

Tender Notice No. RMRI/BM/02/2018

ICMR-Rajendra Memorial Research Institute of Medical Sciences Agamkuan, Patna
(Department of Health Research under MoHFW, Government of India)

**TENDER FOR MAINTENANCE OF GARDEN &
HORTICULTURE WORKS**

ON OUTSOURCE BASIS

AT RMRIMS, AGAMKUAN PATNA

ICMR-Rajendra Memorial Research Institute of Medical Sciences
Agamkuan, Patna-800007, Bihar
PHONE-0612-2635570, 2630095
Website: www.rmrim.org

TENDER FOR PROVIDING MAINTENANCE OF GARDEN & HORTICULTURE SERVICES in RMRIMS, PATNA

A. Introduction

RMRIMS Patna, an Autonomous Body under Ministry of Health & Family Welfare, Government of India invites sealed bid under two bid systems from eligible service provider for deploying man power for Gardening & Horticulture works with in three areas of institute as specified in bid document.

B. Availability of Tender Document

Tender document can be downloaded from Institute website: www.RMRIMS.org. Prospective service providers desirous of participating in the bid may view and download the tender document free of cost from the Institute website. However, bidders have to submit with the technical bid the tender fee of Rs. 5,000 (Rs. Five Thousand) and Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rs. One lakh) only through Demand Draft / Pay Order from nationalised banks drawn in favour of Director RMRIMS, Patna & payable at Patna. Prospective bidders are advised to visit the RMRIMS specified area for 1st hand assessment of maintenance of garden & horticulture work on any working day between 9.30 AM to 5.00 PM (Monday to Friday) by taking prior permission from the Director RMRIMS, Patna. No tenderer will be allowed to withdraw after submission of tenders within the bid validity period otherwise EMD of such withdrawing tenderer will be forfeited **bidders have to submit sealed envelope of bid direct at dispatch section of RMRIMS, Agamkuan Patna 800 007. Bids sent through courier & submitted after closing date of bid submission shall not be entertained.**

C. Important Dates

| | |
|--|------------|
| Date of publication & downloading of Bid documents | 30-11-2018 |
| Closing of Bid submission | 21-12-2018 |
| Opening of Technical Bid | 27-12-2018 |

D. Eligibility criteria

1. The agency should be engaged in maintenance of garden & horticulture works in at least two Govt./ Semi Govt./ PSUs/ Hospitals.
2. The agency must have minimum experience of three years in providing outsource services for Gardening & Horticulture works in any Govt./ Semi Govt./ PSUs/ Hospitals. Performance certificate from concerned offices should be submitted with technical bid. Necessary documents to this effect like work award, satisfactory work completion and performance certificate etc. from concerned office must be submitted with the technical bid.
3. **The agency shall have annual turnover not below Rs. 1.5 Crores in preceding three Financial Years.**
4. The Agency shall deploy manpower having experience in gardening & horticulture works in central Govt./ State Govt./ PSU/ Bank/ Govt. Hospital.
5. The agency shall submit the profit and loss accounts of previous three financial years. A copy of last Income Tax/ GST Return and Registration

number allotted to agency by the EPFO/ ESIC organization shall be submitted along with the bid document (technical). The bidder shall obtain a valid license from the competent Licensing Officer.

- I. Under the provision of contract labour (Regulation and Abolition) act 1970 and contract labour (Regulation and Abolition) act 1971.
 - II. The agency shall have valid licences from Labour Dept. and Trade & Commercial Licences for carrying out outsources activities from appropriate Govt. Bodies in terms of due compliance of following statutory Laws/ Acts and Rules & Regulation there on.
 - a) The payment of wages Act. 1936
 - b) Payment of Bonus Act. 1965
 - c) The Employees Provident Fund Act, 1952
 - d) The Contract Labour (Regulation) Act, 1970
 - e) The Employees State Insurance Act, 1948
 - f) The Minimum Wages Act, 1948
6. Agency should not be blacklisted by any organisation anywhere in India.

E. Nature of work: Maintenance of Garden and Horticulture work in RMRIMS premises.

1. **‘Garden’** means all the areas enclosed by four side fence. The compound of the hostel and all other surrounding areas also will come under the purview of RMRIMS garden.

2. Maintenance

2.1 Regular Maintenance: The Maintenance work includes the entire lawn, plants/trees/shrubs/ground covering plants, on the fences etc. in and out of Administrative Building, , Director’s Bunglow, Staff Quarter, Car Parking and total open area within the RMRIMS compound wall. It includes maintenance of the existing as well as any other additions to the garden/lawn/plants etc. Apart from the above, the day to day maintenance work includes the following:

- 2.1.1 Lawn of the entire RMRIMS Campus including Hostel Courtyard;
- 2.1.2 All trees, shrubs, hedges, plants etc. of the entire RMRIMS campus;
- 2.1.3 Flower beds;
- 2.1.4 Keeping plants alive and healthy;
- 2.1.5 Watering plants, shrubs, saplings, trees daily (except on rainy days) preferably in the morning & evening and not in the hot sun to avoid heavy transpiration;
- 2.1.6 Regular uprooting all kinds of weeds;
- 2.1.7 Removal of unwanted bushes from the campus;
- 2.1.8 Removing the dead leaves, cleaning the area including disposal of waste and dead leaves, twigs, garbage on day to day basis, making bunds to the plants wherever required, adding fertile soil and manure to the roots of the plants wherever necessary;
- 2.1.9 Keeping the lawn area, garden and the surroundings in a clean and neat condition;
- 2.1.10 replacing all the dead, diseased plants, vacant patches any where in the campus including the potted ones as when and where it occurs. Broken pots should be replaced with new ones by the Contractor.

2.1.11 Maintaining all plant hedges decently. Pruning and mowing should be done by keeping the foliage aesthetically at a reasonable size without making them bald with a motive to keep a longer gap for the next job.

2.1.12 Overgrowing trees from gardens spreading on to RMRIMS premises will have to be pruned periodically.

2.1.13 Names of the plants (Hindi, English & Botanical names) have to be written on pliable plastic plates & tagged to the respective plants or erected on small poles on the soil to identify the plants. 2.1.14 Any gap on fences, hedges or elsewhere will have to be filled up with in a week.

2.1.15 Performing all such other relevant maintenance services in accordance with all Laws, CA's instructions including complying with all legal formalities required in engaging suitably qualified, experienced, competent gardeners as may reasonably be required for the performance of the services;

2.1.16 Providing adequate no. of labours with 8 hours diligent work with one skilled horticulture nursery assistant with necessary experience and training.

2.1.17 The contractor shall take such steps that snakes/bandicoots etc. do not cause any menace in the garden, surroundings of RMRIMS premises.

2.2 Other (seasonal) Maintenance:

2.2.1 Pruning, cutting and dressing bushes and plants: pruning should be done at regular intervals, strictly ensuring no damage to the beauty & aesthetics of the hedges & plants on all sides

2.2.2 Mow and prune the grass everywhere whenever required or at least once in a month by keeping it aesthetically decent

2.2.3 Planting of seasonal flower plants like marigold, dahlia, zinnia, sevanthi etc. in each of the three seasons in a year at the places as may be decided by CA.

2.2.4 Planting additional trees every quarter as indented by CA

2.2.5 Add pots with plants once in a year as indented by the CA.

2.2.6 Burn the waste, dried leaves, mowed grass etc., once in a week only in the presence and at the direction of an authorized official of RMRIMS, at the designated place without affecting the live trees in any manner what so ever / without causing any damage / inconvenience to the Public in the surroundings.

2.2.7 Apply Insecticides / Pesticides to control pests and cure the insect infections. Organic pesticides like Neem oil can be sprayed periodically to prevent & cure contamination.

2.2.8 Provide suitable and seasoned bio-manure / gobar / compost / fertile red soil to the plants as and when necessary or at least twice a year. Vermi-culture may be done in the garden to make the soil more fertile.

2.2.9 Erosion of soil on any part of the garden due to rain or for whatsoever reason will have to be filled up with good soil and leveled.

2.2.10 The contractor shall thoroughly clean the dust and dirt, debris etc., and remove all the scaffoldings and other materials used for the works away from the site and keep the site free from all the above.

2.2.11 All garden tools will be brought and maintained by the contractor at his own cost without charging extra cost.

2.2.12 For gardening works the agency will have to provide chemical, fertilizer, new plant, flower pots & misc. items required for garden maintenance work for which the actual cost incurred will be paid after submission of original bill. No extra labour or service charge will be paid to the agency

F. Workers related :

1. The workers should have experience of gardening / landscaping to perform their duties satisfactorily. They (i.e. gardeners/supervisors) should be skilled, trained, strong, healthy and medically fit, alert, polite, courteous and able to perform their duties diligently. The said workers should be properly dressed and disciplined. Any discourteous behavior on their part may lead to termination of the contract.
2. In the course of their activities, the gardeners, workers shall not spoil the landscape garden, plants, trees, shrubs, potted plants etc. in any manner whatsoever. They shall not disturb / cause inconvenience to the officials, participants, campus residents, any third party or their property in any case.

G. BID & BID EVALUATION

1. Prior to the detailed evaluation of Technical and Financial bids, RMRIMS, Patna will determine the substantial responsiveness of each bid to the Bid document. Substantially responsive bid will be one which confirms to all the terms and conditions of bid document without material deviation. The determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

A bid determined as substantially non-responsive will be rejected and shall not subsequent to the bid opening be made responsive by correction of the non-conformity points by the bidder. However, RMRIMS may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

The financial bids of those bidders whose technical bid has been satisfactorily evaluated and found substantially responsive, will be opened subsequently after due notice.

If there is discrepancy between the words and figures, the amount in words shall prevail. The decision of Director RMRIMS shall be final in this regard and the bid will be rejected if the bidder does not agree to the decision in this regard.

The financial bid having Agency service charges of Rupee zero, nil, fraction of rupees or other abnormally low quotes will be construed as to kill the tender and such bid will be summarily rejected. The Contractor service charges are to be quoted in per cent to monthly wages as well as in whole Rupee. Any deviation from the same may lead to summarily rejection of the bid. In case of tie on the quoted rates of

Service charge from more than one prospective bidder, tender will be finalized through draw of lot as per decision of Director. No representation against the decision shall be entertained. The decision of Director RMRIMS in this regard shall be final and binding.

2. RIGHT TO ACCEPT OR REJECT ANY BID: Following is the guiding decisions for the bidders.

- i. Tender will be accepted and Contract will be finalized with only those who in the opinion of RMRIMS authority shall have capacity and resources to execute the Gardening & Horticulture contract with the institute within prescribed time schedule.
- ii. RMRIMS reserves its right to accept or reject any bid without assigning any reason whatsoever. RMRIMS does not bind itself to accept the lowest tender and reserve the right (I) to reject any or all tenders (ii) the right to accept any portion of the tender offered without assigning any reason and he can also reduce or extend the period of contract without assigning any reason.
- iii. In case the lowest bidder (L-1) fails to execute the bid agreement within stipulated period, the Institute shall be free to enter into contract agreement with another bidder agreeing to provide services at lowest bidder's rate (L-1).

H. Terms and Conditions of Outsourcing

General Terms and Conditions and Instructions to the bidder

1. The Tenders are to be submitted as per two bid system i.e. -Technical Bid and Financial Bid. The Technical Bid should contain all the relevant papers in support of eligibility criteria, experience, Licenses, satisfactory performance certificate from previous employers, etc. Financial Bid should specify the rates in terms of wages/salary, charges for equipment & chemicals and services charges. Both the bids should be submitted in two separate sealed envelopes superscripted as "Technical Bid for Gardening works should be put in a third sealed envelope and should be super scribed " Tender for Gardening works at RMRIMS CAMPUS area. Sealed tenders be addressed to the Director, RMRIMS Patna-800007. Bidders have to submit sealed envelope of bid direct at dispatch section of RMRIMS Agamkuan Patna 800 007. Bids sent through courier and bids submitted after closing date of bid submission shall not be entertained. The bid shall be valid for 120 days from the date of opening of bid.
2. Lumsum quotation of amount in the bid shall not be accepted and such bid will be rejected. The agency shall quote separately the wages / salary + EPF + ESI contributions (Institutes' share) + Service charges (in per cent) component. Wages/EPF/ESI contribution shall not be less than the statutory charges.
3. **The Institute reserves its right to fix a cap over bidder's service charges quotations: an upper ceiling of not more than 5 (five) per cent of the wages / salary component only.**
4. **Rewards & Penalties:** The Institute shall conduct surprise inspection fortnightly for gardening & horticulture works and shall reward to service provider an amount equal to 10 (ten) per cent of the service charge admissible in the month of surprise check . At the same time, tardy maintenance will attract a penalty of 10 (ten) per cent of the service charge payable to service provider. The agencies are therefore caution to

maintain consistently a beautiful & attractive garden in residential premises / institute campus area.

In addition to imposition of surprise penalties on fortnightly inspection, there shall be general penalties, as stated below, for violation / dereliction /irregularities in duty as per terms and conditions of bid/agreement.

Penalty up to Rs.500/- will be imposed for the following lapses

- i. Unscrupulous cutting of trees/plants and allowing them die.
 - ii. Non-replacement of dead plants
 - iii. Inadequate care of any plant leading to emaciation
 - iv. Not following the instructions given by the C A.
 - v. In case the services are not found satisfactory, the CA shall be at a liberty to withhold any payment that may be due to the contractor, till such time, such services are rendered to the satisfaction of the CA.
 - vi. If the number of workers deployed are less than required, penalty @ Rs.200/- per worker.
 - vii. If the garbage is not lifted as per defined mode and schedule, penalty @ Rs.500/- on each failure.
 - viii. Staff not in uniform /without I-Card, penalty @ Rs.100/- per worker per day;
 - ix. Misbehavior by Gardening staff to RMRIMS officials penalty @ Rs.500/- per incident.
 - x. Penalty for recovery on account of poor service / liquidated damage due to theft, damage of material/surface.
 - xi. Levy an amount equal to 10 per cent of the claim bill on account of short payment to deployed workers.
5. **The agency should note that such penalties due to surprise check or otherwise shall be deducted from service charge of the service provider so that, there should not be short payment possibility to deployed workers. As defective services are irreparable, such penalties will be of non refundable nature.**
6. Bid document of such company/ agency who has provided/ is providing maintenance of garden & horticulture works to the institute for three years or more in a continuation will not be accepted in subsequent tender process.
7. There should be no case pending with the police against the bidder. The bidder shall submit affidavit that the agency is/has not been defaulters in outsourcings work from EPF/ESIC organizations and that agency is/has not been blacklisted by Central or Government or any PSU.
8. The Technical Bid should be accompanied by an **Earnest Money Deposit (EMD) of Rs. 1.0 Lacs. (Rs. One Lacs)** only in the form of Demand Draft only from any scheduled Bank drawn in favour of The Director, RMRIMS Patna payable at Patna. No bank guarantee towards EMD will be acceptable. EMD of unsuccessful bidders will be returned without any interest on finalisation of the tender and execution of agreement with successful bidder.
9. The Contractor, on the request of the CA, shall immediately dismiss from the work any of the Contractor's workers/ gardeners or any person/s engaged by them to carry out the above jobs, who, in the opinion of the CA, may be unsuitable or incompetent for the work entrusted. Further if any of the workers/ gardeners commits any misconduct, such person/s shall not be employed again by the

Contractor without the permission of the CA. Suitable replacement to be made immediately.

10. The Contractor shall not engage any person with a criminal record /conviction and shall bar any such person from participating directly or indirectly in rendering the services under this agreement.
11. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Institute. The agency shall furnish bio data of available staff for housekeeping and sanitation works.
12. The Checklist of technical information, format of experience and financial capacity of bidder along with declaration in the prescribed proforma (**Annexure-A, B, D & E**) should be submitted along with the Technical Bid **Annexure-B**.
13. **Performance Guarantee:** The successful Agency has to deposit 10 (ten) per cent of the contract value as Performance Security Deposit in shape of Demand Draft / Bank Guarantee from any Nationalised Scheduled Bank in favour of “Director RMRIMS, Patna.” Security deposit shall remain valid for the period of sixty (60) days beyond the date of completion of all contractual and statutory obligations of the agency.
14. Period of the contract is for block of three years but will be renewed on same terms and conditions after completion of 12 months of service. Renewal will be subject to satisfactory performance by deployed employees and on actual requirement of manpower at the end of 12 months. Any modification of the rates shall be subject to the variation of statutory levies & contribution and revision of daily wages prevailing at the time of extension. Excellent track for Service certificate will be issued by RMRIMS Administration. The Institute however, reserves right to terminate/ renew contract without assigning any reason thereof at any time after giving one months notice to the Service Provider.
15. **Bio-metric attendance shall be operative for the deployed staff.** Payment to the agency shall be in Bank account which should be opened for the purpose in State Bank of India branch at RMRIMS Campus, Patna. Agency has to ensure transparency in monthly wages/salary payment to deployed employee through Bank accounts in State Bank of India branch at RMRIMS Campus, Patna which shall have to be opened for each deployed staffs.
16. In case any information / document furnished by Service Provider found to be false at any stage, it would be deemed to be a breach of terms of Bid contract Agreement and Service Provider will be liable for legal action besides termination of the Agreement.
17. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorised signatory.
18. There shall be no Master and Servant or Employer and employee relationship between the employees of the service provider and the Institute. Persons of service providers shall not claim any future employment / engagement / absorption in RMRIMS on the basis of rendered outsource services.
19. The number and arrangement of deployment of the manpower is without prejudice to the right of Administration of RMRIMS, Patna to deploy the personnel in any other number or manner considered necessary in the interest of the RMRIMS, Patna which agency has to make available as and when demanded.

20. The agency shall fulfill the resource requirements of trained manpower, cleaning materials etc. as per scope of work.
21. Proper uniforms with badge / I-Cards with Photos of housekeeping staff and working mechanical equipments shall be provided by the contractor as per requirement.
22. Notwithstanding anything contained herein, the Institute reserves the right to terminate the services of contracting agency/ outsource service providers at any time without giving any prior notice or assigning any reasons whatsoever.
23. The service provider shall not assign, transfer, pledge or sub-contract the operation of job- service without prior consent of the Institute.
24. The service providers shall ensure payment of deployed skilled/ semi skilled/ unskilled workers as per minimum wages notified by the Directorate of Labour Resource Department, Government of India or Bihar whichever is higher. Contract is liable to terminate in case of short-payment / non-payment on the contracted rate to deployed staff.
25. **Payment Mode:** Each month admissible wages will be preferred by agency in first week of following month. Sixty per cent (60%) of claim shall be discharged within 10 working days; balance shall be paid after due accounts checks. Goods and Service Tax (SGST), TDs etc. will be as per rules in force. All Payment shall be made through PFMS mode in bank accounts. The bill of each month shall be presented in triplicate by the agency on or before 7th of every following month duly pre receipted to enable RMRIMS to arrange the payments.
26. Each monthly bill shall be supported by an attendance sheet (photo copy of attendance & biometric attendance) of service rendered by security guards. Security agency shall produce documentary proof of EPF, ESIC deposit to Govt. In respect of each deployed manpower to RMRIMS. Their EPF/ ESIC No. shall be provided by security guards to RMRIMS. Proper attendance register / biometric system of all the security guards for all shifts at different location is required to be maintained. Further proof of disbursement of previous month's pay to guards with full detail will also required to be submitted.
27. In order to obviate the scope of irregularities / delinquencies in compliance of statutory payments by the bidder, the RMRIMS as a Principal Employer for security personnel on outsourced basis via Service Provider reserved its right of cheques/ DDs payment for total EPF/ESIC amount in respect of deployed security staff. Applicable Goods and Service Tax (GST) will be paid.
28. Bank account of individual deployed personnel is to be opened in SBI Agamkuan, RMRIMS Branch Patna by the successful bidder as payment will be made through e-transaction. Agency shall furnish proof of monthly salary payment and payment of all the legal entitlements to the workers in the preferred monthly bill.
29. The manpower deployed to duty in different Departments of RMRIMS, Patna will have to follow the duty time of department concerned in operational area. They may also be posted to work in shift as per the institute's requirements. No extra payment will be made on this account.
30. Tender incomplete in any form will be rejected outright. Conditional Tenders like "subject to immediate acceptance or subject to prior confirmation' or such others will be rejected outright.

31. An agreement with the successful bidder will be executed; Non-execution of agreement by the bidder within stipulated 15 days will cause forfeiture of EMD and work shall be allotted to second bidder (L-2). Terms and conditions of the contract will remain part of the agreement.
32. Before replacement of any guard who has been deployed at RMRIMS, prior intimation regarding change with full bio data and antecedents of new one is required to be submitted.
33. **Tax & Duties:** The total of labour wages charges should be inclusive of all taxes except GST levied by Govt. shall be paid on actual by the institute subject to production of documentary evidence/ challan of deposit in the bank/ statement of GST accounts submitted to tax authority against the receipts of payment received from the institute by successful tenderer.
34. The contractor shall have to insure necessary payment on account of EPF, ESIC and any other statutory liability as employer on behalf of persons deployed by him in this office.
35. **Age and qualification:** The deployed staff should be in the age group of 30 years to 45 years as on 30th June 2018. Upper limit of age may be relaxed upto 50 years of age considering the physical fitness. All the personnel deployed by the contractor shall be medically fit and their antecedent verified prior to their deployment in the Institute.
36. The Agency shall not claim nor shall be entitled for perks and other facilities/allowances admissible to casual, ad-hoc, regular/ confirm employees of this institute during the currency or after expiry of the contract.
37. On award of job, the Agency shall mention the Individual EPF account / ESI Registration number of deployed staff as well as the GST registration number/TDS Account number.
38. If the successful tenderer fails, in course of agreement period to comply with the terms & condition of the agreement, the security deposit may be forfeited in full or in partial as decided by the Director, RMRIMS.
39. **Agreement:** The contractor will have to enter into written Agreement **with RMRIMS within 15 days** of intimation of acceptance of approved rates. It after the award of the contract the bidder does not sign the **Agreement within 15 days** or fail to furnish the performance **Bank Guarantee within 7 days** from the date of receipt of LOI/work order, RMRIMS reserves the right to cancel the contract and apply all remedies available under the terms & condition of this contract.
40. In case the agency fails to execute the job after signing the Agreement deed or leave the job before completion of the period of contract at their own accord, the Director, RMRIMS shall have the right to forfeit the security deposited by the agency.
41. The agency shall never deploy the child labour.
42. RMRIMS shall not accept any claim in the event of any deployed manpower sustaining any injury, damage or loss to either person or property either inside or outside RMRIMS premises. If any person engaged by the contractor is injured or rendered partially/ permanently disabled/ indisposed due to any reasons such as disease, accident, fire etc. during the working hour, it shall be the sole responsibility of the contractor to take care of them and to pay necessary compensation in respect of such personnel as relevant labour laws including all medical expenses, legal

expenses etc. and RMRIMS does not hold any responsibility in this regard what so ever.

43. **Stamp Duty:** Contract agreement with the RMRIMS shall be executed on a non judicial stamp paper of Rs. 1,000/- (Rupees One Thousand only). Expenditure to be incurred on execution of agreement shall be borne by the successful tenderer.
44. **Service charge / Administrative charge:** Firm must quote reasonable service / administrative charge to meet the requirement of contract obligations i.e., timely & regular payment of wages to the persons employed on contract basis as well as other statutory obligations. Unreasonable quote of service charge / administrative charge which may not even fulfil all the obligations on the firm i.e. 2% TDS & other may treated as unfair practice to grab the order. Such quotations may be rejected.
45. **Dispute:-**
 - a. If any dispute or difference arises between the parties relating or concerning or to interpretation of the contract or any alleged breach there of or any matter relating to the contract, the same shall be settled by the parties as far as possible by mutual discussion and consultation between themselves, whether the same has arisen during the subsistence of the contract or thereafter.
 - b. In the event of any dispute or differences arising in connection with this contract/ tender, whether during the subsistence of the contract or there after not being settled in aforesaid manner, the matter shall be referred to the Director RMRIMS, Patna or his nominee not below the rank of Deputy Director for arbitration whose decision shall be final and binding on both parties. Proceeding before the arbitrator would be governed by the provision of the ARBITRATION AND CONCILIATION ACT, 1996.
 - c. The courts of Patna shall have exclusive jurisdiction in all matters arising out of Tender.

sd/-
Director
RMRIMS, Patna

ANNEXURE-A

(To submitted with technical bid)
Bidder Declaration

From
M/S.....
.....
.....

To
Director
RMRIMS
Agamkuan, Patna

1. I, ----- Son/Daughter/wife of Shri -----
----- Proprietor/Director authorized signatory of the agency/ Firm, mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/we further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or its proprietor or Partner or Director of any Agency with whom the Govt. Have banned/suspended business dealings. I/we further undertake to report to the Faculty-in-charge-Procurement, RMRIMS, Patna immediately after we are informed but in any case not later 15 days, if any Agency in which is banned/suspended in future during the currency of the Contract with you.

Date:

Place:

Seal of the Agency

(Signature of the Bidder)

Name

Designation

Address:

TECHNICAL Bid Parameters

(To submitted in envelop-I)

(Bidders are to fill–up the technical parameters below and adduced the evidence/supporting papers with the bid document)

| | | |
|----|---|--|
| | | |
| 1 | Name of participating agency/firm | |
| 2 | Legal status of Agency | |
| 3 | Empanelment Registration no in DGR Ministry of Defence with year of registration and list of ex-servicemen indicating the rank/post prior to retirement. | |
| 4 | Full address of Registered office of agency | |
| 5 | Name of Proprietor / Director with full address | |
| 6 | Contact person(s) name with mobile/phone numbers | |
| 7 | PAN/ GIR/ TAN No. (attach the photocopy) | |
| 8 | GST Registration details (attach the photocopy) | |
| 9 | EPF Registration details (attach the photocopy) | |
| 10 | ESIC Registration details (attach the photocopy) | |
| 11 | State Bank of India account (attach the photocopy) | |
| 12 | License details from Labour Resource Department and From Commercial Department. | |
| 13 | Annual turnover of agency/firm for the last three years during 2015-16 to 2017-18. (Annexure ‘E’) | |
| 14 | Proof of financial status in form of audited Balance Sheet for the last three financial years. Average annual turnover must be at least Rs. 5 Crores only | |
| 15 | Proof of copy of income tax return file with acknowledgments for last three years | |
| 16 | Work experience: Experience of execution of similar nature of work as annexure ‘D’ | |
| 17 | Certificate of satisfactory completion of service for last 3 employers where contract period is over & from two present employers also | |
| 18 | EMD details | |
| 19 | Bid fee details | |
| 20 | Affidavit over no case/enquiry/investigation pending in police/govt. organisation/ courts etc. | |

Details of staff proposed to be deployed

| Sl.No. | Name of Proposed Employee & Post | Employee Code | Qualification | EPF No. | ESIC No. | Experience in Gardening & Horticulture |
|---------------|---|----------------------|----------------------|----------------|-----------------|---|
| | | | | | | |

Date:

Place:

Seal of the Agency

(Signature of the Bidder)

Name

Designation

Address:

Financial Bid Format (Envelop-II)

To,

The Director
RMRIMS
Agamkuan Patna.-7

1. I/we thoroughly examined and understood instructions to tenders, scope of work, term & conditions of contract given in the tender document and those contained appendix of Terms & Condition of contract and agree to abide by them.
2. I/we hereby offer to provide job outsourcing services at the following present DGR rates. I/we undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of contract regarding of revision of DGR minimum wages prevailing as on 1st Apr. 2018.

| | Unskilled/ Labour | Semi-skilled/ Garden Mali | Skilled Supervisor |
|---|-------------------|------------------------------|--------------------|
| Basic+VDA @.....x 26 | | | |
| EPF+EDLI | | | |
| ESI..... | | | |
| Bonus | | | |
| Gratuity | | | |
| Uniform | | | |
| Holidays wages @.... 4 days | | | |
| Service Commision/ Other if any (in %) | | | |
| Total | | | |
| GST | | | |
| Grand Total | | | |

1. Two sets of uniform, and one I-Card for each deployed employees shall be mandatorily provided. Safety goggles, gum boots, hand gloves, mask wherever applicable or required shall be provided on approval of competent authority. Dress includes full trousers and shirt with full sleeves.
2. Only payment by Cheque/PFMS/ transfer to deployed staffs account will be accepted.
3. The agency have to provide necessary mechanical equipment, fertilizer etc. required in course of maintenance of garden. Its charges/ cost shall be paid separately on submission of bill/ actual voucher.

Date:

Place:

Seal of the Agency

(Signature of the Bidder)

Name

Designation

Address:

ANNEXURE-‘D’

Format of Experience certificate

(To submitted in envelop-I with technical bid)

Detail of work of Gardening & Horticulture works performed by the agency.

| Project Name | Name of the employer | Description of work | Value of Contract (Rs. In Lakhs) | Date of issue of work order | Stipulated Period of completion | Actual date of completion |
|--------------|----------------------|---------------------|----------------------------------|-----------------------------|---------------------------------|---------------------------|
| | | | | | | |
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| | | | | | | |
| | | | | | | |

Date:

Place:

Seal of the Agency

(Signature of the Bidder)

Name

Designation

Address:

ANNEXURE-‘E’

(To submitted in envelop-I with technical bid)

FINANCIAL CAPABILITY OF BIDDER

| Sl.No. | Name of the Bidder | Turnover (Rs./Crores) | | |
|--------|--------------------|-----------------------|-------|-------|
| | | 15-16 | 16-17 | 17-18 |
| | | | | |
| | | | | |

Please attach supporting document

Ongoing works of the agency are as detailed below

| Name of Organization | Name of the employer | Description of work | Value of Contract (Rs. In Lakhs) | Date of issue of work order | Date of completion |
|----------------------|----------------------|---------------------|----------------------------------|-----------------------------|--------------------|
| | | | | | |
| | | | | | |

Please attach supporting document

Note:

Submit the audited financial statement/ audited annual report of the last three financial years.

Date:

Place:

Seal of the Agency

(Signature of the Bidder)

Name

Designation

Address: