

Our Ref: SRO / BM / 17 C

Date: 22-01-2009

To:

Dear Sir(s)

Subject: Quotation(s) for the Maintenance of Garden in BIS Campus

1. Quotations in a sealed cover super scribed “**Quotations for Garden maintenance**” addressed to **DEPUTY SOUTHERN REGIONAL, SOUTHERN REGIONAL OFFICE (SRO), BUREAU OF INDIAN STANDARD IV CROSS ROAD, CIT CAMPUS, TARAMANI, CHENNAI -600 113** should reach latest by **1500h on 13th Feb 2009** which will be opened on the **same day at 1530 hrs** in the presence of such tenders or their duly authorized representatives as may care to attend. All quotations shall remain open for acceptance for a period for 30 days from the date of opening of quotation. Incomplete quotations shall be liable to be rejected. The schedule of work is enclosed at Annexure-A.
2. The contractor should quote in figures as well as in words the rate and amount quoted by them.
3. The acceptance of the quotation will rest with the Deputy Director General, BIS SRO, Chennai – 600 113 who does not himself to accept the lowest quotation and reserves to himself the authority to reject or partially accept any or all the tenders received without assigning any reason.
4. The contractors should read the Schedule carefully before submitting the Quotation. They should also acquaint themselves with the work and the working conditions of the site and the locality and no claim will be entertained on this issue.
5. Tenders which do not fulfill all or any of the above conditions or incomplete in any respect are liable for summary rejection.
6. Canvassing in connection with the tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
7. Tenders containing additional conditions are liable to be rejected.

8. The contractors will have to give declaration in writing to the effect that he is not related to any official in the Bureau of Indian Standards.

9. Rates quoted shall include provision of all scaffolding, tools, plants, accessories, etc required for the proper execution of the work. Rates shall also cover the cost of handling, carriage, taxes, duties, royalties, etc. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same shall be entertained.

10. Item rate tenders showing percentage above or below are liable to be rejected.

11. Increase or decrease in the quantities of any item of the work and the successful tenderer shall perform the same at the rates quoted.

12. The contractor shall comply with the contractor labour regulations, payment of wages, etc or any other law relating there to and rules made there under from time to time.

13. In case any compensation payable by the Bureau by virtue of the provision of workman compensation Act for any injury or damage caused by any workman the Bureau shall have the right to recover the same from the contractor.

14. The Contractor shall present the bill every month within 5th day of the succeeding month.

15. The Contractor will have to give a declaration to the effect that he is not related to any Officer in the Bureau of Indian Standards.

16. Income tax as applicable under rules will be deducted at source monthly from their bills of the contractor.

17. The Contractor shall provide necessary evidence for making the payment as per the Minimum Wages Act to the gardeners employed in SRO Campus every month along with their succeeding bill.

18. The contractor shall provide documentary evidence remitting the requisite contribution towards PF, ESI for every quarter and bonus annually, failing which the next bill will not be paid by BIS.

19. In the event of garden personnel being on leave/absent, the agency shall ensure suitable alternate arrangement to make up such absence, otherwise the amount will be deducted on pro-rata basis.

20. The contractor should submit the detailed bill (Part/final) in Triplicates.

21. The Bureau reserves the right of accepting the whole or any part of the quotations or portion of the quantity offered and the successful tenderer shall supply the same at the rate quoted.

22. The Bureau reserves the right to accept or reject summarily any or all quotations in whole or in part without assigning any reason whatsoever.

23. The Bureau takes no responsibility for delay, loss or non-receipt of quotations after dispatch.

24. In case of non-compliance with the contract, the Bureau reserves its right to cancel / rescind/ revoke the order.

25. In case of any dispute, the decision of this Bureau shall be final and binding upon you.

Thanking you,

Yours faithfully,

(HMDC-I & Chairman, BM)

Annexure-A

SCHEDULE

Name of Work: Maintenance of Garden in BIS Campus

| S. No. | Description |
|---------------|---|
| 1. | For Complete maintenance of garden including entire garden features in the existing garden area within BIS campus, i.e., lawn, trees, shrubs, potted plants, hedges, etc. and job like weeding, watering, mowing of lawn, pruning of trees/shrubs, clipping of hedges and replacement of potted plants, etc and |
| 2. | Removal of garden rubbish from the premises, developing new garden in the location within the campus and application of good earth manure and insecticides of fungicides (supply of good earth, manure, insecticides, fungicides and garden maintenance tools will be issued by the department) for approximate area of 4047 sq. m. |
| 3. | Engaging two full time gardeners to the gardening work daily from 0800 h - 1230 h and 1330 h - 1630 h except Sundays and closed holidays. |