR NINFET within fifteen days of award of contract and ICAR NINFET will get them verified from the police authorities. The Contractor will provide Name, Address, father;s/husband's name, age with date of birth, qualification, mobile No, PAN no.,

AADHAAR No., UAN No. and whether ex-serviceman or not & Photographs of its employees deployed. The informations are to be submitted with the firm's signature & seal.

20. The firm shall issue uniforms and identity cards to all their employees engaged, which they shall wear while on duty
21. That no right, much less a legal right shall vest in the contractor workers to claim/have employment or otherwise seek absorption in the ICAR nor the contractor workers shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the ICAR NINFET. The worker will remain the employees of the Agency/Contractors and will be the solely responsibility of the Agency to make it clear to their worker before deputing on work at ICAR NINFET. There is no Employee and Employer relationship between the employees of the service provider and ICAR NINFET and further that the said personnel of the service provider shall not claim for any employment or absorption in the ICAR NINFET by virtue of their engagement for this work.
22. The service provider's personnel shall not claim any benefit/ compensation/ regularization/ absorption of services from ICAR NINFET under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. Undertaking from the persons to this effect shall be required to be submitted by the service provider to ICAR NINFET.
23. The service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
24. The employees for the contractor shall be of good character and of sound health. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of pan/Gutka, smoking, using speakers for listening to music and loitering without any work. The workers should not be below the age of 18 years or above 60 years. The service provider shall replace immediately any of its personnel, if not unacceptable to the ICAR NINFET because of security risk, incompetence, conflict of interests and breach of confidentiality or improper conduct upon receiving a written notice from ICAR NINFET.
25. The damage caused, if any, to ICAR property through the acts of the firm and/or by its workers shall be made good by the agency and decision of the ICAR NINFET in this regard shall be final/binding. In case of any dereliction of duty, gross neglect and unintended damage caused by contractor or its staff or otherwise any harm done to the ICAR NINFET, its properties, designated officials or other employees, the contractor shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceeding as well as pay penalty which the Director, ICAR NINFET may deem fit. In the event of any loss being occasioned to the ICAR NINFET on account of the negligence of the duty by the Agency/Contractor's employees, the Agency/Contractor shall make good the loss sustained to the ICAR either by replacement or on payment by adequate compensation.
26. The contractor shall be responsible for all injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance cover and as per various acts and laws governing the same.
27. The Agency/Contractor shall not appoint Sub-Contractor to carry out any obligation under the contract and under such case agreement will be declared as void and such act of contractor will be taken as breach of Contract and resultantly his Security Deposit shall be forfeited and contract shall be terminated.
28. The agency is supposed to work on job contract basis and as such there will not be any separate payment for working on Saturdays, Sundays or other gazetted / national holidays etc. and the same is to be included in the yearly charge claim in the tender by the Contractor.

29. The Agency/Contractor shall be responsible for the good conduct and behaviour of its employees. If any employee of the Agency/Contractor is found misbehaving with the ICAR staff or other staff of Agencies working in ICAR NINFET, 12 Regent Park, Kolkata-40, the Agency/Contractor shall immediately withdraw such employees forthwith at their own risk and responsibility. The Agency shall issue necessary instructions to its employees to act upon the instruction given by the supervisory/ security staff of the ICAR NINFET. Daily shift will be from 09.00 a.m. to 05.00 p.m. Night stay inside the Institute premises is not permissible under any circumstances.
30. The contractor shall be responsible to provide trained expert manpower, tools and implement (hand tools), hose pipe, sprinklers etc.
31. The contractor shall make his own transportation arrangements for all the required materials to site of works and disposal of any waste material including cutting grass/branches/dry leaves etc. to the authorized Municipality dumping grounds. Burning of waste grasses/plants is not allowed at any cost. No extra charges will be paid by ICAR NINFET.
32. ICAR NINFET will supply unfiltered water / tube-well water at site free of cost. However, contractor will make his own arrangements for distribution of water from the point of supply and all the needed equipments, instruments of work, materials and expert manpower and workers have to be arranged at his end and cost including repair/replacement of existing sprinklers.
33. Payment will be made through e transfer after every 03 months (quarterly basis) on production of tax invoice in duplicate and satisfactory work certificate from Garden Maintenance Committee of ICAR NINFET. Bank Account No, Account Holders Name, Branch Name and IFSC code of the bank must be given in NEFT mandate form, failing of which payment will not be released. Tax will be deducted at source as per rule, if applicable.
34. The Firm/ agency shall also submit its Monthly Progress Report of the month showing the materials supplied at site and also the detailed works executed on ground along with the bill. Performance of the firm will be evaluated based on its Monthly progress Report. Any shortfall in the performance will be dealt as per the “Liquidated Clause” mentioned in the contract/ agreement.
35. Liquidated Damages clause:
- (i) Contractor shall be responsible for the faithful compliance of scope of work mentioned in Annexure I.
 - (ii) Any authorized person may inspect the premises to see the work carried out by the agency .Shortfall, if any, will be communicated to the agency/ contractor in writing/ email by ICAR NINFET. In the event of any shortfall or services found unsatisfactory, Liquidated Damage clause will be invoked by levying a penalty @Rs. 1000/- per day. The Liquidated Damage amount will be deducted from the bill of the agency.
 - (iii) After three such incidents of un-satisfactory reports, the contract shall be liable to be terminated. Performance Security will also be withheld in full or part. Final decision for invoking penalty will be taken at the level of Director, ICAR NINFET.
36. Any dispute arising out of and in relation to this agreement shall be referred the Director, ICAR NINFET. His decision will be binding on the contractor.

Scope of Work

At present there are 07 nos of gardens in 07 different locations alongwith 03 nos of fountains covering 2.56 acre land area. The area is to be maintained within the contract.

1. The maintenance of lawns includes weeding, trimming and pruning of grass by mowing with grass cutting machines, top dressing, use of manure, fertilizers, spraying of insecticides/pesticides/fungicides/weedicides, sweeping and watering etc.
2. The maintenance of trees, shrubs, hedges includes maintenance of all trees, shrubs and creepers by manuring, watering, pruning and trimming, replacement of old/dead ones by new one and to ensure enough supply of air and water.
3. The potted plants are to be maintained as per their present locations in the Institute premises. Re-location of the same, if required has to be undertaken by the firm. Additional potted plants, if required will have to be supplied on a cost basis.
4. Watering daily and to keep the lawn lush green including borders, rockeries, seasonal flowering beds. It is also to be assured by the contractor for adequate watering of all newly planted trees and shrubs immediately after planting and during the following growing period.
5. Application of manure, fertilizer, medicines, cow dung, insecticides, pesticides etc should be done at least twice a month or as required by the plants or as per the site conditions.
6. Maintenance/improving landscapes wherever required should be done after consulting the concerned officer of ICAR NINFET.
7. Trimming/Plucking of any vegetative growth on the boundary wall of the Institute.
8. Maintenance of all landscape features should be done in a way that they always look perfect in shape and beauty.
9. The nursery required will have to be arranged by the firm at their premises and the plants from the nursery may be shifted to the Institute premises for transplanting.
10. Flower beds whatever existing at the campus has to be maintained with professional expert.
11. All the pathway, sub pathway, walls of building, boundary wall should be free from any type of vegetative growth viz, grass, creepers, shrubs, weeds etc.
12. The green area are required to be kept free from garbage, debris, fallen leaves on a day to day basis and to be kept in the designated place in Institute's campus (on a day to day basis)/ authorized municipality dumping grounds (once in a month) [If not permitted by KMC].
13. Fruits like coconut, mango and jackfruit shall have to be plucked during season/ when required as per instruction of designated officer of ICAR NINFET.
14. The tools and other materials required to maintain the gardens need to be provided by the firm
15. The firm is responsible to keep the three nos. of fountains operational (03) existing at present in the Institute premises.
16. The seasonal flowers required in the specified garden areas and in floor pots need to be supplied by the firm as per Institute's requirements
17. All the garden fencing, earthen flower pots, road border lines need to be maintained/washed on a regular basis and to be painted once in a year with good quality suitable paints.
18. Any other work related to the maintenance of gardens assigned by the competent Authority.

ANNEXURE II

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm) and submit the scanned copy against the first label of the Technical cover.)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. Fax No. :

5. E-mail Address:

6. Website address if any:

7. EMD details (DD No, Date, Amount and Bank Name)

Or EMD exemption certificate (NSIC/MSME) UAN No. :

8. i) Trade License No:

ii) PAN No:

iii) GST No:

9. i) Firm's Bank Account No and Type of Account:

ii) Name of Bank & Branch:

iii) IFSC Code No:

10. Name of Public Sector/Govt. organization/PSU/Central Universities to whom similar services/goods have been provided by the firm during the last four years:

11. Whether proprietary or partnership Firm or Company:

Signature of Authorized person of the

Firm/Agency with seal

Tender Covering Letter

(CERTIFICATE TO BE GIVEN ON LETTER HEAD AS PART OF TECHNICAL BID)

To
The Director
ICAR NINFET,
12 Regent Park,
Kolkata-700040

Sir,

It is confirmed that I/we have fully understood the scope of work and all other requirements for Job work / service contract for the Maintenance of Garden at ICAR NINFET, 12 Regent Park, Kolkata-700040.

1. I have understood the total quantum of work by going through the tender document and/by visiting the campuses. I/We gathered all information needed to understand the requirement of this service contract as per the given details in the prescribed Annexures of the Tender documents.
2. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement as per prescribed proforma given in BOQ submitted in financial bid.
3. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
4. I/ We undertake that there are not any legal suit/criminal cases pending against our firm for violation of EPF/ESI, Minimum wages Act or other laws. And there is no criminal/ legal suit pending or contemplated against us.
5. I/ We are not blacklisted by any Central/ State Government organization in the field of providing service contract for the Maintenance of Garden, Landscape and Horticultural features.
6. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts.
7. This offer is made to be valid for acceptance by ICAR NINFET within 90 days from the date of opening of the bid.

(Signature of authorized person of the firm)
Stamp/Seal of the firm