

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	18-05-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	18-05-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Communications
विभाग का नाम/Department Name	Department Of Telecommunications (dot)
संगठन का नाम/Organisation Name	Iti Limited
कार्यालय का नाम/Office Name	Raebareli
वस्तु श्रेणी /Item Category	Custom Bid for Services - Horticulture maintenance work in plant area at ITI Limited
समान श्रेणी/Similar Category	<ul style="list-style-type: none">Horticulture Service - Maintenance Based Model
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	4 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes Partial Turn over value - 1 (in lakhs)
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित बिड मूल्य / Estimated Bid Value	440000
Payment Timelines	Payments shall be made to the Seller within 45 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).

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(a) ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

COMPANY

RAEBARELI, Department of Telecommunications (DOT), ITI Limited, Ministry of Communications (Iti Limited)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

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Yes

ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.

1. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload

necessary documents for MSE purchase preference for verification by the buyer during evaluation.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Introduction about the project /services being proposed for procurement using custom bid functionality:[1777886123.pdf](#)

Instruction To Bidder:[1777886127.pdf](#)

Scope of Work:[1777886132.pdf](#)

Quantifiable Specification / Standards of The Service/ BOQ:[1777886137.pdf](#)

GEM Availability Report (GAR):[1777886162.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1777886181.pdf](#)

Payment Terms:[1777886225.pdf](#)

Custom Bid For Services - Horticulture Maintenance Work In Plant Area At ITI Limited (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Horticulture maintenance work in plant area at ITI Limited
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Narendra Kumar Sharma	229010,ITI LTD, Sultanpur Road, Raebareli	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/**Buyer Added Bid Specific Terms and Conditions**

1. **Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

अस्वीकरण/**Disclaimer**

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.

9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake

compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Tender Document

INSTRUCTION TO BIDDERS

Tenders will be accepted under the two bid system:-

(a)- **The Technical Bid:-**

1:-Satisfactory completion certificate for similar nature of works (Similar works like Housekeeping/Horticulture work of factory area) issued by competent authority not below the rank of Executive Engineer of above-mentioned departments in the last five years.

- a. Execution of single order of 50% of estimated value.
- b. Execution of two orders of 30% of estimated value.
- c. Execution of three orders of 25% of estimated value.

(2)- **Estimated cost:-Rs:-3,72,350/- Plus GST@18%.**

EARNEST MONEY Rs:-7450/-(Seven thousand four hundred & fifty only) through DD/FDR in favor of ITI LIMITED Rae Bareli. It will be returned to unsuccessful bidder after the finalization of the tender. EMD will be forfeited who backs out or is found to be providing misleading information during tendering process. Registered with MSME is exempted in case of MSME Bidders for which MSME Certificate must be submitted.

(3):- Successful bidder has to security deposit @5% of work order value.

(4)-Affidavit for proprietary / partnership deed / articles of association i/c changes in constitution of firm during last 03 years.

(5)- Photocopy of PAN Card in the name of firm.

(6)- Photocopy of GSTIN Registration Certificate.

(7)- Photocopy of Labor Registration Certificate & ESI Registration.

- (8)- Photocopy of PF registration certificate.
- (9)- Photocopy of ISO 9001:2015 certificate of Quality Management System in the name of firm.
- (10)- The contractor has to submit the details of Income Tax Return of FY: 2022-23, 2023-24 and 2024- 25 of the last three years.
- (11)- The contractor also has to submit average annual financial turnover of the firm duly audited during last three years, ending should be at least 40% of the estimated cost.
- (12)- Tenderers are requested to bring original documents or certificates whenever demanded.
- (13)- All partners must sign the tender documents submitted on behalf of a firm, or the documents must be signed by a partner/authorized person who has the authority to enter into the proposed contract on behalf of the firm/company. Otherwise, the tender is liable to be rejected.

The Price Bid :-

- (a):-It shall contain the rates in the Bill of Quantity, duly filled in and signed by the bidders as a token of acceptance.
- (b)-The Price Bid of only those contractors will be opened whose Technical Bids are found suitable.
- (c) Conditional tenders will not be accepted.
- (d) Offers must be submitted online only.
- (e) The bidder should clearly mention all government levies; otherwise, it will be presumed that the quoted rates are inclusive of all taxes.

GENERAL CONDITIONS

1. Performance Guarantee & Security Deposit:-

(a) The successful bidder shall deposit 5% performance guarantee in the form of FDR/DD in favor of ITI Limited, Rae Bareli, against the accepted tender value, before commencement of work.

(b) The security deposit shall remain at the absolute disposal of the Company as security for satisfactory execution and completion of the works. The full amount will be refunded after the expiry of the defund liability period of 02 months from the date of successful completion of work.

(c) The Company shall be at liberty to deduct appropriate amounts from the security deposit against compensation or dues payable by the contractor under the contract. Such deductions shall be made good by further deductions from subsequent interim bills until the security deposit is restored to the required amount.

(d) If the contractor fails to commence execution of the work after the award, the Company shall be at liberty to forfeit the EMD/Security deposit absolutely.

(e) EMD is exempted in case of MSME Bidders and Start-ups Bidders. Start-ups Companies may be exempted for experience.

(2):-The Bidder shall be liable for ensuring compliance with the provisions of all applicable laws including but not limited to labour law and specially workmen compensation Act, EPF Laws, Income tax laws and minimum wages laws, Contract labour(Regulations Abolition Act),and any other relevant acts as may become applicable during the tenure of contract and while filling the BOQ. The onus of compliance to all the applicable Laws/Acts/Rules shall rest with the service provider only and the buyer will not be liable in any manner.

(3):-The contractor shall abide by all security rules/regulations related to entry and exit of laborers within the ITI Plant area.

(4):-The tender shall remain firm and valid for a period of **03 months** from the date of opening.

(5) :-Tenders will be opened in the presence of the tenderers or their authorized representatives who may wish to be present.

(6):-The contractor shall take all necessary steps to ensure the safety of the workers employed by him.

(7):-The contractor shall provide all required protective equipment and tools to workers for the safe execution of the work.

(8):-The Contractor will indemnify ITI ltd from losses/damages cause to ITI Ltd by his persons orgy negligence of them, and the same may be recovered from their running bill if not indemnified within stipulated time.

(9):-ITI Limited reserves the right to cancel the running tender after giving a notice of two (02) months.

(10):- The Parties shall make best efforts to settle any/all disputes-amicably within 30 days of communications thereof. All disputes or differences whatsoever, arising out of this Tender/Agreement including the interpretation of any provisions shall be settled by law courts located within the appropriate exclusive jurisdiction of the courts at Rae Bareli.

(11):-Monthly payment will be made on submission and verification of RA bills.

(12):-The contractor shall be responsible for any misconduct by his labor/representatives and shall compensate ITI Ltd., Rae Bareli, for any resulting loss.

(13):-Taxes will be deducted from the bills as per applicable norms/rules.

(14):-An agreement shall be signed with the successful bidder after issuance of the work order, on a Rs.100 stamp paper.

(15):-Contract period:-The contract period will be of 1-year from the date of award of work order & it may be extended, if required, on mutual consent for the period of two months or more but less than 1 year.

(16):- The bidder must obtain, at their own responsibility and expense, all information necessary for preparing the tender and entering into the contract. The bidder must examine the drawings (if any), visit the site, inspect the work area, acquaint themselves with all local conditions, and assess the nature and scope of the work. No claim at a later date due to lack of knowledge of the site or working conditions will be entertained.

(17):- ITI Ltd. reserves the right to accept or reject any tender without assigning any reason thereof.

REF.:RB/Civil/Plant/Hort./25-26/08

ITI LIMITED , RAE BARELI
Doorbhash Nagar, Sultanpur Road, Rae Bareli- 229010

Horticulture maintenance Work in Plant Area

Sl. No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
1.0	Complete maintenance of existing garden features in the garden area i.e. lawn trees, shrubs, herbs, edge, flower beds, foliage, creepers etc. including hoeing, weeding, pruning, replacement, preparation & maintenance of ever green and seasonal potted plants as per seasonwise, watering, mowing of lawn, grass cutting by lawn mover and brush cutter, removal of garden waste, applying pesticides & insecticide, fertilizers (whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by site-in-charge. (The cost of good earth, fertilizers, Insecticides, Pesticide will be provided by ITI itself and the lawn mover and brush cutter with T & P articles , Garden PVC/rubber pipes, terracotta, only seasonal flower plants/seeds will be provided by the contractor) for various work as mentioned in terms & conditions) i/c disposal of all types of malba into incinerator as per specification 01,02 and 03.				
1(a)	Horticulture nursery	Job	12.00	0.00	0.00
1(b)	Admin area (lawn & flower bed rose garden)	Job	12.00	0.00	0.00
1(c)	EDC (front and back)	Job	12.00	0.00	0.00
1(d)	Front of ESS	Job	12.00	0.00	0.00
1(e)	Left and front of EPD Engg. Building	Job	12.00	0.00	0.00
1(f)	Front & side of creche and canteen building	Job	12.00	0.00	0.00

1(g)	Front & side of MPD Engg. Building lawn & rose garden	Job	12.00	0.00	0.00
2.0	Supply of cow - dung manure/cattle dung manure (for working out quantity supplied @ 8 % deduction for voids shall be made in stack measurement) as per requirement and direction of Engineer - in Charge.	CuM	50.00	0.00	0.00
3.0	Misc. horticultural works, which are required to be executed on need basis as per direction of Engineer - in - Charge.				
3(a)	Trimming of trees i/c disposal of branches etc. complete.	Each	300.00	0.00	0.00
3(b)	Cutting of fallen trees i/c stacking properly as directed within factory area of various girth etc. complete				
(i)	Up to 30 cm girth	Each	20.00	0.00	0.00
(ii)	Above 30 cm & up to 60 cm	Each	20.00	0.00	0.00
(iii)	Above 60 cm & up to 120 cm	Each	10.00	0.00	0.00
(iv)	Beyond 120 cm	Each	10.00	0.00	0.00
4.0	Horticulture works, which are required to be executed as and when required as per instruction of Engineer - in - Charge. Shifting of earthen pot on various occasions & emergent nature of works (mode of measurement of such type of work will be got done on actual observation basis and each job will be consisting of one manday for the purpose of identifying the quantities). Also, a separate log book will be maintained for any purchase of material/plants/seeds for the horticulture area which will be verified by site-in-charge itself and payment of it will be converted into respective job.	Job	120.00	0.00	0.00
5.0	Putting flowers in flower pots daily in Admin buildings i/c plucking of seasonal flowers from flower beds & making proper bunch etc. i/c cleaning the flower pots etc. complete.	Job	300.00	0.00	0.00
	TOTAL				0.00
				SAY:	0.00
	Add GST@18%				0.00
	Total Amount with GST				0.00
				SAY:	0.00

SPECIFICATIONS

Name of work: Horticulture maintenance work in plant area.

NIT No: RB/Civil/Plant/Hort./25-26/08

In order to have proper upkeep of the rose gardens, lawns, potted plants, horticulture nursery and other horticultural activities, the contractor / agency will be solely responsible and the decision of Engineer – in – Charge shall be final and binding in all respects. The brief details of the activities are mentioned as under;

1.0 For Lawns:

- 1.1 The grass cutting by manual / machine (lawn mower machines etc. with lead and PVC/Rubber pipe for Gardening will be arranged by the contractor itself) will be done all through during contract period so as to ensure that the lawns are always lush green. However the payments will be made on monthly basis based on joint measurements.
 - i- Lawn in front of Administrative building
 - ii- Employees Development Centre (inside & outside)
 - iii- In front of ESS (from gate no. 2 to scrap yard)
 - iv- Side and front of Engineering building, EPD
 - v- Side and front of Engineering building, MPD
 - vi- Side and front of crèche and canteen building
 - vii- Chitwan park near fire station
- 1.2 The contractor has to water the lawns as per seasonal requirement so as to ensure that the lawns are maintained as lush and green during the entire period.
- 1.3 Mowing / weeding have to be undertaken regularly so that lawns are free from weeds.
- 1.4 Spreading of good earth, manure, fertilizer, sprinkling of water etc. has to be done as per requirement.

2.0 Rose Garden:

- 2.1 The entire operations as mentioned for maintenance of the lawn will be undertaken for rose garden by the agency during contract period.
- 2.2 Preparation of beds, manuring, plantation of seedlings, sowing of seeds, watering, hoeing works have to be carried out as per the direction of Engineer – in – Charge.
- 2.3 Manuring, spreading of fertilizers, plant medicines, de – weeding of the beds & maintenance of garden plants will be done as per need basis.

3.0 Potted Plants:

- 3.1 Watering the evergreen potted plants carefully as per requirement of the season.
- 3.2 Manuring, de – weeding potting & re – potting of the plants, proper development and maintenance of the potted evergreen plants.
- 3.3 Preparation of pots by filling of mixture of manure & good earth in required proportion. Plantation of seedlings, de – weeding, hoeing, watering, sticking, threading etc., maintenance of the potted seasonal plants as per direction of Engineer – in – Charge.
- 3.4 Spraying / spreading of manure / fertilizer, plant medicines on need basis.
- 3.5 Preparations of supporting sticks for potted plants from bamboo are contractor's responsibility.

4.0 Supply of Manure:

- 4.1 The supply of manure will be cow / cattle dung and will be more than six months old.
- 4.2 It should be free from all foreign particulars etc. and strictly confirming to the direction of Engineer – in – Charge.
- 4.3 It should be properly stacked for the purpose of measurement, which will be measured after 8 % deduction towards voids etc.

5.0 Horticulture Nursery:

- 5.1 (a) Preparation of seed beds, sowing of seeds, watering, weeding of seedlings etc.
- (b) Preparation of ever – green / hedge plants / timber plants by way of cutting and through sowing of seeds as per requirement.
- (c) Supply of prepared seedlings / plants, hedge plants etc. for plantation in different places being the areas maintained by the contractor i/c seasoned beds of nursery also.

- 5.2 Transportation of potted plants (ever – green / seasonal) for decoration at various places and its arrangement in decorative fashion on the various occasions as well as in normal day to day maintenance works is the responsibility of the contractor for which nothing will be paid extra.
- 5.3 Deployment of labours for watering and maintenance and arrangement of pots etc. during holidays, special occasions and as and when required without any extra payment for such services.
- 5.4 Supervision of the work carried out by the workman providing proper direction and guidance regarding manuring, applying pesticides and treatment of plants diseases and taking such other actions as and when required for the well being & healthy development of the plants, gardens in the said premises being maintained by the contractor.
- 5.5 It shall be the responsibility of the contractors to see that no damage occurs to the horticulture plants and Company's properties. In case any damages occur, the contractor shall be liable for payment of appropriate compensation as fixed by the Company.
- 5.6 The contractor under strict supervision and direction of the Engineer – in – Charge shall carry out all such horticultural operations.

NOTES

1. Horticulture materials shall be **verified monthly by the Site-in-Charge.**
2. Garbage collected from dustbins or elsewhere shall be **disposed of to the incinerator daily** and accumulated garbage shall be burnt as per directions of Engineer-in-Charge.
3. The Contractor will arrange his own T&P /scaffoldings ,sanitation/horticultuere material and sufficient number of sweeper /labour for execution of work.
4. The payment will be made monthly on submission of bills by you. However final payment will be made after successful completion of work.
5. You will provide all protective equipment to the labours for safe execution of work.
6. If the progress of work is not found satisfactory as per terms of the contract, the recovery @ minimum 1% per week to the maximum of 10% shall be made from the contractors bill on the total value of work done.
8. **Payments of RA bills will be made monthly as per actual work done on submission of bills by contractor, however final bill to be paid on successful completion of work.**

