

TENDER DOCUMENT

FOR

**ANNUAL JOB CONTRACT FOR THE
MAINTENANCE OF HORTICULTURE WORK AT
CDFD LABORATORY COMPLEX SITE AND HOSTEL
CUM RESIDENTIAL SITE, UPPAL, HYDERABAD**

“TECHNICAL BID”

(NIT NO: CDFD/ENGG/CIVIL/HORTI/AMC/2019-20/11 Dated 02/08/2019)



CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

(An autonomous institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India.)

Inner Ring Road
Uppal, Hyderabad – 500039, India.

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Inner Ring Road, Uppal, Hyderabad – 500039, India.

NOTICE INVITING TENDER

TENDER NOTICE NO: CDFD/ENGG/CIVIL/HORTI/AMC/2019-20/11 Dated 02/08/2019

Sealed Tenders in Two-Bid System are invited on behalf of the Director, CDFD from the well-established bidders having experience in similar kind of works, fulfilling minimum eligibility criteria as detailed below up to 15.00 Hours on 23/08/2019.

1. **Name of work:** “Annual job contract for Horticulture maintenance work at CDFD Lab & Hostel cum Residential Complexes”.
2. **Brief Scope of work:** Horticulture Maintenance of area about 39,000 sq.m (Site-A + Site-B). Attending on daily basis maintenance of lawns, Green covers, Trees, Creepers, Flower beds, Shrubs, Hedges, Grass pavers, Gazebos, in and around the lawn area, & road pathways.

3. **Details of Tender:**

1.	Estimated cost	Rs.27.61 Lakhs
2.	Earnest Money Deposit	Rs.55,220/-
3.	Period	One year
4.	Cost of tender document	Rs.500/-

4. The Tender document can be downloaded from the website www.cdfd.org.in and www.eprocure.gov.in. The cost of tender document and EMD to be submitted in the form of Demand Draft only drawn from any nationalized bank favoring “DIRECTOR, CDFD, Hyderabad”.
5. Tender Form is not transferable and the cost of tender form is not refundable.
6. The site of the work i.e a) Laboratory Complex (Site-‘A’) is located at Opposite to RTA Office, Inner Ring Road, Uppal-Nagole Stretch, Uppal, Hyderabad - 500039 and b) Hostel-cum-Residential Complex (Site-‘B’) is located opp. to Uppal Water Tanks, adjacent to BSNL office, Uppal, Hyderabad - 500039
7. The Technical Bid shall contain the following:
 - (i) Duly signed Technical Bid Tender Document Comprising N.I.T, Letter of submitting the tender, General conditions of contract, Special conditions of contract, Horticulture Area statement.
 - (ii) Tender Cost and EMD in the form of demand draft.

- (iii) Documentary evidence for Eligibility as per eligibility criteria.
 - (iv) Other Information / documents as indicated in NIT.
 - (v) Any other information, tenderer may like to submit reflecting their credentials.
8. Tenderer shall quote rates both in figures and words. He shall also work out the amount for each item of work and write in both figures and words. On check, if there is any difference between the rates quoted by the tenderers in the words and figures are in the amount worked out by them / him, the following procedure shall be followed.
- (a) When there is a difference between the rates in figures and the words, the rates which correspond to the amounts worked out by the tenderer shall taken as correct.
 - (b) When the amount of an item is not worked out by the tenderer or it doesn't correspond with the rate written either in figure or in words, the rate quoted by tenderer shall be taken as correct.
 - (c) When the rates quoted by the tenderer in figures and in words tally but the amount are not worked out correctly. The rates quoted by the tenderer shall be taken as correct and not the amount.
 - (d) Except writing the rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and any modifications in the printed form of tender. Tenderers who are desirous to offer rebate, the same should be brought out separately in the covering letter and submit along with the tender.
9. Method of submission of Tender:

The tender has to be submitted in three cover system as follows:

- a) First Sealed cover shall contain DD of Tender cost & EMD, Technical Bid and Superscribed as "Technical Bid for Annual job contract for Horticulture maintenance work at CDFD Lab & Hostel cum Residential Complexes".
- b) Second Sealed cover shall contain the duly filled and signed and Superscribed as "Price Bid for Annual job contract for Horticulture maintenance work at CDFD Lab & Hostel cum Residential Complexes".
- c) Third Sealed cover shall contain both indicated at (a) and (b) above and duly Superscribed as "Tender for Annual job contract for Horticulture maintenance work at CDFD Lab & Hostel cum Residential Complexes ". Sealed cover have to be addressed to "Director, CDFD, Inner Ring Road, Uppal, Hyderabad – 500039.

10. Sealed tenders are to be deposited in the Box kept for the purpose in the Incharge-Engineering Office, CDFD, Inner Ring Road, Uppal, Hyderabad-500 039.

11. **Eligibility Criteria:**

The Bidder shall meet the following eligibility criteria and submit the documentary evidence in the technical bid. The bid received without documentary evidence shall summarily be rejected.

- i) Tenderer should submit the Copies of valid registration details under Horticulture or Civil Works Category with Government Organizations / Semi-Government Organizations of State or Central Government or Public Sector Undertakings or Autonomous bodies of State or Central Government.
- ii) Annual Turn Over: The tenderer should have achieved a minimum annual financial turnover of **Rs. 55.22 Lakhs** in any one of the last five years. The tenderer should submit proof of annual turnover duly certified by Chartered Accountant/ Audited balance sheets.
- iii) **Work Experience:** The tenderer should have satisfactorily completed in the last seven years in his own / firm name at least one similar nature of work cost not less than of **Rs.22.1 Lakhs** or two similar works of each cost not less than **Rs.13.81 Lakhs** or three similar works costing not less than **11.04 lakhs**. Similar nature of work means the work of Maintenance of Horticulture or Landscaping.
- iv) The tenderer should submit copy of EPF and ESI Registration certificates issued by appropriate authority.
- v) The tenderer should submit copy of valid License under the Contract Labour (Registration & Abolition) Act,1970.
- vi) Certificate of Registration for Goods Services Tax (GST).

The tenderer should submit the details of such completed works, in support of having completed these works, the tenderer should submit copies of the completion certificates from the owner companies indicating the name of work, the description of work done by the tenderer, value of contract executed by the bidder, date of start, date of completion (contractual and actual), value of the material supplied by the client.

12. **Earnest Money Deposit (EMD):**

12.1 The EMD mentioned against the above work shall be furnished in the form of Demand Draft in favour of "Director, CDFD, Hyderabad" from any Nationalized Bank. The EMD of unsuccessful Tenderer shall be returned after evaluation of Tender.

- 12.2 Tenders received without EMD and Tender cost will not be considered. No request for exemption in payment of EMD will be considered.
- 12.3 The EMD amount will be forfeited if the successful tenderer fails to sign/execute the formal agreement within one week from the date of such intimation or fails to commence the work as per the work order.
- 12.4 The EMD of successful Tenderer shall be returned after receiving the Performance Guarantee.

13. **Penalties / Liabilities:**

The contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.

If the contractor violates any of the terms and conditions of this agreement or commits any faults or their service are not to the entire satisfaction of the Engineer-in-Charge, a penalty leading to a deduction up to a maximum of 10% of the total amount of the bill for a particular month will be imposed.

14. **Security Deposit:** The successful tenderer shall be required to submit 10% of the contract award value as performance security, immediately after award of work. This security deposit is to be furnished in the form of Bank guarantee for one year drawn in favour of Director, CDFD, Hyderabad. After successful completion of contract, the security deposit will be returned to the contractor, providing the work has been carried out in accordance with agreement provision and the same is not forfeited for any reason.
15. CDFD does not bind itself to accept the lowest or any other tender and reserves the authority to reject any or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete, in any respect, are liable to be rejected.
16. This Notice Inviting Tender (N.I.T) shall form the part of the Contract Document.
17. The Director, CDFD reserves the right to postpone the tender issue date, submission / opening date and to accept or reject any or all tenders without assigning any reasons.
18. Tender completed in all respects shall be submitted as per the instructions given in the "Notice Inviting Tender" forming part of the tender document.
19. The successful tenderer on the acceptance of his tender by CDFD shall within fifteen days from the stipulated date of start of the work sign the formal contract.

20. The tenderer shall sign all the pages of the tender documents and other documents submitted by him along with the tender.
21. The tenderer should ensure that amounts quoted should appear only in the price schedule document and nowhere else, otherwise, the tender is liable to be rejected.
22. Director, CDFD reserves the right of accepting the whole or part of any tender and tenderer shall be bound to perform the same at the rate or amount quoted.
23. The successful tenderer shall be required to execute an agreement with CDFD for carrying out the work as per the agreed conditions. The cost of stamp paper for the agreement shall be borne by contractor as per the state stamp act.
24. Diagrams shown in the document are indicative.
25. The rates shall be quoted inclusive of all taxes except GST and GST rate shall be quoted separately in the price bid for complete item work as such noting extra shall be payable. Necessary Income tax shall be deducted as per rules in force.
26. Tenderers are advised to visit the site before quoting for better appreciation. For site visit please contact Incharge- Engineering office, Inner Ring Road, Uppal, Hyderabad - 500 039. Ph: 040 27216035 /27216033.

FORWARDING LETTER

To

The Director,
CDFD,
Inner Ring Road
Uppal,
Hyderabad – 500039
(Hereinafter referred to as the Centre)

Dear Sir,

I/We have read and examined the following documents relating to the work “Annual job contract for Horticulture maintenance work at CDFD Lab & Hostel cum Residential Complexes.”

- (a) Notice Inviting Tender
- (b) Articles of Agreement
- (c) Proforma for submission of past contractual performance
- (d) Conditions of Contract
- (e) Special Conditions of Contract
- (f) Horticulture Area statement
- (g) Schedule of Quantity

Upon reading the terms and conditions contained or referred to therein and in accordance in all respect with the specifications design, drawings and other relevant details at the rates, I/We hereby tender for the execution of the works referred to in the aforesaid documents.

A sum of Rs..... is hereby forwarded in-crossed Bank Demand Draft No:..... Dated drawn on _____ Bank favoring The Director, CDFD, Hyderabad as Earnest Money Deposit. If I/We fail to keep the tender open for a period of 90 days, validity after opening the tender(s) or make any modifications in the terms and conditions of the tender, which are not acceptable to the Centre, I/We agree that the Centre shall, without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely. Should this tender be accepted, I/We hereby, agree to abide by and fulfill all the terms, conditions and provisions of the aforesaid documents.

If, after the tender accepted, I/We fail to commence the execution of the works as provided in the conditions, I/We agree that the Centre shall without prejudice to any of their right or remedy, be at liberty to forfeit the said earnest money absolutely.

In the event of this Tender being accepted I/We agree to enter into an agreement as and when required and execute the contract according to your form of Agreement, in default thereof, I/We do hereby bind my- self/ourselves to forfeit the aforesaid initial security deposit.

I/We agree to pay the Government, General Sales Tax (State and Central), Excise and Octroi duties, Insurance, Seigniorage charges and all other taxes etc., at the rates prevailing from time to time as per the Act, as amended and rates quoted by me/us are inclusive of the same.

I/We agree to pay Income tax, to be deducted at source on the Gross value of the work done, and the rates quoted by me/we are inclusive of same.

I/We agree to get the work & workers to be engaged on the work at site and all materials and machinery collected and kept/operated at site for execution of the work. All the rates quoted by me/ us are inclusive of the same in full and nothing extra shall be claimed anytime on account of any of these.

Yours faithfully,

Contractor's Signature

Address:

Date:

.....
.....
.....
.....
.....

ARTICLES OF AGREEMENT

This Contract Agreement made onday of 2019 between the Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad (Hereinafter referred to as the "Employer"), which expression shall include its successors and assignees and authorized officers of CDFD on the ONE PART and(herein after referred to as the Contractor, which expression shall include his respective heirs, executors, administrators and permitted assignees, partners of the said firm and their respective heirs, executors, administrators and permitted assignees) on the OTHER PART.

WHEREAS the Employer is desirous of getting the work of "....." for the period fromat CDFD Laboratory Complex (Site 'A') and Hostel and Residential Building (Site 'B'), Uppal as per specifications describing the work to be performed.

AND WHEREAS the said specifications and the schedule of quantities and other documents have been signed by, on behalf of both the parties.

AND WHEREAS the Contractors have deposited a sum of Rs.....(Rupeesonly) vide, Dated as Performance Security with the Employer for the due fulfilment of this contract. The Security Deposit will be refunded as stipulated in the relevant clause of this agreement.

1. In consideration of the payments to be made to them as herein after provided the Contractor shall upon and subject to the conditions hereinafter contained execute and complete, the work at the rates specified in the attached schedule of quantities and with such materials provided in accordance in all respects with the specifications and instructions in writing. Time for carrying out the work will be ONE (01) Year w.e.f.
2. The Employer shall pay to the Contractor such sums as shall become payable hereunder at the times and in the manner specified in the said conditions.
3. This agreement contains the following documents in addition to pages of Articles of Agreement:
 - i) General Conditions of Tender Document.
 - ii) Special Conditions of Tender Document
 - iii) Scope of Work
 - iv) Minimum Requirement of Tools & Plants
 - v) Horticulture Area Statement
 - vi) Priced Schedule of Quantities
 - vii) Original Tender Document Reference No....., dated received from M/s.....

4. This agreement and contract shall be deemed to have been made in Hyderabad and any questions or dispute rising out of or in any way connected with this Agreement and Contract shall be deemed to have arisen in Hyderabad and only the courts in Hyderabad shall have jurisdiction to determine the same.

In witness whereof the parties hereto have set their respective hands the day and year herein above written.

SIGNED BY THE SAID
CONTRACTOR

SIGNED BY
FOR ON BEHALF OF EMPLOYER

In the presence of Witness:

1. Signature

2. Signature

Name:

Name

PROFORMA FOR SUBMISSION OF PAST CONTRACTUAL PERFORMANCE

This is to certify that we M/s..... submitting this offer.

- a) Have not made any misleading or false representation in the forms statements and attachments in proof of the qualification requirements.
- b) Do not have records of poor performance such as abandoning the work not properly completing the contract inordinate delays in completion litigation history or financial failure etc.
- c) Business has never been banned with us by a Central / State Govt. Department / Public Sector Undertakings of Enterprises of Central / State Govt.
- d) Have submitted all the supporting documents and furnished the relevant details as per the prescribed format.

GENERAL CONDITIONS OF CONTRACT

1. The persons deployed by the contractor for the services mentioned above shall be employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said person and the CDFD shall accrue/ arise implicitly or explicitly.
2. The successful contractor shall formulate the mechanism and duty assignment of personnel in consultation with the Engineer-In-Charge. Subsequently, the contractor shall review it from time to time and submit his proposals for further streamlining his system. The contractor shall further be bound by and carry out the directions / instructions given to him by the Engineer-In-Charge.
3. Engineer-in-Charge or any other person authorized by the Director, CDFD shall be at liberty to carry out surprise checks on the persons so deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
4. In case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the organization in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Director, CDFD in case of any of the aforesaid acts on the part of the said person.
5. The Contractor shall carefully and diligently perform the work assigned to him as mentioned at Scope of Work in Annexure-1, as deemed fit by him in consultation with the Engineer-in-Charge.
6. The contractor shall deploy persons during day time preferably from 8.30 a.m to 5.30 p.m with lunch break and as per the requirement of the job. The contractor shall ensure that the persons are punctual and disciplined in performance of their duty. It is further agreed that the contractor shall engage medically and physically fit persons.
7. The contractor shall submit details such as names, parentage, residential address, age, etc. of the persons deployed by him in CDFD premises for the purpose of proper identification of the employees of the contractor deployed for the work. He shall issue identity cards bearing their photographs/Identification, etc. and such employees shall display their identity cards at time of duty.
8. The Contractor shall be liable for payment of wages and all other dues which they are entitled to receive under the various labour laws and other statutory provisions.

9. The contractor shall at their own cost, take necessary insurance cover in respect of the aforesaid services rendered to CDFD and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970 Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act,1936; The Employees Provident fund (and Miscellaneous Provisions) Act 1952; The Payment of Bonus Act ,1965; The Minimum Wages Act,1948; Employer's Liability Act,1938; Employment of ChildrenAct,1938 and/or any other Rules/Regulations and/or statues that may be applicable to them.
10. The Contractor shall be solely responsible for any violation of provisions of the labour laws or any other statutory provisions and shall further keep the CDFD indemnified from all acts of omission, fault, breaches and/ or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/ or under the said Acts, rules/ regulations and/ or any bye-laws or rules framed under or any of these, the CDFD shall be entitled to recover any of such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the Contractor's monthly payments.
11. The contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officers of CDFD.
12. The contractor shall make the payment of wages, etc. to the persons so deployed and shall on demand furnish copies of wages register/muster roll, etc. to the CDFD for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments towards his employees so deployed under Labour Law's (Regulation and Abolition) Act,1970.
13. The contractor shall submit the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at CDFD in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so the amount claimed towards ESI & EPF contribution will be withheld till submission of required documents.
14. The contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CDFD.
15. The contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from do not violate relevant provision of Shops and Establishment Act. The contractor shall, in all dealings with the persons in his employment, have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970, as amended from time to time or furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is

materially incorrect, they shall without prejudice to any other liability pay to the Director, CDFD a sum as may be claimed by CDFD.

16. The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of CDFD and ensure that no such person shall create any disruption/ hindrance/ problem of any nature in CDFD either explicitly or implicitly.

17. Accident or injury to workman:

CDFD shall not be responsible for any injury or loss of any workers of the contractor / sub-contractor / vendor that may take place while on executing work defined under our scope of work as per this contract. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor. The contractor is solely responsible for any damage Injury or accident that may occur to any of his personnel working under this contract. He shall not claim any compensation from the Director, CDFD.

18. The security money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and/ or loss/ damage if any sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

19. INDEMNIFICATION

The contractor shall keep the CDFD indemnified against all claims whatsoever in respect of the employees employed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case CDFD is made party and is supposed to contest the case, the CDFD will be reimbursed for the actual expenses incurred towards counsel fees and other expenses which shall be paid in advance by the contractor to CDFD on demand. Further the contractor shall ensure that no financial or any other liability comes on CDFD in this respect of any nature whatsoever and shall keep CDFD indemnified in this respect.

The contractor shall further keep the CDFD indemnified against any loss to the CDFD's property and assets. The CDFD shall have further right to adjust and/or deduct any of the amount aforesaid from the payments due to the contractor under this contract.

20. PAYMENT OF BILLS

The payment shall be made month wise after submission of bill by the contractor for the completed month and subject to verification by the concerned Engineer-In-Charge or his authorized representative. This however shall not be linked with liability of the contractor to pay wages to his workers as per the provision of minimum wages act.

21. Security Deposit:

The successful tenderer shall be required to submit 10% of the contract award value as performance security, immediately after award of work. This security deposit is to be furnished in the form of Bank guarantee for one year drawn in favour of Director, CDFD, Hyderabad. After successful completion of contract, the security deposit will be returned to the contractor, providing the work has been carried out in accordance with agreement provision and the same is not forfeited for any reason

22. PENALTIES/ LIABILITIES

The contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.

If the contractor violates any of the terms and conditions of this agreement or commits any faults or their service are not to the entire satisfaction of the Engineer-in-Charge, a penalty leading to a deduction up to a maximum of 10% of the total amount of the bill for a particular month will be imposed.

23. COMMENCEMENT AND TERMINATION

This agreement shall come into force w.e.f. _____ and shall remain in for a period of Twelve (12) months. This agreement may be extended on such terms and conditions as are mutually agreed upon.

The agreement shall be liable for termination on giving ONE MONTH notice by either side. During the period of notice, both the parties shall continue to discharge their duties and obligations. In case of termination for convenience by Purchaser, CDFD shall be paid proportionate contract price for supply and services rendered and work/service in progress till the effective date of termination.

This agreement may also be terminated on any of the following contingencies:

- a) On the expiry of the contract period as state above.
- b) By giving one month's notice by CDFD on account of:
 - i. For committing breach by the Contractor of any of the Terms and Conditions of this Agreement.
 - ii. On assigning the contract or any part thereof to any sub-contractor by the Contractor without written permission of the CDFD
 - iii. On Contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

24. ARBITRATION

In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement), the same shall be referred to the sole arbitration of the person appointed by the Director, CDFD or his nominee.

The award of the Arbitrator shall be final and binding on the parties. In the event of such arbitrator, to whom the matter is originally referred to, is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director, CDFD shall appoint another person to act as arbitrator in place of the outgoing arbitrator in accordance with terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. The cost of the Arbitrator shall be borne equally by both the parties.

It is also a term of the contract that if the contractor does not make any demand for arbitration in respect of any claim in writing within 90 days of receiving the intimation from the Employer that the bill is ready for payment, the claim of the contractor will be deemed to have been waived and absolutely barred and the Employer shall be discharged and released of all liabilities under the contract in respect of these claims.

The arbitrator may give interim award(s) and /or directions, as may be required.

Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

This contract is under jurisdiction of court at Hyderabad.

SCOPE OF WORK

Maintenance of Horticulture of area about 39,000 sq.m (Site-A + Site-B). Attending on daily basis maintenance of lawns, Green covers, Trees, Creepers, Flower beds, Shrubs, Hedges, Grass pavers, Gazebos, in and around the lawn area, & road pathways.

- 1.1 Cleaning daily the entire area earmarked for maintenance by removing fallen dry leaves and all types of waste materials lying in the garden area, conveying and disposing collected wastes in a designated place with all necessary tools and plants.
- 1.2 Watering the whole area of lawns/gardens, flower beds, trees, etc. Water will be made available by CDFD at water points.
- 1.3 Providing and Spreading of manure and earth mixture once in a year in lawns and twice in a year in flower beds and plants.
- 1.4 Applying fertilizer as the case may be to Flower beds, Hedges, plant pits once in a month all as per directions of Engineer-in-charge.
- 1.5 Applying pesticides as the case may be to the Flower plants, Hedges, Trees once in 3 months or earlier as per directions of Engineer-in-Charge.
- 1.6 Removal of undesirable weeds and the like from the lawns, flower beds, pits and hedges, etc.
- 1.7 Maintenance of potted plants (approximately 200 Nos.) both indoors and outdoors available at CDFD campuses all including watering daily, changing the location of indoor pots as required or directed, maintenance of pots at nursery.
- 1.8 Mowing of lawns by lawn movers and trimming of hedge plants once in a month or as per the directions of Engineer-in-charge.
- 1.9 Preparation of New flower beds, lawns, plantation of trees, hedges, etc.
- 1.10 Clearing jungle including uprooting rank vegetation, grass, brush wood, removal of weeds and other unwanted plants, tall weeds, removable of vegetation in rain water drains of roads, disposal of rubbish.
- 1.11 Operation of Submersible pumps for watering.
- 1.12 Periodic Checks to be carried out for pests and diseases. In the event of infestation prompt spraying of appropriate pesticides, fungicides will be required for eradication of the same.

MINIMUM REQUIREMENT OF TOOLS AND PLANTS FOR DAY-TO-DAY HORTICULTURE WORK

The contractor shall provide tools and plants (in good condition) to the deployed labour for maintenance of horticulture works. The following minimum tools shall be arranged by the contractor.

S.No	Name of Tools / Plants
1	Power Lawn Mover
2	Hedge Shears (Scissor)
3	Spades with handle
4	Digging Bars
5	Manual Trolley
6	Axe with Handle
7	Grass Shears with handle
8	Plant Cutter
9	Water Cane
10	Hose pipes
11	Spray Machine
12	Aari / Ripsaw

SPECIAL CONDITIONS OF CONTRACT

1. Manpower Deployment:

The successful contractor has to depute minimum of One supervisor and Twelve gardeners preferably posted at 9 persons at Site-A and 3 persons at Site-B.

2. The successful contractor has to execute an agreement on Rs.100/- Non-Judicial stamp paper as per CDFD agreement format.

3. Security Check:

All personnel and their bag and baggage connected with the contract shall be liable to physical check both at the time of entry into the campus and passing out at Security Gate. Thorough search of all transport shall be carried out as many times as the gate is used for entry/exit in / out of the restricted area, as per Security Rules of the CDFD.

4. Contractor Tools Entry:

The successful Contractor shall make entry of all his tools while bringing to CDFD at CDFD security check post as per the standard procedure followed at CDFD.

HORTICULTUE AREA DETAILS**Horticulture area Details at Laboratory Building (Site-A):**

S.No	Description	Area in Square Metre	Remarks
1	Entrance Lawn	1,129.00	
2	Fountain Lawn	2,743.00	
3	Minister Lawn	3,608.00	
4	Gazebo Lawn	8,105.00	
5	Road and Compound Wall	2,457.00	
6	Security Lawn	523.00	
7	Pathways along the road	2,230.00	
8	Around Play Ground	7,000.00	
9	STP to Sub station	1,862.00	
	Total	29,657.00	

Horticulture area Details at Hostel & Residential Complex (Site-B):

S.No	Description	Area in Square Metre	Remarks
1	Temple lawn	796.00	
2	Generator Lawn	980.00	
3	Gate lawn	32.00	
4	Around C-type Building	900.00	
5	Around D-type Building	600.00	
6	Gazebo lawn, around STP, Cwall	5334.00	
7	Pathways along the road	705.00	
	Total	9,347.00	

Total Area = Site-A + Site-B = 29,657.00 + 9,347.00 = 39,004.00

Say 39,000 Sq.mtrs

TENDER

FOR

**ANNAUAL JOB CONTRACT FOR THE
MAINTENANCE OF HORTICULTURE WORK AT
CDFD LABORATORY COMPLEX SITE AND HOSTEL
CUM RESIDENTIAL SITE, UPPAL, HYDERABAD**

“PRICE BID”

(NIT NO: CDFD/ENGG/CIVIL/HORTI/AMC/2019-20/11 Dated 02/08/2019)



CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

(An autonomous institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India.)

Inner Ring Road
Uppal, Hyderabad – 500039, India.

Schedule of Quantity

Name of work: “Annual job contract for Horticulture maintenance work at CDFD Lab & Hostel cum Residential Complexes”.

S.No	Description of Work	Unit	Qty	Rate	Amount
1	Comprehensive Day-to-Day Horticulture maintenance having total coverage area of about 39,000 Sq.mtrs. includes Lawns, Ground covers, Shrubs, Avenue Trees, Grass pavers, Pathways along the roads, Gazebos at CDFD Laboratory Complex and Hostel-cum-Residential Complex, Uppal, Hyderabad.	Month	12		
	GST @ 18%				
	TOTAL AMOUNT				

(Rupees.....
..... only).

Declaration:

I hereby declare that I had gone through the terms and conditions of the tender thoroughly and quoted rates.

SIGNATURE OF THE TENDERER WITH STAMP