

Our Ref: WRO/Admn/2:5:6

16 May 2008

Subject: Tender for Annual Maintenance Contract for Garden

Dear Sirs,

Sealed quotations in two bid system for the subject work, are invited from eligible bidders, by Bureau of Indian Standards, Western Regional Office, E-9, Road No.8, MIDC, Andheri (East), Mumbai-400093 on or before **06 June 2008 at 1400h**. The tender document is to be submitted in two separate envelopes each sealed and clearly identified and addressed to “ **Section Officer (Admn)**” on the address given above. Both the envelopes along with the requisite EMD, shall be contained in a large envelope super scribed “**Tender for Annual Maintenance Contract for Garden**”.

The tender document may be either downloaded from BIS web site < [www.bis.org.in](http://www.bis.org.in) > or may be obtained from our office at the above mentioned address on any working day i.e. Monday to Friday during 1100h to 1630h.

Demand draft for Rs 100.00 may be enclosed along with the Technical Bid of the Tender, as fees of the Tender Document.

Thanking you,

Yours faithfully,

Section Officer(Admn)

**BUREAU OF INDIAN STANDARDS  
WESTERN REGIONAL OFFICE  
“MANAKALAYA”, E-9, ROAD NO.8, MIDC,  
ANDHERI(EAST), MUMBAI-40093  
TELEPHONE NOS : 28320552, 28329295**

---

**COST – Rs 100.00**

**TENDER DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT  
FOR GARDEN**

---

**1. INVITATION TO BID**

- 1 Sealed quotations are invited for annual maintenance contract for garden at the office premises of Bureau of Indian Standards (BIS), Andheri.
- 1.1 The details of persons required is shown in **Annexure 1**. The number of persons can be increased/reduced according to the needs of BIS.

**2. PROCEDURE OF SUBMITTING THE TENDER**

- 2.1. Two bid system i.e. Technical Bid and Financial Bid would be adopted. The Technical Bid shall consist information pertaining to the qualifications of the agency, which would be opened first for assessment of competence of the agency.
- 2.2 Financial Bid shall be opened of only those bidders who are found successful in the process of technical assessment by this office.
- 2.3 The bidder is required to submit the technical and financial bids in two separate sealed envelopes super scribed “**Technical Bid**” and “**Financial Bid**”. Both the envelopes shall be contained in a large envelope which may also be sealed and super scribed “**Tender for annual maintenance contract for garden**”, and should reach Section Officer (Admn), Bureau of Indian Standards, Western Regional Office, E-9, Road No.8, MIDC, Andheri (East), Mumbai-400093, latest by **06 June 2008 by 1400h**.
- 2.4 The quotations shall be opened on the same day at 1500h or on the next working day in the presence of such bidders or their duly authorized representatives as may be present.
- 2.5 The bidder is required to sign all pages of this document and return the same along with their bid as a token of acceptance of all the terms and conditions mentioned in this document.

### **3. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID**

**3.1 TECHNICAL BID** – The Technical Bid shall contain following information in a sealed cover, alongwith self attested copies of the following documents.

- a) Name, address, set up and status of the organisation.
- b) PF registration
- c) ESI Registration
- d) Service Tax Registration
- e) TDS Registration
- f) Details of other organizations where similar contracts are undertaken (clients list) along with supporting documents
- g) Copies of balance sheet of previous three financial years ending 31.3.2008.
- h) List of arbitration cases, if any
- j) Proforma pertaining to yes/no for the required information at **Annexure 2** may be completed and submitted.
- k) Demand draft of Rs 2000.00 as Earnest Money Deposit
- l) Non-refundable amount of Rs 100.00 towards cost of tender document by demand draft

### **4. DOCUMENTS TO BE SUBMITTED WITH FINANCIAL BID**

4.1 Proforma at **Annexure 3** may be completed and submitted in a separate sealed envelope.

### **5. TERMS AND CONDITIONS**

5.1 The agency must follow the essential provisions under the law, such as Minimum wages cum allowances, compensation, Provident Fund, Bonus, Gratuity, ESI etc.

5.2 The agency shall provide fully trained and disciplined personnel.

- 5.3 An agreement shall be entered into for a period of one year initially, which may be extended, if services are found satisfactory.
- 5.4 The agency should ensure replacement of the personnel in providing services, on request of BIS if not found satisfactory.
- 5.5 The contractor shall be solely responsible for enforcement of provisions of various labour and industrial laws as per minimum wages act such as minimum wages and allowances, compensation, uniform, D.A., P.F., EPF, Bonus, Gratuity, ESI compensation, Insurance, relating to personnels employed by him or to any accident caused to them and the Bureau shall not be liable to bear any expenses in this regard. The contractor shall make payment of minimum wages including DA to workers engaged by him on or before 7th of every succeeding month irrespective of delay in settlement of his bill by the Bureau for whatsoever reasons.
- 5.6 In the event of personnel being absent or on leave, the contractor shall ensure suitable alternate arrangement to make up for such absence. To avoid dislocation of work due to frequent absence of personnel, the contractor shall make provision for leave reserve. However, deduction at proportionate rates per day for each absence shall be made from the monthly bill submitted by the contractor if substitute is not provided.
- 5.7 The agency shall be held responsible for any loss of BIS property, if it takes place, due to any lapse of the personnel deployed by them. BIS shall have the right to deduct appropriate amount from the bill of the agency to make good the loss so incurred.
- 5.8 TDS as per rules shall be deducted from the bill of the agency.
- 5.9 The agency shall be solely liable for timely payments to the personnel.
- 5.10 Minimum wages and allowances are paid to the personnel as per Minimum Wages Act of Maharashtra.
- 5.11 BIS reserves the right to cancel the contract if the instructions are not properly followed.
- 5.12 The antecedents of the personnel to be deputed in BIS should be thoroughly examined and verified by the agency.
- 5.13 Personnel deployed in BIS shall follow the dress code according to their job.
- 5.14 Tenders not properly sealed and incomplete tenders are liable to be rejected.

- 5.15 The insurance of the workers under the statutory provisions shall be the responsibility of the agency.
- 5.16 All the material required will be supplied by BIS.
- 5.17 Any damage done to our building/equipment by the personnel shall have to be compensated by the agency.
- 5.18 BIS reserve the right to accept or reject any/all quotation(s) in whole or in part without assigning any reason.
- 5.19 In the event of dispute, the decision of Deputy Director General, Bureau of Indian Standards, Mumbai shall be final and binding.
- 5.20 In the event of dispute, if any, the courts of Mumbai will have the jurisdiction.

## **6. EARNEST MONEY**

- 6.1 Earnest Money deposit of Rs 2000.00 (Rupees Two thousand only) in the form of Demand Draft in favour of “Bureau of Indian Standards, Mumbai” must be submitted along with the Technical Bid, otherwise, the tender would be liable to be rejected. The Earnest Money will remain with BIS up to the final award of contract. No interest shall be payable on Earnest Money. The Earnest Money of the successful bidder shall be adjusted against the Security Deposit. The Earnest Money of the unsuccessful bidders shall be refunded to them after the finalisation and award of contract.

## **7. SECURITY DEPOSIT**

- 7.1 The successful bidder shall be required to deposit a sum equivalent to 10% of the total work order at the time of signing the contract towards Security Deposit by Demand Draft in favour of “Bureau of Indian Standards, Mumbai”. No interest shall be payable on the Security Deposit. This would remain with BIS for the period of completion of the contract.

## **8. PAYMENTS**

- 8.1 The agency shall submit the bill at the end of each month for the work done during the month and the payment shall be made within 15 days.

9. The bid shall remain valid for 60 days from the date of opening of Technical Bid.

10. For clarifications, if any, please contact Section Officer (Admn), Bureau of Indian Standards, Mumbai on any normal working day between 1100 hrs to 1630h.

## **11. NATURE OF WORK**

11.1 Two Gardeners (Malis) are required for all the days including holidays.

11.2 Maintenance of all the lawns of BIS

11.3 Cutting of grass

11.3 Plantation of saplings, trees, flower plants, including their maintenance, trimming from time to time, changing pots etc.

11.4 Watering plants and grass in the lawns to ensure greenery is maintained in the premises of BIS.

11.5 Pest control

11.6 Arrangement of flower vases as and when required

11.7 To maintain beauty of the premises and enhancement of the same all the time.

11.8 Development of garden as directed by BIS Office from time to time.

### **ANNEXURE – 1**

Sl.No.	Description	Qualification	No. of personnel
1.	Gardeners (Malis)	Un-Skilled	2 (8 hours duty)

-----

ANNEXURE – 2

PROFORMA OF COMPLIANCE FOR THE REQUIREMENT OF TENDER

Sl.No.	Description of requirement	Yes / No	Page No.
1.	Name, address, set up and status of the organisation - enclosed		
2.	Registration Certificate of Provident Fund Commissioner – enclosed		
3.	Registration Certificate of ESI – enclosed		
4.	Registration Certificate of Service Tax- enclosed		
5.	Registration with Income Tax for TDS – enclosed		
6.	Details of other organizations where similar contracts are undertaken (client list) - enclosed		
7.	Copies of balance sheet of previous three financial years ending 31.3.2008 - enclosed		
8.	List of arbitration cases, if any - enclosed		
9.	Demand draft for Rs 2000.00 as Earnest Money enclosed with the Technical Bid		
10.	Demand draft for Rs 100.00 as cost of tender document		
11.	Financial Bid proforma as per Annexure-3 completed and sealed in a separate envelope - enclosed		

Date:

Signature and Rubber Seal

### ANNEXURE-3

#### SCHEDULE OF RATES

Sl.No.	Description	No. of Personnel	Wages per month
1	Gardeners (Malis)	2	
2	Taxes, if any		
	Total		

Date:

Signature and Rubber Seal

