

**TENDER DOCUMENT**

**FOR**

**HORTICULTURE WORKS, SECURITY MANAGEMENT**

**& ANNUAL MAINTENANCE CONTRACT**

**FOR VARIOUS PARKS OF GMDA**

**Tender No GMDA/DEV/108/2009/Part-I/05 Dated: 27/01/2017**



**Guwahati Metropolitan Development Authority**

**Bhangagarh: Guwahati-5**



**OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY**

**STATFED BUILDING, BHANGAGARH, GUWAHATI-781005**

Website: [www.gmda.co.in](http://www.gmda.co.in)  
E-mail: [ceogmdaghy@gmail.com](mailto:ceogmdaghy@gmail.com)

Tel: 0361- 2529650/ 9824  
Fax: 0361-2529991

**Tender No GMDA/DEV/108/2009/Part-I/05 Dated: 27/01/2017**

**SHORT TENDER NOTICE**

Sealed Tenders in two bid system are invited from reputed, established and financially sound Horticulture, Landscape and maintenance Companies / Agencies/ firms for Horticulture Works, Security Management and Annual Maintenance Contract in order to ensure maintenance of gardens, lawns, watering system, trees, etc. for various parks on daily basis developed by the Authority.

The Bidding documents are to be downloaded from the GMDA's website [www.gmda.co.in](http://www.gmda.co.in) or can be collected from office in working hours from 28-01-2017 to 6-02-2017 between 11.00 am to 2.00 pm on payment of non refundable demand draft Rs 500.00 (Five Hundred) for each park, only in favour of CEO, GMDA payable at Guwahati.

The last date for submission of bid document is 06-02-2017 upto 3.00 pm. The bid shall be opened on same date at 3.30 pm. Corrigendum, amendment to the tender Document if any, shall be published in the website only.

**Sd/-**

**(Varnali Deka, IAS)**

Chief Executive Officer

Guwahati Metropolitan Dev. Authority  
Bhangagarh, Guwahati-781005

Memo No. GMDA/DEV/108/2009/Part-I/05(A)

Dated: 27/01/2017

Copy for information to:

1. P. S. to the Hon'ble Minister, GDD, Dispur -for kind appraisal of the Hon'ble Minister.
2. P.S to Additional Chief Secretary to Govt. of Assam, GDD, Dispur- for kind appraisal of the Addl. Chief Secretary.
3. DIPR, Dispur Guwahati-6- you are requested to publish the above NIT in three local daily newspapers one in English and two in Assamese vernacular.

**Sd/-**

**(Varnali Deka, IAS)**

Chief Executive Officer

Guwahati Metropolitan Dev. Authority  
Bhangagarh, Guwahati-781005

**OFFICE OF THE  
GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY  
BHANGAGARH : GUWAHATI-781005.**

**Tender No. GMDA/DEV/108/2009/Part-I/05 Dated: 27/01/2017**

1. Sealed bids in Two Envelope system are invited by the Chief Executive Officer, Guwahati Metropolitan Development Authority (GMDA), Guwahati, Assam (the Authority) from reputed, established and financially sound Horticulture, Landscape and maintenance Companies/ Agencies/ firms for "Horticulture Works, Security Management & Annual Maintenance Contract" in order to ensure maintenance of gardens, lawns, watering system, trees etc. for various parks on daily basis developed by the Authority as detailed below:

a)	Name of Work	Horticulture works, Security Management & Annual maintenance contract for various parks of GMDA
b)	Earnest Money Deposit	Rs.15,000.00 (Rupees fifteen thousand only)
c)	Sale of Tender Document	Starting: 28/01/2017 Closing: 6/02/2017 upto 14.00 hrs
d)	Date, Time & venue of opening of bids.	Date 6/02/2017 at 15.30 hrs, Conference Hall of GMDA, Guwahati-5
e)	Signing of Agreement	7 days from the date of issue of Award letter.
f)	Security Deposit	The successful Bidder shall have to submit the Security Deposit in the form of Authority guarantee for the amounts to be paid under the maintenance contract for the period of two months. This amount has to be submitted to the Authority within 15 days of the receipt of the work order. No interest shall be payable on the Security Deposit and EMD. This shall be treated as total SD and shall be retained by the Authority for the contract period.
g)	Commencement of works	Within 15 days (Mobilization period) from the date of Work Order. If the Contractor delays by more than 15 days over and above the specified time the Authority is at the liberty to terminate the contract without giving any notice.
h)	Contract Period	01 (one) year (After initial contract period of one year the contract may be renewed at same terms and conditions for a further period of one year at the discretion of the Authority)

2. The various parks of GMDA for which tender has been called are:
  - i. Nehru Park (approx. Area 24200 sqm)
  - ii. Shradhanjali Park (approx. Area 24000 sqm) and
  - iii. Shankar Dev Udyan (approx. Area 7000 sqm)

**Note: Bidders are to submit separate bid documents for each park.**

3. Tender documents can be downloaded from the website [www.gmda.co.in](http://www.gmda.co.in) or can be collected from office in working hours from 28-01-2017 to 06-02-2017 between 11.00 am to 2.00 pm on payment of non refundable demand draft Rs 500.00 (Five Hundred) only in favour of CEO, GMDA payable at Guwahati. The bidders downloading the tender documents from the website should submit bid cost along with the bid document. The bid not accompanied by the bid cost will be treated as non responsive bid.
4. Issue of Tender Documents to the bidder will not automatically mean that the bidder is qualified for the Award of the Contract. The bidders will be required to further fulfill the Qualification Criteria given in the Tender Document before being considered eligible for the Award of Contract. No Condition / Deviation which is either additional or in modification of the tender conditions shall be included in the bid submitted by the bidder. If the bid contains any such conditions or deviations from the tender conditions, the bid will be rejected.
5. Bids duly completed in all respects along with the requisite amount of Earnest Money Deposit shall be received up to the date of receipt as given above. These will be opened on the same date in the presence of the bidders or their authorized representatives, who choose to be present in the office of GMDA.
6. The tender documents are not transferable. The bidders are required to put the tender in the Tender Box personally or through their authorized representative. Bids in sealed condition shall also be received by Post/Courier provided that the Bid is received before the stipulated time and date (as per tender condition) in the receipt section of GMDA office, Bhangagarh, Assam. GMDA shall not be held responsible for the delay, if any, in the non-receipt of the same.
7. The Tender Notice Number and name of work shall be super scribed on the sealed envelopes.
8. GMDA does not bind itself to accept lowest or any other bid and reserves the right to reject lowest or any other bid or all the bids and accept any bid either in the whole or in part or split up the work between more than one bidder without assigning any reason whatsoever. The bidder shall be bound to execute the same at the quoted rates.
9. In case the date of opening of the tender as mentioned above is declared to be a holiday, the bids shall be received and opened on the next working day at the same time and venue.

**Sd/-**  
**(Varnali Deka, IAS)**  
Chief Executive Officer  
Guwahati Metropolitan Dev. Authority

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**SECTION-I**  
**INSTRUCTION TO BIDDERS**

**1. INTRODUCTION**

Brief Scope of Work: Horticulture works, Security management and Maintenance of Gardens, lawns, potted plants, shrubs, trees, Irrigation systems, Horticulture, beautification of the landscape, etc. for various parks developed by the Authority.

**The Bidder should visit the premises to get a brief knowledge about the area and nature of various works.**

**2. ELIGIBILITY CRITERIA:**

2.1 The Bidder should have the following registration certificates without which the tender may be rejected:-

- a) Certificate of Incorporation, Articles & Memorandum of Association in-case of Companies / partnership deed & registration of partnership firm in-case of firms / any document proving Ownership of a proprietary firm
- b) PAN number of the Company / Firm / Bidder
- c) Certificate of Registration under Service Tax Act & VAT
- d) Valid registration certificate / licence with Labour Department under Contract Labour (Regulation & Abolition) Act, 1970.

2.2 The Bidder should have a minimum 05 years of experience in management of Parks/large public area or having the requisite competence/capacity to handle jobs relating to cleanliness and general maintenance of large complexes or events only needs apply. **The bidder should furnish previous work orders / Completion certificates for establishing the experience.**

2.3 The bidder should have a minimum average annual turnover of **Rs. 50.00 lacs** for the previous three years (as on 31-03-2016) certified by Chartered Accountant should be submitted.

2.4 The bidder should have an office in Guwahati.

2.5 Authority Draft for Earnest Money Deposit (EMD) should accompany in the Technical Bid for each park.

**3.0 SUBMISSION OF THE BID**

3.1 Tender documents can only be collected from GMDA's office. The tender document

should be accompanied by the requisite tender fee for each parks of Rs. 500/- (Rupees five hundred only) in form of cash/draft, without which the tender would be rejected summarily.

- 3.2 Before submitting the tender the tenderers are advised to visit the site, read the tender document carefully apprise themselves thoroughly of the scope of works, jobs, terms and conditions and other requirements and clear doubts if any from the office of the GMDA.
- 3.3 The tender application forms should be filled in neatly and accurately. Any alteration, erasing or overwriting will render the tender invalid, unless such alteration, erasing or overwriting is neatly carried out and duly attested otherwise the tender may be liable for rejection.
- 3.4 Opening of tenders:
  - a. The bidders shall submit both the Technical & Financial bid in two separate sealed envelopes to address as below:

The Chief Executive Officer,  
Guwahati Metropolitan Development Authority.  
Bhangagarh : Guwahati-5. Assam. India  
Ph : 0361- 2529650/ 2529824  
Fax: 0361-2529991  
Email : [ceogmdaghy@gmail.com](mailto:ceogmdaghy@gmail.com)
  - b. The Technical Bids shall be opened in the presence on the interested applicant(s) on the stipulated date/time.
  - c. The Financial bid will be opened for only those bidders who have qualified in the technical bid. The date of opening of Price bid document shall be intimated to the respective qualified bidders later.
- 3.5 The entire bid documents alongwith enclosures should be submitted having each page duly signed and stamped by the tenderer or the authorized signatory.
- 3.6 All bidders shall have to deposit **earnest money Rs 15,000/-** in the form of a Demand Draft/pay order/bankers cheque payable in the name of CEO, GMDA Guwahati from a scheduled commercial bank along with their Bid.
- 3.7 GMDA reserves the right to accept or reject any bid without assigning any reason and also to invite fresh bids, as deemed appropriate.
- 3.8 Application received after the dead line of submission of application will not be considered or opened under any circumstances.
- 3.9 Conditional bids or incomplete application(s) or those received without required documents shall not be considered and summarily rejected.

- 3.10 No modification or substitution of the submitted application shall be allowed. An applicant may withdraw its application after submission, provided that written notice of the withdrawal is received by GMDA before the due date for submission of application. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions.
- 3.11 GMDA reserves the right to modify terms and conditions of the ANNUAL CONTRACT which shall be granted to the successful bidder after the bidding process or at the time of renewal of contract if in the opinion of GMDA it is necessary or expedient to do so in public interest or for proper implementation of the project. The decision of the GMDA shall be final and binding in this regard.
- 3.12 GMDA reserves the right to suspend the bidding process, cancel the ANNUAL CONTRACT with the selected party in part or in whole at any time if in his opinion it is necessary or expedient in the public interest. The decision of the GMDA shall be final and binding in this regard. Also GMDA shall not be responsible for any damage or loss caused or arisen out of aforesaid action.
- 3.13 The tenderer may be asked to produce the enclosures in original documents for verification to be returned after verification.

#### 4.0 **Process to be confidential**

- 4.1 After the public opening of tenders, the information relating to the examination, clarifications, evaluation and comparison of tenders and recommendations concerning the award of contract will not be disclosed to the bidders or other persons not officially concerned with such process until the award of the contract to the successful bidder has been announced.
- 4.2 Any effort by the bidder to influence GMDA's personnel or representatives on matters related to the tenders under study in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in rejection of his tender.

#### 5.0 **Evaluation of Tenders**

- 5.1 The tenders will be evaluated in accordance with the criteria given in clause 2 & 3.
- 5.2 Tenders containing any condition including conditional rebate/rebates are liable to be rejected.



- 5.3 Canvassing in connection with tender are strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable to rejection.
- 6.0 **Award of Contract**
- 6.1 GMDA will award the contract to the lowest quoted bidder.
- 6.2 GMDA will issue annual contract to the successful bidder for the specified period. The Letter of Intent shall constitute the formation of contract. The successful Bidder shall have to submit the Security Deposit in the form of Authority guarantee for the amounts to be paid under the maintenance contract for the period of two months. This amount has to be submitted to the Authority within 15 days of the receipt of the work order. No interest shall be payable on the Security Deposit and EMD. This shall be treated as total SD and shall be retained by the Authority for the contract period.
- 6.3 On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-charge shall be communicated to the Engineer-in-charge.
- 7.0 **Court's Jurisdiction**
- Any suit or application, arising out of any dispute or difference on account of this tender or any matter in relation to the Award of the contract or for the enforcement of Arbitration clause under the Contract, shall be filed in a Competent Court at GUWAHATI, India only and no other court of any other District of the country shall have any jurisdiction in the matter. It is to be noted that in all cases, if any, Principal/Employer/Owner should be made as First Respondent.
- 8.0 **Clarification / Amendment of Bidding Document:**
- 8.1 Bidder requiring any clarification of the Bidding Document may notify the Authority in writing at the address or by e-mail indicated before 7 days prior to scheduled submission date
- 8.2 Text of queries raised (without identifying source of query) and response of the Authority together with amendment to the bidding document, if any, will be posted on Authority's website only. No individual clarification will be sent to the bidders. It is the responsibility of the bidder to check the website before final submission of bids.
- 8.3 Relaxation in any of the terms contained in the Bid, in general, will not be permitted, but if granted, the same will be put up on Authority's Website.
- 8.4 All bidders must ensure that such clarifications / amendments have been considered by them before submitting the bid. Authority will not take responsibility for any omissions by bidder.

8.5 At any time prior to the deadline for submission of Bids, the Authority, for any reason, whether, at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding Document, by amendment.

8.6 In order to enable bidders reasonable time in which to take amendments into account in preparing the bids, the Authority, at its discretion, may extend the deadline for submission of bids

**9.0 OTHER CONDITIONS:**

9.1 Successful Bidder will have to enter into an agreement with the Authority. The format of the agreement shall be designed drafted based on the Terms & Conditions / Clauses mentioned in this RFP document. However, Authority reserves the right to add / delete any other Clauses in this Agreement. The successful Bidder should forward a letter specifically indicating the names of their personnel who will be providing services in different heads. Along with the letter, the following data should also be provided:-

Decision of Authority in regard to interpretation of the Tender Conditions, Terms & Conditions, Scope of Work, Agreement, Payment terms, etc. shall be final and binding on the Contractor. In case of any dispute between the Contractor and the Authority, the Authority shall have the right to decide. However all matters of jurisdiction shall be subjected to courts in Guwahati.

9.2 No deviation of any kind will be allowed in Tender conditions, Scope of work, Terms & Conditions, Payment Terms, etc. after the tendering process are over.

9.3 The EMD may be forfeited :

- a) If a Bidder withdraws or amends its bid during the period of Bid validity specified herein; or
- b) If a Bidder makes any statement or encloses any form which turns out to be false/incorrect at any time prior to signing of contract; or
- c) In case of a successful Bidder, if the Bidder fails:
  - i. To sign the contract with the Authority within a period of 15 days; or
  - ii. To furnish Security / Performance Guarantee to the Authority.

**SECTION-II**  
**TERMS & CONDITIONS**

**1. MANPOWER, WAGES, ETC.**

- 1.1 For security management the bidders shall tie up with security agencies. **No residential accommodation shall be provided for maintenance and security staff engaged by the contractor.**
- 1.2 The Contractor should ensure to comply with all the provisions of Labour Act / State / Central Govt. agreed procedures. The Contractor shall be solely responsible for compliance to provisions of various labour and industrial laws and all statutory obligations and etc. The Authority shall have no liability in this regard.
- 1.3 **The Contractor shall ensure to get the Police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.**
- 1.4 All personnel provided by the Contractor will be on the payrolls of the Contractor / Company and there will be no Employee and Employer relationship between the personnel engaged by the Contractor and the Authority.
- 1.5 That the Contractor will not sub-contract or permit any other person to perform any of the work or services agreed to without prior permission from the Authority.
- 1.6 The Contractor shall ensure to provide sufficient number of skilled manpower.
- 1.7 The Contractor shall ensure the availability of a reliever for weekly off and a substitute is provided if a person is absent. The Contractor should arrange for replacing his workmen to give weekly off to his workmen as per the labour rules.
- 1.8 Contractor's personnel or their family members shall not be allowed to stay / reside at site.

**2. SAFETY, SECURITY, ETC.**

- 2.1 That the Authority shall not be liable for any compensation in case of any fatal injury / death caused to any other Contractor's employees while performing / discharging their duties / visiting Authority's premises for inspection or otherwise. The contractor shall alone be fully responsible for safety and security & insurance or life insurance of their

personnel who is working on the operation and maintenance works.

- 2.2 In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, etc. no such compromise is allowed as regards to safety provisions.
- 2.3 The Contractor agrees that its personnel shall comply with security regulations in effect from time to time at Authority's premises and externally for materials belonging to Authority at all times. The Contractor alone shall be fully responsible for safety and security & insurance or life insurance of their personnel who are working at site.
- 2.4 The Contractor should issue a valid Company Identity cards to all their staff personnel who will be providing services under this contract.
- 2.5 The Contractor shall provide and ensure sufficient personal protection gears like safety shoes, hand gloves, ladders, etc. are being used by their workers while carrying out works.
- 2.6 The Contractor personnel shall report to the Security Reception/staff engaged by the Authority at the entrance gate while entering & exiting the premises. All personnel of Contractor will be subjected to a thorough physical checking while coming and leaving the parks. Those persons so deputed will sign in the Register for arrival and departure at the site.

### **3. PAYMENT TERMS**

- 3.1 Payment of AMC shall be made post monthly basis on verification of the bill by the Engineer-in-charge. Copy of the routine maintenance works have to be submitted along with the Bills.
- 3.2 There would be no increase in rates payable to the Contractor during the Contract period.
- 3.3 Payment of wages to all the workers engaged by the contractor should be through an Account maintained with Authority.
- 3.4 In case of any lapse on contractor's part in proper maintenance of garden. The Authority has got right to deduct the pro-rata charges for the period.
- 3.5 The contractor shall have full control over the employees engaged by him and he will be responsible for maintenance and upkeep of the gardening. The Authority shall reserve the right to deduct the pro-rata charges for the absence of any Staff member of the Contractor.

- 3.6 The Contractor shall be responsible for any loss due to theft/ pilferage/ damage of the Authority Property when such losses caused due to negligence or carelessness or any fault on the part of the Contractor or any of his employees and also liable to pay to the Authority such amount of loss as may be assessed.
- 3.7 The Contractor shall be responsible to pay rates and wages to his employees and observe hours of work and conditions of employment as per existing rules under the minimum wages act. The contractor shall be responsible and will ensure that the workmen are paid wages, which are not lower than the minimum wages prescribed by the Central/ State Government, and shall be responsible for proper maintenance of all registers, records and accounts so far as the same relate to compliance of any statutory provisions/ obligations.
- 3.8 The contractor shall accept and bear full and exclusive liability for the payment of any or all taxes now in force or hereinafter imposed increased or revised from time to time by the Central/ State Govt. or any authority with respect to or covered by wages, salary or other compensation paid or payable to persons employed by him.
- 3.9 The contractor shall be responsible for all the claims of his employees and the employees shall not make any claim whatsoever against the Authority. The contractor's workmen shall not have any right whatsoever for absorption in the Authority.
- 3.10 The contractor shall be responsible for payment of their wages and dues to their employees and he shall be liable for any liability arising out of violation of any law, local or central. It will be the responsibility of the contractor to ensure that his direction carried out by the persons employed by him.
- 3.11 The contractor shall indemnify the Authority against any penalties/ claims for any default on his part.
- 3.12 The contractor shall bind himself/ executors or administrators shall indemnify the Authority against all claims, damages, proceedings, costs, or any expenses whatsoever may be imposed, enforced or brought against the Authority or any of its directors or employees for reasons or consequent upon any breach or default on the part of the contractor in respect of violation of any provisions of Law/ Act/ Rule/ Regulations having the force of Law.

- 3.13 The contractor shall obtain adequate insurance policy in respect of the workmen engaged by him for the work towards meeting the liability of compensation arising out of death, injury, disablement etc. the contractors should also be responsible to comply with statutory requirements including fire safety regulations.
- 3.14 Maintenance of indoor plants if any in the parks.
- 3.15 Cleaning of debris and other related materials including faded leaves, branches, etc. form time to time for the entire premises and garden.
- 3.16 The contractor shall provide weekly off/ holidays to his workmen as per labour laws but it shall be his responsibility to ensure uninterrupted services to the Authority on all days.
- 3.17 The contractor shall come to an end by efflux of time or earlier by one month's notice at the option of the Authority. If during the currency of the contract any Govt notification prohibits engagement of the contract labour for the purpose for which the contractor has been engaged, the contract will come to an end forthwith and no compensation will be paid to the contractor.
- 3.18 The contractor shall be responsible for liquidating damages on failure of breach of the terms and conditions of the contract.
- 3.19 The Authority reserves the right to terminate the contract by giving one month's prior notice in writing without assigning any reason therefore.

**4. CONSUMABLES & TOOLS:**

**The cost of essential day to day consumables like manure, pesticides, soil, garden tools, machineries, irrigation system, etc. has to be included in the annual maintenance contract value itself. No extra charge shall be paid on this account.**

**However, need based arrangement for saplings, pots, etc. has to be brought to the notice of the Authority and the works have to be carried out as per the advice of the concerned Officer. The cost of such sapling, pots, soil, etc. shall be borne by the Authority.**

**5. TERMINATION OF THE CONTRACT**

The Authority reserves the right to terminate the agreement in case of breach of any

terms and conditions of this agreement by the Contractor, with 24 hours notice. The Authority also reserves its right, to claim damages for such breaches and the decision of the Authority in this regard shall be final. Authority can terminate the agreement if the services provided by the Contractor are found to be dissatisfactory. The Authority can terminate the agreement by giving 30 days notice in writing. However, the Contractor can terminate the agreement by giving 90 days notice in writing to the Authority.

**6. FORCE MAJEURE**

Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall use all reasonable endeavours to minimize any such delay.

**7. BUSINESS TERMINATION**

In the event that the contractor shall close conducting business in the normal course or wind up, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or shall avail itself or become subject to any proceeding under any Act or statute of any country or state relating to insolvency or protection o rights of creditors, then this agreement shall terminate and be of no further force and effect.

- 8.** If the Authority does not avail of certain service(s) mentioned in the Scope of work, then the Authority shall not pay for that/those service(s). The Authority shall have the right, during performance of the maintenance contract to change the scope and/or technical character of the maintenance contract.

**SECTION III**  
**SCOPE OF WORK**

**Note: The contractor has to make all efforts to save Energy and Water.**

**1. AREA of WORK**

Maintenance of Gardens, Lawns, trees/plants, etc. in the parks:-

- a. Garden, lawns in the perimeter, Children Park, and playing area, fountain area, event area , cafeteria area and etc.
- b. Perimeter of road & adjacent areas in front of parks.
- c. Trimming of tree branches located on the pathway/gardens and areas surrounding.
- d. To maintain any other gardens, lawns, trees, etc. which shall be created in future within the parks.
- e. **To grow and maintain minimum 500 numbers shrubs, 1000 numbers hedges, 5000 numbers seasonal flowers in bed and 1000 numbers potted plants in throughout the years for each park. The size of the pot shall not be less than 300mm in diameter and 450 mm in height. The development charges includes cost of the pots, soiling, plants/seedling cost and to be included in the quote.**
- f. **Preferred List of shrubs:** Bougainvillea, Ixora, Hibiscus, Almonda, Mussunda and etc.
- g. **Preferred List of hedges:** Duranta, Ixora chineses, Schefflera, Ficus, Alternanthera, Mehandi, Lantana, Tecoma and etc.
- h. **Preferred List of flowers:** Arabian Jasmine, Blue water lily, Buttercup, China Rose, Cobra Saffron, Cypress Vine, Dalia, Daisy, Rose, Jasmine, Frangipani, Four O'clock, Zinnia, Tulip, Sweet pea, Petunia, Poppy, Magnolia, Marigold, Gerberas, Geranium, Azalea and etc.

**2. PERFORMANCE / SPECIFICATION OF WORK**

The contractor has to perform following activities.

- a. Daily watering
- b. Weed removing
- c. Trimming & pruning
- d. Soil mulching
- e. Lawn mowing
- f. Hedges cutting, Shrubs cutting etc.
- i. Applying fertilizer or compost manure / vermiculture manure alternate month or as and when required.
- j. Applying pesticides like insecticide and fungicide alternate month or as and when required.



- k. Maintenance of Vermi Compost pits.
- g. Disposal of dry / fallen leaves etc.
- h. Cleaning garden all garden areas including the walkways, ponds, fountains beds, offices, washrooms and all other areas belonging to the parks.
- l. Security management of the park

3. REPLACEMENT GUARANTEE

Any plant or shrubs or Ground covers died due to any reasons, will be replaced with the items with same species immediately. (Size of plant may vary as per availability).

4. OTHER MISCELLANEOUS WORKS

Maintenance services for the horticultural work as follows (as per direction of the Authority with labour, materials, tools, tackles & plants).

4.1 LAWNS

Forking the ground, cutting the grass, top dressing, flooding with water, deweeding, light rolling, moving with lawn movers, manuring with okhla manure, compost, chemical fertilizer including renovating barren patches, applying antitermite, chemicals, insecticides, etc. all complete.

4.2 GARDEN, SEASONAL FLOWER BEDS AND NURSERY

Forking the ground, rotation of soil, removing and disposal of weed, wild growth, top dressing, watering, cutting, pruning, removing old leaves and unwanted growth, seed sowing of approved quality and specy, growing seedling, transplantation of seedlings to various beds, nurturing and growing flowers and leaves, grafting, manuring with Eiump manure, compost, chemical fertilizers, applying anti-termite chemicals, insecticides, supporting the growing plants with split bamboo supports, providing temporary sheds over the growing seedlings, all as per approved samples, dosage and quality complete.

4.3 SHRUBS, TREES, GROUND. COVERS, SHADE LOVING FOLIGES AND CREEPERS

Hoeing the ground, removing and disposal of weeds/wild growth from the surroundings, watering, cutting, pruning, removing old leaves and unwanted growth measuring, applying anti-termite chemicals and insecticides, fumigating as and when required, replacing worn out creeper supports, renovating barren strips of hedges, shrubbery etc. all complete.

4.4 GENERAL MAINTENANCE

Pruning:- Clipping and trimming of hedges and edges, trimming of shrub plants, trees creepers, bougainvillea's, etc. at regular intervals, stacking & disposing off/ remove the trimmed branches and other related waste of the plants immediately in the municipality dustbins or as directed by making own arrangements at the cost of the contractor.

- 4.4 Any areas, if added at later stage in future in any specified items of schedule of items & rate would be minted under the maintenance on the quoted rates.
- 4.5 The contractor is responsible for operation and maintenance of the Horticulture hydrants.
- 4.6 **MATERIAL AT SITE**  
The contractor must ensure that all garden machinery, tools, hosepipe, sprinklers, etc. are removed from the site & kept in hidden places to avoid public view when not in use.
- 4.7 Maintenance of Vermi-culture pits/drums with allied works including providing of earth worms, cow dung, turning of the filling in the pits as and when required, etc. and as instructed by Officer In-charge.
- 4.8 Removing fallen leaves, twigs and other miscellaneous refuse from the road and other paved / unpaved lawns & disposing off the same on daily basis outside in the municipality dustbins or as directed by officer in-charge. All cost pertaining to this will be borne by the contractor.
- 4.9 Fine dressing of the ground including providing of additional soil at contractor's cost.
- 4.10 Spreading of sludge, dump manure and good earth in required thickness and as directed by officer in charge.
- 4.11 Mixing earth and sludge or manure in proportions specified etc or as directed by officer in charge.
- 4.12 Grassing with selection of grass including watering and maintenance of the lawn for 30 days or more till the grass forms a thick lawn free from weeds and fit for moving including supplying good earth if needed and as directed by officer in charge.
- 4.13 Complete maintenance of the lawns including weeding, hoeing, watering, maintenance of trees and shrubs on lawn, regular mowing of lawn, removal of garden rubbish and deep rooting rank vegetation, applying insecticides & pesticides (whenever required), making, sowing, and maintenance of seasonal flower beds etc and other garden related works as directed by officer in charge. Lawn area includes flower beds, as well.
- 4.14 **PRUNING**  
Clipping and training of hedges and edges, trimming of shrub plants trees creepers and bougainvillea's etc, at regular intervals , stacking of plants as and when required / and

as instructed by Officer In- charge.

#### 4.15 PLANT PROTECTION

Periodic checks to be carried out for pests and diseases. In the event of infestation prompt spraying of appropriate pesticides, insecticides and fungicides will be required for eradication of the same. The contractor will supply pesticides, insecticides and fungicides and as directed by officer In-charge.

#### 4.16 LAWN MOVING

Lawn moving at a regular interval of 7-10 days or as per direction of Officer In-charge.

#### 4.17 FERTILIZER

Manure and fertilizers specified shall be applied by the Contractor as required and under the direction of the officer In-charge. Manure & fertilizer shall be provided by the contractor at this own cost.

#### 4.18 IRRIGATION

Daily adequate watering of gardens, lawns, pot plants, plants/trees, etc. with hose pipe or sprinkler system in different areas should be done regularly and as directed by officer in charge. Contractor will make his own arrangement of the irrigation system like hosepipes, sprinklers, etc. in adequate quantities. The Contractor is responsible for the routine maintenance of existing sprinkler/drip irrigation system.

#### 4.19 POTTED PLANTS

The existing potted plants beds to be maintained with minor alternation (if required) by planting summer & winter seasonal plants. Seed/seedlings should be provided by the contractors.

4.20 Preparation of seasonal flower beds plants, seeds etc shall be at contractors cost and as directed by officer in charge.

### 5. **MANPOWER AT SITE:**

The bidders are required to confirm the availability and deployment at the site of the following minimum staff/manpower during the contract period. The bio-data of the manpower to be submitted along with the bid. Bidders shall submit an affidavit in this regard.

#### **FOR NEHRU PARK/ SHRADHANJALI PARK**

<b>SN</b>	<b>Designation</b>	<b>Criteria /Experience</b>	<b>Strength</b>
1.	Horticulturist	Qualified Horticulturist and having minimum 10 years in the respective field.	1
2.	Gardener	Minimum 5 years in the respective field	8

		of gardening	
3.	Pest control operator	Minimum 5 years in the respective field	1
4.	Technician	Qualified electrical technician and having min. 3 years experience in the respective field.	1
5.	Plumber	Qualified plumber and having min. 3 years experience in the respective field.	1
6.	Sweeper	Male 2 nos, female 2 nos	4
7.	Security personnel	The in-charge to be minimum grade of NCO. For Nehru Park & Shradhanjali Park 12+1 & for Shankar Dev Udyan the number shall be 9+1. The agency must have tie up with the security agencies who got valid permit to run security agencies in Assam.	12+1 / 9+1

**FOR SHANKAR DEV UDYAN**

SN	Designation	Criteria /Experience	Strength
1.	Gardener	Minimum 5 years in the respective field of gardening	6
2	Sweeper	Male 2 nos, female 2 nos	4
3.	Security personnel	The in-charge to be minimum grade of NCO. The agency must have tie up with the security agencies who got valid permit to run security agencies in Assam.	9+1

**NOTE: All the above mentioned scope of works is indicative and not exhaustive. Authority reserves the right to add/delete any work under the scope of work. However, the Contractor has to properly maintain the Gardens, lawns, trees, etc. cleanliness and security of the premises.**

**SECTION- IV**  
**FINANCIAL BID**

NAME OF THE PARK.....(TO BE FILLED IN BY THE APPLICANT)

Providing Horticulture Works, Security Management, Annual Maintenance Contract including the cost of all necessary man-power, tools, machineries, consumables etc. required for providing services as per the Terms and conditions.

S.NO	DESCRIPTION	CONTRACT PERIOD	BILLING UNIT	* PRICE FOR ONE MONTH (excluding service tax) RS
1	Garden Maintenance including Horticulture and General Maintenance	1 (one) year	Monthly	
2	Security Management			
	TOTAL			

Note:

1. The bidder shall submit the detail breakup of the quoted cost in the Annex sheet.
2. \* Price should include wages, taxes other than service tax, profit, lump sum payment towards the cost such as Insurance, personal protective equipment, shoes, garden tools, garden machineries required, uniform, consumables like manure, pesticides, cleaning materials etc.
3. The contractor is bound to execute the other maintenance works for civil, electrical, plumbing, sanitary and water supply as per APWD, SOR rates as directed by the Authority from time to time. Any other items not included in APWD SOR shall be paid on analysis rate only.

Signature:

Date:

## DETAIL BREAKUP OF THE QUOTED COST FOR NEHRU PARK/ SHRADHANJALI PARK

SN	Designation	Criteria /Experience	Strength	Cost per unit (Rs)	Budgeted cost (Rs monthly)
1.	Horticulturist	Qualified Horticulturist and having minimum 10 years in the respective field.	1		
2.	Gardener	Minimum 5 years in the respective field of gardening	8		
3.	Pest control operator	Minimum 5 years in the respective field	1		
4.	Technician	Qualified electrical technician and having min. 3 years experience in the respective field.	1		
5.	Plumber	Qualified plumber and having min. 3 years experience in the respective field.	1		
6.	Sweeper	Male 2 nos, female 2 nos	4		
7.	Security personnel	The in-charge to be minimum grade of NCO. The agency must have tie up with the security agencies who got valid permit to run security agencies in Assam.	12+1		
8.	Consumables like manures, pesticides, cleaning materials etc.		LS		
9.	Tools and equipments etc.		LS		
	<b>TOTAL</b>				

**DETAIL BREAKUP OF THE QUOTED COST FOR SHANKAR DEV UDYAN**

<b>SN</b>	<b>Designation</b>	<b>Criteria /Experience</b>	<b>Strength</b>	<b>Cost per unit (Rs)</b>	<b>Budgeted cost (Rs monthly)</b>
1.	Horticulturist	Qualified Horticulturist and having minimum 10 years in the respective field.	NIL		
2.	Gardener	Minimum 5 years in the respective field of gardening	6		
3.	Pest control operator	Minimum 5 years in the respective field	NIL		
4.	Technician	Qualified electrical technician and having min. 3 years experience in the respective field.	NIL		
5.	Plumber	Qualified plumber and having min. 3 years experience in the respective field.	NIL		
6.	Sweeper	Male 2 nos, female 2 nos	4		
7.	Security personnel	The in-charge to be minimum grade of NCO. The agency must have tie up with the security agencies who got valid permit to run security agencies in Assam.	9+1		
8.	Consumables like manures, pesticides, cleaning materials etc.		LS		
9.	Tools and equipments etc.		LS		
	<b>TOTAL</b>				