



# PONDICHERY UNIVERSITY

## HORTICULTURE WING

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PU/Hort/F. Garden AMC/2016-17/179,

Dt. : 23.09.2016

### **NOTICE INVITING TENDER (TWO COVER SYSTEM)**

Sealed tenders in a single cover consisting of two inner sealed covers containing Technical bid cover as part-I and Financial bid (price) as part-II are invited from the eligible / registered garden contractors for attending the garden maintenance work at various locations (**127 nos.**) within the University Campus.

Last date for receipt of tenders: **12.10.2016 upto 02.30 P.M.**

The applications & other details of garden locations, work specifications and terms & conditions, deed of agreement, etc., for carrying out the garden maintenance work may be seen in the University website, [www.pondiuni.edu.in](http://www.pondiuni.edu.in) under Tender column.

**R.V. Nagar,**  
**23.09.2016**

**REGISTRAR.**

## TENDER SCHEDULE

### ANNEXURE – I

Sealed Tenders are invited from the reputed / registered garden contractors for carrying out garden maintenance work at various garden locations (127 nos.) as detailed at Annexure – II within the University Campus.

#### TERMS & CONDITIONS:

1. Last date and time for receipt of Tenders: **12.10.2016 upto 02.30 P.M.**
2. Date & Time of opening of Tender: **12.10.2016 at 03.00 P.M.**
3. The tender schedule, tender application, terms & conditions and other details may be obtained by down loading from the University website [www.pondiuni.edu.in](http://www.pondiuni.edu.in) under tender column.
4. The filled in tender application must be accompanied with Rs.525/= [500 + 25 (VAT)] towards the cost of tender schedule, required EMD and other relevant documents.
5. An EMD amount of **Rs...../ = @ 2.5%** on estimated cost of work should be submitted in the form of DD in favour of Finance Officer, Pondicherry University payable at Puducherry for participating in the tender.
6. The filled in application in a sealed cover must be accompanied with D.D. from nationalized bank towards cost of application & EMD. The D.D. should be drawn in favour of “ **The Finance Officer, Pondicherry University** ”, payable at Puducherry.
7. **Technical bid cover part – I** of the bid should contain D.D. for application cost, EMD, Documentary evidences for pre-qualification requirements viz., Registration Certificate, Licence from Labour Department (Central), proof for 5 years of garden work experience with details of total amount of garden work carried out during last 2 years from the Government Departments / Corporations, etc.,
8. All the pre-qualification works for the tender should have been carried out in Government / Quasi – Government / Public Sector Undertaking / Government Undertaking Corporations in bidders name in the form of copy of letter of intent / agreement, work order & work completion certificate issued are to be furnished / enclosed alongwith part-I of the bid. It is the responsibility of the bidder to prove that they are qualified for the work and no further details will be received after opening the tender.
9. Minimum eligibility criteria for prequalification of contractors (other than general conditions). The contractor should have carried out similar nature of work of “Maintenance of Gardens, Lawns, in the last two years ending last day of the month previous to the one in which,
  - a. Copy of one similar completed work of value not less than 80% of estimated cost in a single work order.  
Or
  - b. Copy of two similar completed works of value not less than 60% of estimated cost in a single work order.  
Or
  - c. Copy of three similar completed works of value not less than 40% of estimated cost in a single work order.

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10. Any bid without documentary evidences will not be considered for further evaluation. Documents in original have to be submitted for verification on demand, failing which the offer is liable for rejection.
11. **Financial bid (Price) cover part – II** should contain only tender schedule with accepted price / cost duly filled and signed. The **technical over only will be opened on due date** and time i.e.; **12.10.2016** by 03.00 P.M.
12. After verifying the documentary evidences & E.M.D., etc., in the Technical Bid Cover (part-I), the eligible tenders of Financial Bid (Price) Cover (Part-II) will be opened subsequently (or) as decided by the Tender Committee at that time.
13. The tender schedule without the application cost and required EMD and other relevant particulars will be summarily rejected.
14. The sealed tender with Technical bid and Financial bid (price) in separate covers duly signed by the tenderer / contractors should reach this office on or before **12.10.2016 by 02.30 P.M.** and it will be opened by the Committee on the **same day at 03.00 P.M.** in the presence of tenderers.
15. The offer must be in English. The rates should be indicated both in figures and words against the works concerned.
16. The tender participants are requested to be present at the time of opening the sealed tenders on **12.10.2016 by 03.00 P.M.** at Administrative block of Pondicherry University Campus.
17. The details of garden maintenance work to be carried out during the maintenance period are furnished in the Annexure - III (A) & (B) of the tender schedule and the maintenance operation has to be properly carried out as per the work specifications mentioned in the tender schedule of Annexure – III (A) & (B).
18. The tender party should inspect all the garden locations and ascertain the actual garden maintenance area, existing garden plants, lawn, nature of field works to be carried out for proper maintenance of gardens, etc., as per the tender conditions & work specifications **before applying for the tender.**
19. The tenderers should possess a minimum of 5 years of experience in the garden maintenance work at any Government Agencies / Corporations. The contractor should have attended the work related to garden development / maintenance to a total turnover as mentioned in prequalification of Contractor at condition '9' of term & condition during last two years from Government Agencies / Corporations, etc.,
20. The rate quoted should be inclusive of all charges for carrying out garden maintenance works mentioned in the tender schedule and the rate should be quoted for **"rate per sq. mt."** only. The AMC rate quoted in the tender should be including labourer charges, ESI / EPF, material charges, hire charges of equipments / implements used, taxes and levies, etc.,
21. The rate quoted / accepted in the tender should be **valid for 24 months** from the date of awarding the work.
22. The contractor should submit their profile of work containing Certificate of Registration, Labour Licence from Labour Department (Central), Garden Experience Certificate from Government Agencies / Corporations and other field of specialization in landscaping and garden development, if any, etc. to be enclosed alongwith the tender application. Without the certificates and profile, the tenders will be rejected.

23. The mode of selection is to accept the lowest rate (L<sup>1</sup>) offered by the tenderer, the management reserves the right to negotiate with tenderer for further reduction in the rates quoted for maintenance.
24. Priority will be given to the tenderer, who have attended more no. of garden related works in Government Agencies / Corporations during the last two years. The tenderer may also enclose such supply order copies preferably from Government Departments, along with their tenders.
25. Quoting merely the lowest price does not confer any right to any bidder for award of work order. The University's Tender Committee, reserves the right to select any garden AMC bid under the grounds of specification compliance, technical skill / quality, proven performance track record, service back up support, offer of additional / special features, compatibility with the existing system, etc.,
26. Security Deposit amount @ 5% of the approved bid amount of successful bidder for garden zones concerned as per work order will be withheld by the University and will be released, after completing the maintenance period awarded to the L<sub>1</sub> tender party.
27. For successful bidder, the EMD will be retained as Initial Security Deposit (ISD) and the balance amount of Security Deposit (5%) have to be paid by the contractor at the time of issuing work order.
28. The Income Tax and Sales Tax on works contract will be deducted from the progressive payment as per the prevailing Income Tax and Sales Tax rules.
29. Any damages / loss during the maintenance period should be rectified and the expenses for the damages to the garden components should be rectified and replaced with new plants / garden items and the expenses should also be borne by the L<sub>1</sub> garden contractor awarded garden maintenance work .
30. Penalty should be imposed to the contractors for non-functioning of equipments like lawn mower, hedge trimmer, etc., utilized for maintenance operation.
31. Details of minimum no. of manpower to be employed by the contractor and minimum quantity of horticultural inputs viz., Farmacyard manure, compost, fertilizer, pesticides, implements / equipments, etc., to be utilized for the maintenance operation should be included in the tender schedule & will be verified by the inspection officer at any time.
32. The Contractor should adopt the wages payment as per Central Wages Act to the workers employed for maintenance work.
33. Commencement of the period of contract is the period from the date of work order awarded for garden maintenance work, but the University reserves the right to extend / short close, if it is necessary without any change in the rate and terms and conditions.
34. The garden Contractor should submit location – wise garden photos every month along with the claim bill requesting for payment.

35. The tender cover containing Technical bid in separate cover and Financial bid in separate cover should be super-scribed with garden maintenance work for example; **“Quotation / Estimate for the garden maintenance work (127 locations)”** as per the model shown below:

<b>Tender submitted for garden maintenance work (127 locations):</b>	
	<b>To,</b>
	<b>The Registrar / Horticulturist, Horticulture Wing, Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014.</b>
<b>From,</b>	
<b>Tenderer’s Address with contact no.</b>	

36. Tender form duly completed in all respects should be accompanied by the following documents:

- i. Filled in tender schedule (Annexure – iv) with Technical bid & Financial bid (price).
- ii. D.D. for tender schedule & E.M.D. amount with details of amount paid.
- iii. Profile of the garden contractor.
- iv. Details of work carried out by the contractor in Govt. Agencies / Corporations, etc.,
- v. Undertaking form duly filled & signed (Annexure – v).
- vi. Scope of work & work specifications form (Annexure – III (A) & (B)).

37. The sealed tenders alongwith required EMD should be address to ,

**The Registrar / Horticulturist, Horticulture Wing,  
Pondicherry University,  
R.V. Nagar,  
Kalapet,  
Puducherry – 605 014.**

38. The sealed tenders alongwith required EMD may also be deposited into the tender box kept in the reception counter at Administrative building (Ground Floor) within the due date / time i.e.; on or before **12.10.2016 upto 02.30 P.M.**

39. The following registers should be maintained by the garden maintenance contractors as per the Central Wages Act.

- a) Attendance Register.
- b) Wages Distribution Register.
- c) Garden Maintenance work Register.
- d) Register of time / register of over time / register or deduction for damages and loss.
- e) Wages / ESI / EPF slip.

40. The wages should be paid as per the central wages Act by the garden maintenance contractors / landscape designers to the labourers working in their control and the contractor should engage the labourers below the age of 60 years.

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41. All the garden labourers working under their control should be covered under EPF Act and ESI Act. The contractor should make all the payments towards EPF for the labourers engaged by them for the garden maintenance work.
42. Separate registers for inputs, chemicals, equipments / implements utilized for maintenance work and should furnish location-wise details. All the registers should be kept in the work spot for verification by the Labour Commissioner / University Authorities.
43. Register pertaining details of location-wise / zone-wise maintenance operations like weeding, manuring, plant protection operations, garden cleaning and other related cultural operations, etc., should be maintained properly and kept ready at work spot for verification during inspection.
44. The Contractor should engage atleast 3 nos. of supervisory staff for garden maintenance work to be posted by the Contractors concerned for looking after the works to be carried out as well as the actual man power engaged for the proper maintenance of the awarded garden maintenance work, which may also helpful to the department officials to monitor the day to day field works with the supervisory staff of the Contractor concerned.
45. The supervisory staff engaged by the Contractor as well as the garden Contractor are held responsible for the actual maintenance work to be performed in the field as well as managing no. of man powers to be engaged for carrying out routine field work and also application of required inputs to the garden as well as tree plantation and the same has been verified by the field / Supervisory Staff of Horticulture Wing.
46. If an work order is placed with the firm, the selected tenderer should enter into an agreement with this University in a Rs.50/= non judicial stamp paper and it should be governed as per the University rules in force at the time. The copy of the agreement form is enclosed in Annexure – VI.
47. The contractor shall be entirely responsible for any injury to the workmen in the event of them being involved in an accident and shall render all co-operation to the University officials if any enquiry is held thereon.
48. All safety pre-cautions and safety rules should be followed and failure to adhere to the same will be viewed seriously and the consequences there of shall be borne by the contractor.
49. In case of default by the contractor in fulfilling the obligations under the Acts and Rules, the University have right to punish the contractor by recovery from bills, security deposit or any amount due to him or otherwise as recovery of debts.
50. The contractors should also maintain location -wise attendance register for the workers engaged for maintenance work and should be kept ready at work spot whenever required for verification by the Horticulture Wing supervision staff.
51. The required water supply for irrigation and power supply for operating maintenance equipments viz., lawn mower, hedge trimmer, etc., will be provided by the institution at free of cost.
52. In the course of execution of the contract / work by the contractor, if any damage occur to the materials, equipments, water supply, power supply, power supply connections, fittings or any other installations, such damages will be recovered from the contractor of the cost prices of the articles damaged, plus other cent age charges.

- 53. The garden contractor should keep the garden premises clean and should not keep the garden waste materials viz., mowed grass, cut down branches, plant waste cuttings while carrying out trimming operations, dried palm leaves and other dried materials, etc., in the adjoining areas and the said waste materials should be kept in the waste pit near Sub - Station area in the University Campus earmarked for this purpose.
- 54. No alterations or erasures in the tender form are permissible without proper authentication, otherwise it is liable to be rejected.
- 55. Tender received after due date or time or if tender is not duly sealed & signed will be rejected.
- 56. In case of any difference or dispute arising in connection with the tender / contract, all legal proceedings relating to the matter shall be institute / only in the jurisdiction of the Union Territory of Puducherry.
- 57. Additional terms and conditions will be incorporated in the work order, if needed, to safe guard the interests of the University.
- 58. The University reserves the right to terminate the contract which may carry with it forfeiture of Security Deposit in addition to recovery of any loss or consequence there-of, at any time, if it is found that the contractor is not able to carry out the work satisfactorily.
- 59. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
- 60. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
- 61. For any clarifications, the participant may contact the Officer concerned as given below:

Contact address	Contact Numbers
Horticulturist, Horticulture Wing, Pondicherry University Puducherry	<b>Off :</b> 0413 – 2655513, 0413 – 2654266, 0413 – 2654270.

- 62. The Pondicherry University reserves full right to accept, reject or cancel or postpone the tender without assigning any reason depending upon the situation even after opening and conduct of the tender.

**REGISTRAR.**

**ANNEXURE – II****Details of Garden AMC area**

<b>Sl. no.</b>	<b>Location</b>	<b>Area in Sq. mt.</b>
1	Opp. to Admn. blg. Garden	1288
2	Students Service Centre	559
3	Old SOM blg (A)	581
4	Old SOM blg (B)	204
5	New Lecture Hall Complex – II OTS – Front side shade grass garden	806
6	Elec. Media&Mass Comn. (Front)	844
7	Elc. Media & Mass comn. (east)	1729
8	Phy. Edn. Dept.,	651
9	Sports Gallery – A	1063
10	Sports Gallery – B	652
11	Sports Gallery – C	934
12	Sports Gallery – D	655
13	New Research Scholar Gents Hostel – A1	531
14	„ – A2, A7 & A8	576
15	„ – A3	372
16	„ – A4	465
17	„ – A5	475
18	„ – A6	527
19	Ilango Adigal men's hostel	1132
20	Old (5) Men's hostel	2469
21	3 Men's hostel & Mega mess	4951
22	V.C. Official residence	2024
23	Men's Gym	470
24	Addl. 2 Men's Hostel – (1) Dr. Radhakrishnan	929
25	„ – (2) Maulana Abul Kalam	743
26	Kalpana Chawla Women's Hostel	1672
27	New Research Scholar Ladies Hostel – A1, A2	696
28	„ – A3, A4	557
29	„ – B1, B2, B3, B4	418
30	„ – C1, C2, C3, C4	223
31	„ – D1, D2, D3, D4	70
32	„ – A (Near road side)	300
33	Annai Teresa Mega Mess for Women	1115
34	Women's Gym	269



35	New 40 Unit apartment (location A)	93
36	New 40 Unit apartment (location B)	279
37	New 40 Unit apartment (location C & D)	372
38	New 40 Unit apartment (location E)	835
39	Bio-tech blg. (location -A)	717
40	Bio-tech blg. (location -B)	394
41	Bio-tech blg. (location -C)	379
42	Bio-tech blg. (location -D)	855
43	Bio-tech blg. (location -E)	782
44	Bio-tech blg. (location -F)	297
45	Day Care Centre	167
46	Chemistry location `A'	1131
47	Chemistry location `B'	646
48	Chemistry location `C'	1437
49	Maths blg. (front)	472
50	Physics Phase-I location `A'	581
51	Physics Phase-I location `B'	171
52	Physics phase – II (North)	104
53	Physics phase – II (East, West & North)	1463
54	Physics phase – II (OTS)	308
55	Cen. for Polln. Control	899
56	Conv. Cum. Cultural Complex inc. rear side	3055
57	UGC - ASC (G7A)	591
58	UGC - ASC (G7B, G7C)	372
59	UGC - ASC (G8, G8A)	579
60	UGC - ASC (G9A, G9B, G10, G10A)	483
61	UMISARC (G1) - lawn area, plants & logo	2382
62	UMISARC (G2A)	465
63	UMISARC (G5)	697
64	UMISARC (G3) - inner circle	176
65	Silver Jubilee Campus wall garden	186
66	Approach road (Northern side) to UMISARC	743
67	Foreign & Transit hostel (Univ. Guest House - II)	1509
68	Silver Jubilee rountana	379
69	Silver Jubilee road (4) junction	743
70	S.O.T. (G28A, G28B)	1486

<b>71</b>	S.O.T. (G29A, G29B)	836
<b>72</b>	Social Science & Humanities (G11)	3019
<b>73</b>	Social Science & Humanities (G12)	650
<b>74</b>	Social Science & Humanities (G13)	232
<b>75</b>	Social Science & Humanities (G14)	70
<b>76</b>	Social Science & Humanities (G15)	650
<b>77</b>	Social Science & Humanities (G16)	232
<b>78</b>	Social Science & Humanities (G17)	70
<b>79</b>	Social Science & Humanities (G18A)	743
<b>80</b>	Social Science & Humanities (G18B)	743
<b>81</b>	Social Science & Humanities (G20A & 20B)	471
<b>82</b>	Social Science & Humanities (G21)	232
<b>83</b>	Social Science & Humanities (G22)	70
<b>84</b>	Social Science & Humanities (G23)	650
<b>85</b>	Social Science & Humanities (G24)	232
<b>86</b>	Social Science & Humanities (G25)	650
<b>87</b>	Social Science & Humanities (G26)	279
<b>88</b>	Amphi theatre 1 & 2 (Soc. Sci. & Hum.) (8664 + 8664)	1542
<b>89</b>	Uni. Emblem garden near Admn. block inc. hedge plants at opp. site	1726
<b>90</b>	Examination Wing - (A, B, C & D) & rear side	1338
<b>91</b>	Examination Wing - OTS	511
<b>92</b>	Library blg. garden (front side)	469
<b>93</b>	Library blg. garden (north west side)	911
<b>94</b>	Library blg. garden (East west side)	191
<b>95</b>	New SOM blg (A)	581
<b>96</b>	New SOM blg (B)	581
<b>97</b>	New SOM blg (C1&C2)	1691
<b>98</b>	New SOM blg (D)	781
<b>99</b>	Sci. & Hum – I (west side)	2305
<b>100</b>	Sci. & Hum – I (north west side)	354
<b>101</b>	Sci. & Hum – I (south side)	233
<b>102</b>	Sci. & Hum. - I (Inner Circle)	1301
<b>103</b>	Sci. & Hum II (A1)	385
<b>104</b>	Sci. & Hum II (B1)	885

<b>105</b>	Sci. & Hum II (C1)	56
<b>106</b>	Sci. & Hum II (Cb1)	228
<b>107</b>	Sci. & Hum II (D1)	304
<b>108</b>	Sci. & Hum II (E1)	304
<b>109</b>	Sci. & Hum II (inner circle)	1328
<b>110</b>	D.D.E garden – (location – A)	1291
<b>111</b>	D.D.E garden – (location – B)	1078
<b>112</b>	D.D.E garden – (location – C)	665
<b>113</b>	Admn. bldg. (north side) & South side	2090
<b>114</b>	Food Technology building	2237
<b>115</b>	University Canteen –III inc. Temple premises	2625
<b>116</b>	V.C. Official residence - Additional work	809
<b>117</b>	Auditorium lawn (front) & rear side	1353
<b>118</b>	Yamuna hostel	997
<b>119</b>	Ganga women's hostel	464
<b>120</b>	Saraswathy Hostel	1225
<b>121</b>	Cauvery Hostel	1064
<b>122</b>	University Health Centre	1668
<b>123</b>	Estate Office / Ladies Hostel	768
<b>124</b>	Horticulture Wing	881
<b>125</b>	New Lecture Hall - I (left side & right side)	503
<b>126</b>	New Lecture Hall - I (Gate – II - road side)	1468
<b>127</b>	Central verge plants & Ground covers (exc. watering work) Gate -I & Gate -II	3294
<b>Grand Total</b>		<b>109492 Sq.mts</b>

**Horticulturist**

**ANNEXURE – III (A)**

**Scope of work for Garden AMC**

**Garden maintenance work for the already developed gardens in Pondicherry University Campus.**

<b>Sl. no.</b>	<b>Nature of works to be carried out in the Garden</b>	<b>Details / Frequencies</b>
<b>1.</b>	a) Watering the lawn and other plants regularly.  b) Weeding the lawn area and maintaining the lawn free from other unwanted plant.  c) General cleaning of the lawn area, removal of dried leaves and other unwanted materials.	Watering work on need based for proper establishment.  Weeding the lawn area once in 30 days. Maintenance of lawn has to be carried out in a day to day basis utilizing the required man power, implements, regular watering, mowing, weeding and improving the soil with the required amount and type of manure at the specified intervals.  Every day on need based and to keep the lawn and garden area neat and tidy. Sweeping dried leaves falling from the standing trees on lawn. Removal of fallen leaves (fronts) from Palmyrah trees and low lying branches of existing trees in the garden location.
<b>2.</b>	Mowing of lawn grass	Once in 3 months, by using Mechanized lawn mower. The frequency of mowing the lawn is to be selected in such a way that the health and appearance is not affected.
<b>3.</b>	Application of Farm Yard Manure / Fertilizer	Once in a month for grass area and specimen plants and edge plants. The quantity of manure and insecticides required to keep the lawns healthy and tidy are deemed to have been included in the scope of work.
<b>4.</b>	Application of plant protection chemicals.	On need based to protect from pests diseases and scrutinized from authority.
<b>5.</b>	a) Hedge trimming, Maintenance of flower bed, Specimen plants, etc., free from spread of lawn grass, other unwanted plants, if any.  b) Providing and maintaining the basin for specimen plants.	Once in 3 months / on need based. Any planting of grass to make the lawn uniform is deemed to have been included in the scope.  On need based.
<b>6.</b>	a) The watering source for garden.  b) Hose pipe & other garden implements / equipments.	By the client Department.  By the Contractor

**Agreed to carry out the field works / conditions (sl. no.1 to 6) as stated above.**

**Place :**

**Date :**

**Signature of the Tenderer.**

**ANNEXURE – III (B)**

**Work specifications for Garden AMC:**

Details of garden maintenance work to be carried out and strictly adopted for proper maintenance.

1. The garden area should be kept neat and clean without any dried plants, lawn, waste materials, etc., Contractor should ensure the greenery of lawns throughout the year.
2. Regular watering should be provided for keeping the greenery in a good condition.
3. Weeding operations should be carried out once in 30 days and to keep the lawn and other garden area neat and clean without any unwanted weed growth.
4. Mowing of lawn grass should be carried out once in 3 months to maintain the lawn area in uniform growth.
5. Application of required farm yard manure, vermi compost, neem based organic pesticide / fungicides should be attended once in a month for the lawn grass, specimen plants, hedge / edge plants, flower bed and other garden plants within the garden area.
6. For lawn, 20 m<sup>3</sup> River sand, 20 m<sup>3</sup> red soil and 20 m<sup>3</sup> farm yard manure should be stacked before use as and when required.

Sl. no.	Description of the manure / pesticides	Frequency of application
1.	Neem oil @ 1 litre / 500 Sq. mts. per month	Every four months
2.	Neem cake @ 500 Kgs. / 4000 Sq. mts.	Every four months
3.	Vermi compost @ 2000 Kgs. / 4000 Sq. mts.	Every four months

7. Required plant protection operation should be carried out by spraying suitable plant protective chemicals as and when required to keep the garden plants without any pest and disease attack.
8. Hedge trimming, pruning, removal of dried leaves & branches, removal of unwanted plants, keeping the flowering plants in the flowering bed, specimen plants in a good condition should be carried out regularly to keep the gardens are good looking status.
9. Each and every specimen plants and other foliage / flowing plants already planted in the garden area should be made basic around the plants to retain required water and manure etc. for its proper growth.
10. Penalty for non-attendance / failure of maintenance lawns and gardens
  - a. Non-deployment of gardener personnel – **Rs.600/=** per person.
  - b. Non-use / less use of materials / manure / pesticides – **Rs.1000/=** per application.
  - c. Failure to replace or repair the equipment within a day – **Rs.2000/=** per equipment.
11. The electricity supply for lawn mower, hedge trimmer will be provided free of cost by Pondicherry University.
12. The required materials for providing irrigation facilities should be arranged by the garden contractor including the maintenance of already provided irrigation pipe lines within the garden area.

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**13.** The contractor should maintain an attendance register and the same should be certified by the Horticulture staff and handover a copy to the Horticulturist on next working day and throughout the year.

**14.** The contractor have the following equipments / materials for maintenance operation.

- Electric lawn mower – 1 no.
- Hedge trimmer – 1 no.
- Petrol driven chain saw – 1 no.
- Manual Telescopic Tree pruner – 1 no.
- Required braided hose pipes & garden implements for all lawns.

**15.** The bore well motor providing irrigation source to the garden area should be maintained properly by the garden contractor and if any major repairs to the bore well motors should be informed to the Horticulture Wing and will be rectified under the supervision of Horticulture Wing and payment will be made accordingly.

**16.** The contractor should utilize required irrigation water from the already existing bore well maintained in the University for this purpose.

**Agreed to carry out the field works / conditions (sl. no.1 to 16) as stated above.**

**Place :**

**Date :**

**Signature of the Tenderer.**

ANNEXURE – IV (A)

**PONDICHERRY UNIVERSITY - HORTICULTURE WING**  
(A CENTRAL UNIVERSITY)  
R.V. NAGAR, KALAPET, PUDUCHERRY – 605 014.

**TENDER SCHEDULE**

**PART- I – TECHNICAL BID**

The rate should be quoted on **Sq.mt. basis** for attending annual maintenance of the already developed Gardens (**127 locations – 109492 Sq.mts**) within the Pondicherry University Campus, Puducherry Region.

1. Name and address of the Tenderer / Garden Contractor :  
Contractor
  
2. Telephone no(s) inc. Mobile no(s) :
  
3. Profile of the Tenderer / Garden Contractor (Details to be enclosed separately) : Enclosed / Not enclosed
  
4. EMD and Tender schedule fee details :

Job no.	Particulars of work	Area in Sq. mt.	EMD amount (Rs.)	Demand Draft no. and date	Name of the Bank and Branch
1.	Garden maintenance (127 locations) – Annex II A	109492 Sq. mts.			

5. Details of Registration Certificate (copy to be enclosed) :
  
6. Details of Lisence from Labour Dept. (Central) (copy to be enclosed) :
  
7. Details of Garden experience in Govt. Organizations including total worth for the past two years (Proof to be enclosed) :
  
8. Whether the Undertaking at Annex - V have been enclosed : Yes / No.

9. Whether the Tenderer agreed for executing the Deed of Agreement as per Annexure – II, III & VI : Agreed / Not agreed

I shall abide by the terms and conditions stipulated in the tender schedule at **Annexure-I (Sl. no.1 to 62)**, and Scope of work & work specifications in Annexure – III-A (sl. no.1 to 6) & III-B (sl. no.1 to 16), V & VI [I (i to xii)], II to VII have been read and understood by Me / Us and agree to abide by all of them.

Place :

Date :

Signature of the Tenderer.



ANNEXURE – IV (B)

**PONDICHERRY UNIVERSITY - HORTICULTURE WING**  
**(A CENTRAL UNIVERSITY)**  
**R.V. NAGAR, KALAPET, PUDUCHERRY – 605 014.**

**TENDER SCHEDULE**

**PART-II – FINANCIAL (PRICE) BID**

The rate should be quoted on Sq.mt. basis for attending annual maintenance of the already developed Gardens **(127 locations – 109492 Sq.mts)** within the Pondicherry University Campus, Puducherry Region.

1. Name and address of the Tenderer / Garden :  
Contractor
2. Telephone no(s) inc. Mobile no(s) :
3. The tender amount should be quoted for carrying out garden maintenance work including all charges for carrying out the work mentioned at **Annexure – II, III & VI**:

Job no.	Particulars of work	Area in Sq. mt.	Rate quoted (Rs)	Amount (Rs.) (Rate / Sq.mt)
1.	Garden maintenance (127 locations) – Annex II A	109492 Sq. mts.	Per Sq. mt.	.....

4. Item wise break up details of expenditure : Enclosed / Not enclosed.  
required in terms of Labour charges, cost of inputs / implements, etc., for carrying out / completing the assigned work should be worked out in a separate sheet and enclosed along with the Financial (Price) Bid of Tender Schedule.

5. Whether the tenderer agreed to attend the : Agreed / Not agreed.  
Garden maintenance work as furnished in  
**Annexure – II, III & VI** of the Tender Schedule.

**UNDERTAKING**

I / We hereby declare that the terms and conditions of the tender schedule – Annexure-I (Sl. no.1 to 62) and Scope of work & work specifications in Annexure – III-A (sl. no.1 to 6), III-B (sl. no.1 to 16), V & VI [I (i to xii)], II to VII have been read and understood by Me / Us and agree to abide by all of them.

**Place :**

**Date :**

**Signature of the Tenderer.**

**Annexure – V**

**UNDERTAKING**

**TO BE SUBMITTED DULY FILLED AND SIGNED ALONG WITH TENDER SCHEDULE:**

01.	Name and address of the Tenderer		
	Phone no.		
	Fax no.		
	E-mail address		
02.	Particulars of tender application fee / cost	<b>Details of DD / Challan enclosed / Not applicable</b>	
		DD no.	
		Date	
		Bank & Branch	
03.	Whether the required EMD amount enclosed for participating the tender. Please indicate item wise EMD in the form of DD / Application received without EMD are liable for rejection.	<b>Yes / No</b>	
		<b>Details of DD / Challan enclosed / Not applicable</b>	
		DD no.	
		Date	
		Bank & Branch	
04.	Experience details of establishing new landscape gardens / maintenance work & other similar nature of work in Govt. Agencies / Corporations, etc., Proof to be enclosed.	Yes / No	
05.	Has the tenderer attended similar nature of work for any Government establishment or large corporate bodies. If yes, proof enclosed.	Yes / No	
06.	Does the tenderer has ISO certification as a proof of high standards of quality? Proof to be enclosed.	Yes / No	
07.	Validity of offer whether agreed for the validity period of <b>02 years</b> from the date of awarding the work to the tenderer?	Agreed / Not agreed	
08.	Is the tenderer agreeable for the payment terms.	Yes / No	
09.	Is the tenderer agreeable for the general terms and condition and special conditions of the tender.	Agreed / Not agreed	
10.	Income Tax returns. Have you attached the clearance details with proof for the past 3 years enclosed. PAN number of Income Tax.	Yes / No	
11.	Name of your Bank and address		

- I / We hereby declare that the information furnished above are true and correct to the best of my / your knowledge.
  
- I / We hereby declare that the terms and conditions of the tender schedule – Annexure-I (Sl. no.1 to 62) and Scope of work & work specifications in Annexure – III-A (sl. no.1 to 6), III-B (sl. no.1 to 16), V & VI [I (i to xii), II to VII have been read and understood by Me / Us and agree to abide by all of them.
  
- If the statement of information furnished above is found incorrect / false, I / we further agree that University Authorities reserves the right to reject the tender based on its evaluation.
  
- I / We enclosed herewith i) DD for Rs. \_\_\_\_\_ bearing no. \_\_\_\_\_ dated; \_\_\_\_\_ towards EMD charges as per tender conditions.

Date :

Address :

Signature of tender party with seal

**Note:**

- The due date for submission of completed tender documents is **12.10.2016** upto 02.30 P.M.
  
- No late tender will be entertained and the Pondicherry University, Puducherry will not responsible for postal or any other delay in submission of tender on due date and in time.

## Annexure - VI

### **DEED OF AGREEMENT**

This Agreement executed at Puducherry on this the \_\_\_\_\_ between **Pondicherry University**, (A Central University established by the Pondicherry University Act, 1985), having its Office and Campus at R.V. Nagar, Kalapet, Puducherry – 605 014, represented **by its Registrar**, which expression shall include his successors in Office, hereinafter referred to as the “ University ” on the one part and **M/s.** \_\_\_\_\_, having its Office at \_\_\_\_\_, represented **by Shri. / Smt.** \_\_\_\_\_, **its Owner / Proprietor**, hereinafter referred to as the “ Contractor ” which expression shall include his heirs, executors, legal representatives and assignees on the other part.

WHEREAS the University is desirous of having a contract for maintenance of its gardens in its said Campus and invited tenders for the execution of the same.

And whereas the contractor had applied for undertaking the garden maintenance work and was selected for the same by the University.

#### **Now therefore the parties hitherto have agreed as follows:**

- I. The Contractor hereby agrees and undertakes to execute the following nature of works towards the Garden maintenance for the already developed gardens (127 locations – 109492 Sq.mts.) as mentioned in Annexure-II.
  - i. Watering the lawn, ornamental plants, and other plants should be attended regularly. Watering should be provided as per need based.
  - ii. Weeding the lawn once in 30 days and maintaining the lawn free from weeds and other unwanted plants.
  - iii. General cleaning of the lawn area, removal of dried leaves and other unwanted materials every day / on need based and to keep the lawn and garden area neat and tidy.
  - iv. Mowing the lawn grass once in 3 months, by using Mechanized lawn mower.
  - v. Application of Farm Yard Manure once in a month for grass area, specimen plants and edge plants, etc., (Register pertaining all details should be maintained).
  - vi. Application of plant protection chemicals on need based should be attended. (Register pertaining all details should be maintained).
  - vii. Hedge trimming, maintenance of flower bed, specimen plants, etc., free from spread of lawn grass, other unwanted plants, if any, once in three months.
  - viii. Providing and maintaining the basin formation for specimen plants on need based.
  - ix. Maintenance of Attendance Register for the garden workers of each location.
  - x. Maintenance of Wages disbursing register.
  - xi. Maintenance of garden work register.
  - xii. Maintenance of wage slip.

- II. The contract shall be valid and in force for a period of twelve months with effect from the date of work order as mutually agreed and may extent further for a period of one more year with the same rate.
- III. The Contractor agrees to abide by all the terms and conditions stipulated in Annexure – I (Sl. no.1 to 62) and Scope of work & work specifications in Annexure – III-A (sl. no.1 to 6), III-B (sl. no.1 to 16), V & VI [I (i to xii)], II to VII of Tender Schedule.
- IV. Name of the garden Contractor with details should be displayed in the work locations maintained by the concerned Contractor.
- V. The AMC claim should be made on monthly basis alongwith photographs of garden locations on or before 05<sup>th</sup> of every month for effecting payment.
- VI. Improper maintenance / violation of the terms and conditions stipulated in the Tender Schedule will constitute breach of agreement and lead to cancellation of the contract immediately besides the Contractor forfeiting his Security Deposit.
- VII. The Pondicherry University agrees to repay the Security Deposit on successful execution and completion of the garden maintenance work for the said period by the Contractor without any interest.

IN WITNESS WHEREOF, the said parties hereto have signed and executed this agreement on this the day,

FOR AND ON BEHALF OF  
M/S.

FOR AND ON BEHALF OF  
PONDICHERRY UNIVERSITY,

( )  
CONTRACTOR (OWNER / PROPRIETOR).

( )  
HORTICULTURIST,  
For REGISTRAR, P.U.

In the presence of :

WITNESSES:

1.

2.

WITNESSES:

1.

2.