



PALAKKAD PLANT

(A Govt. of India Undertaking)

KANJIKODE WEST (PO), PALAKKAD

KERALA – 678 9623

www.itiltd.in

civil_pkd@itiltd.co.in

CIVIL ENGINEERING DEPARTMENT

Tender for “Service contract for maintenance and development of Garden including grass cutting ITI limited, Palakkad”

[Two Bid System]

Sl. No	ITEM	DESCRIPTION
1	Tender No.	TN/CIVIL/922(R)
2.	Sale of Tender document	21/01/2023
3.	Bid Submission Start Date	22/01/2023: 10.00am
4.	Bid Submission Last Date	30/01/2023: 02.00pm
5.	Bid Opening Date	31/01/2023: 02.30pm
6.	Tender Fee	Rs.590/-
7.	Tender Opening Address	DGM (Com&CS) ITI LIMITED, PALAKKAD PLANT, KANJIKODE WEST, KERALA – 678 623

IMPORTANT PARTICULARS

SL NO.	DESCRIPTION	INFORMATION
1	REFERENCE NO. OF TENDER DOCUMENT	TN/CIVIL/922(R) Dated :21/01/2023
2	DATE OF ISSUE OF NOTICE INVITING TENDER	21/01/2023
3	MODE OF SUBMISSION OF TENDER	E-Tender
4	LAST DATE & TIME FOR SUBMISSION OF BIDS	30/01/2023: 02.00pm
5	DATE & TIME OF OPENING OF TECHNICAL BIDS	31/01/2023: 02.30pm
6	PRE-BID MEETING	Nil
7	OPENING OF FINANCIAL BIDS	Will be intimated later
8	COST OF TENDER DOCUMENT	Rs.590/-(including GST @18%)
9	EARNEST MONEY DEPOSIT (EMD) IN THE FORM OF DEMAND DRAFT.	Rs.45,700/-
10	CONTACT PERSON FOR QUERIES (BETWEEN 10 AM TO 15.30 HRS ON WORKING DAYS ONLY)	Engineer (Civil)-A, ITI Ltd, Palakkad plant, Kanjikode, Palakkad- 678 623
11	ADDRESS FOR BID SUBMISSION	DGM (Com &CS) ITI LIMITED, PALAKKAD PLANT, KANJIKODE WEST, KERALA – 678 623
12	SECURITY DEPOSIT	As per tender document
13	VALIDITY	90Days
14	PRICE ESCALATION	As per terms & conditions
15	TIME ALLOWED FOR COMPLETION OF WORKS	12Months

Note: The tender documents can be downloaded from the Company website www.itiltd.in or <https://itilimited.euniwizarde.com> from Government portal eprocure.gov.in.

Corrigendum: Any corrigendum/addendum/errata in respect of the above tender shall be made available at our official website www.itiltd.in. or <https://itilimited.euniwizarde.com>. No further press advertisements will be given. Hence, all bidders are advised to check the ITI Ltd website regularly. Documents submitted in connection with Pre-Qualification will be treated confidential and will not be returned.

SECTION – I**NOTICE INVITING TENDER**

ITI Ltd invites E-tenders in two Bid system format for the following works from experienced/ registered contractors in Central/State Govt./Semi Govt. / Public sector under taking / reputed private sector.

NAME OF WORK: “Service contract for maintenance and development of Garden including grass cutting for ITI limited, Palakkad”

E-tenders are invited in TWO BIDS, consisting of Technical Bid (Part-A) and Price/ Commercial Bid(Part-B).

E-Envelope-I [Technical Bid]:

The Technical Bid (Part-A) without the Price/Rate shall contain the following details:

Service contract for maintenance and development of Garden including grass cutting ITI limited, Palakkad - Tender No.TN/CIVIL/922(R) and shall contain the following documents:

- a) EMD for **Rs.45,700/-** as mentioned in the Tender and Tender cost fee of Rs.590/- shall be payable with the bid. This shall be paid well in advance of tender submission time through Demand draft or NEFT or Bank transfer in favour of ITI Limited, payable at Palakkad OR relevant MSE certifications if exemption is claimed.

Bank details for crediting / transferring money to ITI Limited is as below

Account name : ITI Limited Palakkad
Account No. : 10620194836
Branch Name : State Bank of India, Palakkad Branch
IFSC : SBIN0000893
MICR Code : 678002002

Note: The DD number /NEFT/Bank transfer number shall be indicated on the letter head along with a scanned copy of proof of the above payment must be uploaded during tender submission.

Tenders not submitted on time will not be considered and will be summarily rejected. Tender documents shall be filled and submitted in original (all pages of tender document to be sealed and signed/digitally signed submitted along with the technical bid).The conditional tender will not be considered and will be summarily rejected.

- b) Performance certificate and work order of having successfully completed the similar works (garden maintenance work) during last 3 years ending last day of December 2022 satisfying the following:

Single work costing not less than the 18.28 Lakhs

OR

Two works, each work costing not less than 11.42 Lakhs

OR

Three works, each work costing not less than 9.14 Lakhs.

- c) ESI Registration Certificate
- d) EPF Registration Certificate
- e) PAN Registration Certificate
- f) GST Registration Certificate
- g) Signed copy of "Terms and Conditions" as given in Annexure 1, indicating acceptance of the same
- h) Local office details with proof
- i) The average annual financial turnover for the last one year

The requisite turnover shall be duly certified by a Chartered Accountant with his Seal/ Signature and registration number.

MSE bidders who claim benefits under the purchase preference policy (PPP) for Micro and small enterprises shall submit with Technical Bid relevant MSME (Udyam) Registration certificate required to claim the benefits under the scheme. The bidder shall ensure the sufficiency of certificate submitted as no further communication on this account shall be entertained.

Tenders unaccompanied by EMD or valid certificate as above will be summarily rejected.

The contractor should have a local office at Palakkad. The documentary proof of the same has to be submitted along with the bid. No undertaking on future establishment of office will be entertained. Bids without this data will be summarily rejected.

Note:

Tender documents shall be filled and submitted in original [all pages of tender documents to be sealed and signed/digitally signed Submitted along with the technical bid]. The conditional tender will not be considered and will be summarily rejected.

E-Envelope 2 [Financial BID]

The Price/Commercial Bid (Part-B), consists of a document with the rate quoted in figures and words only.

- i. Quotation in the format as given in Annexure-2

Note:

- a) While quoting the rates, detailed break up to be provided such as Minimum Wages, Statutory Contributions, Contractors profit etc.
- b) The Company reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

-s/d-

DEPUTY GENERAL MANAGER (Com&CS)

ITI LIMITED, KANJIKODE WEST

PALAKKAD-678 623

-----END OF SECTION-I-----

SECTION - II
INSTRUCTIONS FOR ONLINE BID SUBMISSION TO BIDDERS

1.	Submission of Bids shall be only through an online process which is mandatory for this Tender.
1.1	Tender Bidding Methodology: Sealed Bid System Tender Type: Two bids i.e., Technical and Financial Bids shall be submitted by the bidder at the same time on the portal.
1.2	Broad outlines of the activities from Bidder's perspective:
1.2.1	Procure a Digital Signing Certificate (DSC)
1.2.2	Register on Electronic Tendering System® (ETS)
1.2.3	Create Users and assign roles on ETS
1.2.4	View Request for Proposal (Tender) on ETS
1.2.5	Download Official Copy of Tender Documents from ETS
1.2.6	Clarification to Tender Documents on ETS
1.2.7	Query to ITI LTD (Optional)
1.2.8	View response to queries posted by ITI LTD, as an addendum/corrigendum.
1.2.9	Bid Submission on ETS
1.2.10	Attend Public Online Tender Opening Event on ETS Opening of Technical/Financial Part
1.2.11	View Post-TOE Clarification posted by ITI LTD on ETS (Optional) Respond to ITI LTD's PostTOE queries.
1.3	For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ (Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer. While uploading the documents, it should be ensured that the file name should be the name of the document itself.
1.4	Digital Certificates: For the integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC) also referred to as Digital Signature Certificate (DSC) of Class 3 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer http://www.cca.gov.in].
1.5	Registration in e-procurement portal: Bidder has to Register first in https://itilimited.euniwizarde.com and then the Tender documents can be downloaded from the website: https://itilimited.euniwizarde.com and the bid have to submitted in the e-format. ITI LIMITED has decided to use the process of e-tendering for inviting this tender and thus, the physical copy of the tender would not be sold.

1.6	<p>Special Note on Security of Bids:</p> <p>Security-related functionality has been rigorously implemented in ETS in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically, for Bid Submission, some security-related aspects are outlined below: - As part of the Electronic Encrypt functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-phrase created by the server itself. The Pass-phrase is more difficult to break. This method of bid encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a User organization for bid encryption.</p> <p>Bid encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender opening officers of the User organization and the personnel of the e-tendering service provider.</p>
1.8	<p>Public Online Tender Opening Event (TOE):</p> <p>ETS offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officer, as well as authorized representatives of bidders, can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e., Supplier organization) duly authorized are requested to carry a Laptop and Wireless Connectivity to the Internet. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on ETS.</p> <p>As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The work of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.</p> <p>ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the User for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders in electronic forms. A detailed Technical and/ or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.</p> <p>ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'.</p>
1.9	<p>Other Instructions:</p> <p>For further instructions, the vendor should visit the home page of the portal i.e. https://itilimited.euniwizarde.com</p> <p>Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.</p>
1.10	<p>The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:</p>
1.10.1	<p>Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your tender submission deadline on ETS.</p>
1.10.2	<p>Register your organization on ETS well in advance of your tender submission deadline on ETS.</p>

1.10.3	Get your organization's concerned executives trained on ETS well in advance of your tender submission deadline on ETS.
1.10.4	Submit your bids well in advance of tender submission deadline on ETS to avoid any unforeseen last-minute problems due to internet timeout, breakdown, etc. While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth instruction is relevant at all times.
1.11	Minimum Requirements at Bidders end: Computer System with good configuration and OS preferably supporting Windows, Word, Excel & PDF, High-Speed Broadband connectivity, Internet Browser, and Digital Certificate(s).

Note: SINCE THE WORK IS TO BE EXECUTED FOR AND ON BEHALF OF AN END-USER, THE NEED AND EXIGENCIES OF THE USER SHALL PREVAIL UPON ALL THE COVENANTS AND ALL DECISIONS SHALL BE TAKEN WITH THE KNOWLEDGE OF SUCH USER. A SPECIAL CARE AND PREPARATION WILL BE EXPECTED FROM THE BIDDER.

1.0 BID OPENING AND EVALUATION:

1.1 Opening of bids by the ITI:

The Electronic Envelope marked as 'Bid Security, Bid cost & Authorization Envelope' shall be opened first and examined by the designated Tender Opening Committee (TOC) of ITI.

The TOC shall ascertain that the bidders who have not made payment of bid cost and EMD online then the Physical Envelopes of Bid Security and Bid cost should be submitted to DGM (Com&CS) ITI Ltd, Palakkad Plant, Kanjikode west, Palakkad – 678623 before tender submission time to meet the preliminary requirement of eligibility otherwise their bids shall not be opened/downloaded from the E-tender portal.

The Qualifying Bids downloaded shall be evaluated by the designated TEC and the result of evaluation after approval by the competent authority shall be declared for the information of all concerned clearly mentioning the qualified bidders and non-qualified bidders.

2.0 CLARIFICATION OF BIDS BY THE ITI:

To assist in the examination, evaluation and comparison of bids, the ITI may, at its discretion ask the bidder for clarification of its bid. The request for its clarification and its response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

3.0 VERIFICATION OF BIDS BY THE ITI:

If any of the documents, required to be submitted along with the technical bid is found wanting, the offer is liable to be rejected at that stage. However, the ITI at its discretion may call for any clarification regarding the document within a stipulated time period. In case of non-compliance to such queries in the given time, the bid will be out rightly rejected without entertaining further correspondence in this regard.

4.0 PRELIMINARY EVALUATION:

ITI shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed/authenticated and whether the bids are generally in order.

Prior to the detailed evaluation, the ITI will determine the substantial responsiveness of each bid to the bid document. For purpose of these clauses, a substantially responsive bid is one that conforms to all the terms and conditions of the bid documents without deviations.

The ITI may waive any minor infirmity or non-conformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of the bidder. Bids found technically and commercially compliant and suitable would only be considered for Price bid opening.

-----END OF SECTION-II-----

ANNEXURE - 1**ITI Limited, Kanjikode West, Palakkad**

Name of work: Service contract for maintenance and development of Garden including grass cutting. (Labour portion only)

TERMS & CONDITIONS**1. GENERAL:**

1. The contractor is required to inspect the site before submitting his offer and it will be deemed that the Contractor is fully conversant with the locations and the work content.
2. The contract is for a period of 12(twelve) months.
3. Tools and implements required for the gardening work will be arranged completely by ITI. The Contractor should be liable to keep the inventory of tools and other materials. These tools and remaining materials should be returned and be acknowledged immediately after completing the contract.
4. Manure, Fertilizers, Pesticides, Chemicals, seeds, pots etc. required for the work shall be supplied by ITI as per need basis.
5. The contractor shall provide **02 gardeners (skilled Labours)** and **04 Semi skilled labours** for factory and officer's colony garden maintenance and **01 grass cutting machine operator** (Skilled Labour) exclusively required for grass cutting work at factory and colony areas.
6. The workers engaged by the Contractor should be fully under his control and supervision and they have to observe strict Factory discipline.
7. A proper working coat should be provided to the garden maintenance persons during the working hours.
8. The Contractor shall make available an authorized representative in his absence to supervise and carry out the instructions of the management from time to time as the company at no point of time would supervise them.

2. SCOPE OF WORK

Maintaining the garden, vegetation and lawn at ITI Factory and Officers colony at Chandranagar including the grass cutting.

Signature of Contractor

Contd...2

...2...

1. The entire area inside the factory including lawn, Hedges, Flower beds, Plants in grounds and plants in pots and new areas added by ITI management in future for the beautification of premises.
2. The drainages inside factory premises and officers colony at Chandranagar should be cleaned periodically.
3. All important roads inside Factory area required to be cleaned periodically as per the direction of Engineer-in-charge.
4. All important areas inside officer's colony Chandranagar premises, GM's house, open yards, terrace of building should be cleaned periodically.
5. Jungle clearance, uprooting rank vegetation, grass cutting etc. including burning or disposing the rubbish carefully at safer area.
6. Arrangement of flowering pots inside building (indoor arrangement) including maintenance.
7. Pumping and storing water in existing sumps for watering, by operating the bore well pump in the colony as and when required.
8. Cleaning of dust bin and disposal of the waste in the dumping area earmarked for the purpose.
9. Cleaning of water storage tanks once in four months at Officers Colony, Chandranagar.
10. The requirement of assistants (semi-skilled) may vary in certain specific days and the Contractor should be in a position to supply more persons if required to complete the work in time.
11. On holidays and Sundays minimum two Semi-skilled persons are required for the work.

3.SPECIAL CONDITIONS OF GARDEN CONTRACT

1. The responsibility of upkeep of gardens, hedges, lawns and other plants in ground shall rest with the Contractor, which shall include taking necessary steps such as
 - a) Watering the garden plants, flower beds etc. as many times as required.
 - b) Manuring, de-weeding, potting, re-potting, multiplication of the plants, clearing of the fallen leaves in trenches and drainages in surrounding areas.

Signature of Contractor

Contd...3

...3...

- c) Arrangement of flowering pots inside buildings (indoor arrangement). Arrangement of pots for August 15, January 26 celebration and any other day for important occasions such as VIP visit etc.
 - d) Carrying out the job of maintenance and development activities on all days, during Sundays and holidays as and when required without extra amount for such services.
 - e) Supervision of the work carried out by the labours, providing proper direction and guidance to them regarding manuring, applying pesticides. The Contractor should consider proactively, treatment of plant diseases and taking such other actions as and when required for the well being and healthy development of the Horticulture plants in the said premises.
 - f) The treatment should be happened in regular intervals say every fort night or as per Horticulture guidelines.
2. Water will be supplied free of cost but the Contractor should have self-judgment to control use of the water considering the importance of water.
 3. It should be the responsibility of the Contractor to see that no damage occurs to the plants and Company's properties like water supply pipe lines, telephone cables and other service lines etc during the work. In case of any damages to the same, the Contractor should be liable for payment of appropriate compensation as fixed by the Company free repair.

4. TERMS OF PAYMENT:

1. In order to ensure the minimum wages act any increases or decreases in wages will be worked out for the actual number of Labourers engaged for this work will be calculated and paid accordingly. The contractor should ensure to pass their wage difference to the Labourers. The contractor should pay the necessary PF, ESI for the wage difference accordingly.

Signature of Contractor

Contd...4

...4...

2. The statutory orders as in force from time to time shall be applicable to the contract and the contractor shall be solely responsible to comply with all the statutory requirements envisaged there under. The contractor should effect minimum wages as per the rules to all the employees engaged for this work. The requirements envisaged under the Contract Labour Regulation and Abolition Act shall fully be complied with and requisite register and records maintained by the contractor and shall be furnished to the company whenever called for. Penalty if any, imposed by the authorities shall be fully borne by the contractor.
3. The contractor shall be liable to pay his contribution and employees' contribution to ESI & EPF scheme in respect of all workers employed by him for the execution of the contract. The monthly payment of ESI, PF and administrative charges applicable are to be made regularly and the proof of such payment such as receipt, muster roll etc. are to be compulsorily submitted along with running bills for subsequent months. In case the contractor fails to make the payment, ITI Limited shall recover the amount from the running bills of the contractor as assessed by him. The amount so recovered shall be adjusted against the actual contribution payable to ESI & EPF.
4. The contractor shall ensure timely payment to the workers engaged by him as per relevant provisions of Payment of Wages Act 1936. The payment on each running account bill of the contractor will be released only after satisfying the disbursement of payment to the contract labourers engaged and adhering to all statutory provisions in force.
5. The contractor should produce the labour license for the work within 30 days from the date of issue of work order, before submission of the first running bill.
6. All necessary recoveries such as, Income Tax etc. as applicable will be effected as per the rules in force. TDS certificate in this regard will be issued. GST or any other duty or tax including statutory levies of the Central/State governments shall be and always be borne by the contractor. The contractor has to remit the GST as per rule and submit the bill as per GST format in subsequent running account bill for payment.

Signature of Contractor

contd....5

...5...

7. The payment will be made through monthly bills considering the actual attendance. **The EMD remitted will be treated as security deposit. Security deposit @3% of the gross amount will be recovered from each Running Account bills till the sum along with the sum already deposited as EMD amount to Security deposit @3% of the total value of the contract. In the case of MSME Security deposit @ 3% will be deducted from contractor's each running account bill .The Security deposit thus recovered by the Company will be refunded after completion of the work on production of proof of statutory payment** or returns. Tenders submitted without EMD and necessary certifications to this effect shall be summarily rejected. EMD of unsuccessful bidders will be returned without interest within 30 days of award of the contract.
8. No escalation is allowed during the period of the contract, except the increase in Minimum Wages.
9. The contractor should be responsible for any accident or other compensation payable to the workmen / workwomen employed by and working under the control of the contractor , that the Company has no sort of liability in the matter and that if any payment made by the Company the same shall be reimbursed by the contractor.
10. Company can terminate the contract by giving an advance notice of one month without assigning any reason thereof
11. In case of dispute originating from the contractor, the decision of the Unit Head of ITI or any Officer nominated by him will be final.
12. In case of legal disputes originating from the contractor, the same will be adjudicated within the jurisdiction of Palakkad

-s/d-

Signature of Contractor

DEPUTY GENERAL MANAGER (Com &CS)

ANNEXURE-2

ITI LIMITED KANJIKODE WEST - PALAKKAD -678 623

Name of work :- Service contract for maintenance and development of Garden including grass cutting

SCHEDULE OF QUANTITY

Name of contractor					
SN	DESCRIPTION OF WORK	UNIT	Qty	RATE	AMOUNT
1	Labour charge for the work of maintenance an development of garden including grass cutting.				
	a) Skilled labourers (The rate Rs.832.54 is including statutory recoveries such as EPF @13%,ESI @3.25% ,Holiday wages - 12holiday/year ,Bonus - minimum Rs.7000/year,working coat - Rs.750/Year	Mandays	906	832.54	754281.24
	a) Semiskilled labourers (The rate Rs.691.93 is including statutory recoveries such as EPF @13%,ESI @3.25% ,Holiday wages - 12holiday/year ,Bonus - minimum Rs.7000/year,working coat - Rs.750/Year	Mandays	1304	691.93	902276.72
	b) Over haed charges and Contractor's profit	Months	12		0.00
Total					
GST @ 18%					
Grand Total Rs.					

(Amount in words -----)

ESI Code no. :
 EPF registration no. :
 PAN :
 GST registration no. :

Place
 Date

Signature of Contractor
 Name & Address