



PONDICHERRY UNIVERSITY

HORTICULTURE WING

PU/Hort/F. Tree branches pruning /2016-17/179,

Dt. : 23.09.2016

NOTICE INVITING TENDER

Sealed tenders are invited from the eligible contractors for attending the work of tree branches pruning at various locations within the University Campus.

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

The applications & other details of specific locations, work specifications and terms & conditions, deed of agreement, etc., for carrying out the tree branches pruning work may be seen in the University website, 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 tree branches pruning work at various locations 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 downloading from the University website 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. The tenderers should possess a minimum of 5 years of experience in attending the garden / tree cutting, transplanting, bushes cleaning work at any Government Agencies / Corporations. The tenderer should have minimum turnover of Rs.5 Lakhs worth of garden / jungle bushes cleaning related works for the past 5 years period from Government Agencies / Corporations, etc.,
8. 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.
9. The tender schedule without the application cost and required EMD and other relevant particulars will be summarily rejected.
10. The sealed tender 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.

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11. The offer must be in English. The rates should be indicated both in figures and words against the works concerned.
12. 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.
13. The details of tree branches pruning work to be carried out in the University Campus are furnished in the Annexure - III of the tender schedule and the said work has to be properly carried out as per the work specifications mentioned in the tender schedule of Annexure – III.
14. The tender party should inspect all the locations pertaining tree branches pruning work and ascertain the actual quantum of works to be carried out as per the tender conditions & work specifications **before applying for the tender.**
15. The rate quoted should be inclusive of all charges for carrying out tree branches pruning works mentioned in the tender schedule and the **“rate quoted for a whole job”** only. The rate quoted in the tender should be including labourer charges, ESI / EPF, material charges, hire charges of equipments / implements used, taxes and levies, etc.,
16. The rate quoted / accepted in the tender should be **valid for 24 months** from the date of awarding the work.
17. 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.
18. The mode of selection is to accept the lowest rate (L¹) offered by the tenderer, the management reserves the right to negotiate with tenderer for further reduction in the rates quoted for maintenance.
19. Priority will be given to the tenderer, who have attended more no. of tree branches pruning work and related horticultural works in Government Agencies / Corporations during the last five years. The tenderer may also enclose such supply order copies preferably from Government Departments, along with their tenders.
20. 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.,

21. Security Deposit amount @ 5% of the approved bid amount of successful bidder for carrying out tree branches pruning work concerned as per work order will be withheld by the University and will be released, after completing the awarded work to the L₁ tender party.
22. 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.
23. 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.
24. Any damages / loss during the work period should be rectified and the expenses for the damages if any, to the University properties should be rectified and the expenses should also be borne by the L₁ garden contractor awarded the work .
25. Details of minimum no. of manpower to be employed by the contractor and quantity of implements / equipments, etc., to be utilized for the tree branches pruning work should be furnished in the tender schedule & will be verified by the inspection officer at any time.
26. The wages should be paid as per the central wages Act by the contractors to the labourers working in their control and the contractor should engage the labourers below the age of 60 years.
27. Commencement of the period of contract is the period from the date of work order awarded for attending the 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.
28. The tender cover containing quotations / estimate & should be super-scribed with tree branches pruning work for example; “ **Quotation / Estimate for tree branches pruning work** “ as per the model shown below:

<p>Tender submitted for tree branches pruning work :</p> <p style="text-align: center;">To,</p> <p style="text-align: center;">The Registrar / Horticulturist, Horticulture Wing, Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014.</p> <p>From, Tenderer's Address with contact no.</p>

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

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

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

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

31. 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.**

32. 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.

33. 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 there on.

34. 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.

35. 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.

36. In the course of execution of the contract / work by the contractor, if any damage occur to the materials, equipments, water supply, power supply, fittings or any other installations, such damages will be recovered from the contractor for cost prices of the articles damaged, plus other centage charges.

37. No alterations or erasures in the tender form are permissible without proper authentication, otherwise it is liable to be rejected.

38. Tender received after due date or time or if tender is not duly sealed & signed will be rejected.

39. 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.

40. Additional terms and conditions will be incorporated in the work order, if needed, to safe guard the interests of the University.

41. 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.
42. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
43. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
44. For any clarifications, the participant may contact the Officer concerned as given below:

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

45. 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 tree branches pruning locations:

Sl. no.	Location	No. of trees (Approx.)	No. of dried trees (Approx.)
1.	Gate – I road upto Thiruvalluvar Stadium	300	15
2.	Gate – II road upto Kalpana Chawla Hostel end	315	30
3.	Western side road linking women hostel to Thiruvalluvar Stadium	52	04
4.	Thiruvalluvar Stadium to Bharadhidasan & Ilango Adigal Hostel end	170	05
5.	Ilango Adigal Hostel road upto Silver Jubilee Campus (SJC) rountana road (thro' K.V. School)	40	15
6.	Roads lending to Guest House-II, Admn. building, Examination Building, Indian Bank, Students Service Centre, Old S.O.M. building	221	06
7.	Road leading to Science & Humanities block I & II, Animal House, Canteen – II, Green Energy Technology building, S.B.G. ring road, all Staff Quarters roads inc. 20 Unit & 40 Unit apartments.	243	20
8.*	Students hostel premises both ladies & gents inc. staff quarters buildings area.	430	42
9.*	All trees around University academic buildings.	278	16
Grand total		2049	153

* The said locations were not included in the earlier proposal.

- The said tree branches pruning work will be attended only on need based.
- While attending tree branches pruning work, the said work will be carried out only for the trees which are necessary to carry out the pruning work at the time of inviting tenders and the tender should be quoted only after inspecting / confirming the quantity of tree branches pruning work during that time. It may vary according to the necessity as per the growth of tree branches, which are touching the University buildings causing disturbance to the inmates.

Horticulturist

ANNEXURE – III

Scope of work & work specifications for tree branches pruning work:

1. Attending the work of pruning low lying branches and other unwanted dried branches of already existing trees.
2. The required no. of branches to be pruned in the avenue trees should be carried out in the presence of Horticulture Wing supervisory staff.
3. The pruning of identified unwanted tree branches should be carried out with the help of petrol operated tree pruning saw without causing any damage to the other parts of live tree.
4. While attending the tree branches pruning work, the area under the tree to a width of 2 mts from the road boundary should be cleaned properly without any jungle bushes / unwanted plants & basin formation should be made around the trees to retain the water for its growth & development.
5. Attending the work of bamboo trees pruning and removal of low lying branches near the road side.
6. The dried leaves and other low lying branches of already existing palm trees should be completely pruned without affecting the live trees.
7. The cleaned materials / branches from the site should be taken away from the premises and kept in the waste pit adjoining to the Electrical sub-station site.
8. Horticulture Wing tractor may be utilized for transporting the waste materials from the work site to Sub-station waste pit location.
9. The above mentioned cleaning works should be completed within a stipulated period mentioned in the work order without fail.
10. Labour charges should be calculated for attending the work of pruning unwanted, dried branches of the existing trees including loading and unloading charges and also for keeping the said materials away from the University building site.
11. If any damage occurred to the University properties / items during cleaning works, the Contractor concerned is responsible for rectifying the damaged items / University properties.
12. The contractor should arrive the rate / estimate to complete the work in one Job including the cost of labour charges, machineries, equipments, etc., involved for completing the entire work of tree branches pruning mentioned in tree details with locations at Annexure - II along with work specification at Annexure - III.
13. The rate should be inclusive of all taxes and other miscellaneous charges and excluding the cost for transporting the cleaned branches materials.
14. No other extra claim beyond your quoted amount should be made, which includes cost of materials, labour charges, etc.,
15. The bill of cost may be sent to the undersigned in duplicate excluding the cost of transportation along with advanced stamped receipt after completing the awarded works satisfactorily for settlement.
16. Other conditions that may be imposed by the University from time to time.

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

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	Details of DD / Challan enclosed / Not applicable
		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.	Yes / No
		Details of DD / Challan enclosed / Not applicable
		DD no.
		Date
		Bank & Branch
04.	Experience details of establishing 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 02 years 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 45) and Scope of work & work specifications in Annexure – III (sl. no. 1 to 16), V & VI [I (i to ix)], II to VI 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 carrying out tree branches pruning work in its said Campus and invited tenders for the execution of the same.

And whereas the contractor had applied for undertaking the tree branches pruning 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 tree branches pruning work as in Annexure-II.
 - i.** Attending the work of pruning low lying branches and other branches, which are touching the buildings, around the building site.
 - ii.** All the dried leaves and other dried twigs of palm trees should be removed.
 - iii.** Pruning unwanted dried branches of the existing trees including loading and unloading charges and should be kept away from the site.
 - iv.** The above said cleaned materials from the site should be taken away from the premises and kept in the waste pit adjoining to the Electrical sub-station site.
 - v.** Horticulture Wing tractor may be utilized for transporting the waste materials from the work site to Sub-station waste pit location.
 - vi.** Care should be taken to safeguard the underground pipe line / U.G. Cable / Sewage line, which were already laid around the hostel premises. In such areas, the cleaning work should be attended manually without using mechanical means.
 - vii.** If any damage occurred to the University properties / items during cleaning works, the Contractor concerned is responsible for rectifying the damaged items / University properties at their own expenses.
 - viii.** The above mentioned cleaning works should be completed within a stipulated period mentioned in the work order without fail.
 - ix.** Labour charges should be calculated for attending the work of pruning unwanted, dried branches of the existing trees including loading and unloading charges and also for keeping the said materials away from the University building site.

- 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 45) and Scope of work & work specifications in Annexure – III (sl. no. 1 to 16), V & VI [I (i to ix), II to VI of Tender Schedule.
- IV. Name of the Contractor with details should be displayed in the work locations maintained by the concerned Contractor.
- V. 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.
- VI. 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.