



**GOVERNMENT COLLEGE OF ENGINEERING AMRAVATI**  
(An Autonomous Institute of Govt. Of Maharashtra)  
Near Kathora Naka, Amravati 444604  
"Towards Global Technological Excellence"

(0721) 2531930, 2531929  
Website : [www.gcoea.ac.in](http://www.gcoea.ac.in)

Fax - (0721) 2531931  
Email - [principal@gcoea.ac.in](mailto:principal@gcoea.ac.in)



**TENDER FORM**

**Price Rs.5000/-**

e-TENDER NOTICE NO.: GCoEA/ Garden/2024/ 2863 /Dated - 14/06/2024

The Principal, Government College of Engineering, Amravati invites tender for **Maintenance and Developments of Gardens** for Government College of Engineering, Amravati. **For the procurement process, the bidders shall follow the procedure described on e-Tendering website (<https://mahatenders.gov.in>). For further details about the e-Tendering procedure and its requirements, refer manual available on the e-Tendering website. Tender Form price payment mode: (Non-refundable)**

The tender document will be available on e-Tendering website and may be downloaded by the interested bidders. The bidders are required to pay online tender fee of **Rs. 5000/-** only without which bid shall be considered incomplete & non responsive and shall not be considered. The tender fee shall be non-refundable in any case.

**1. Tender Particulars:**

Sr.No.	Item	Particulars
1	Tender Reference	TENDER NOTICE NO.: GCoEA/Garden/2024/ Date:
2	Name of the Item	<b>Maintenance and Developments of Gardens</b>
3	Tender Fee	Rs.5000/- (Rs. Five Thousand only)
4	EMD	Rs. 90,000/- (Rs. Ninety Thousands Only, refundable post completion of Final Acceptance by the purchaser)
5	Address of Communication	The Principal, Government College of Engineering, Near Kathora Naka, Amravati - 444 604
6	Telephone Number	(0721) 2531929, 2531930
7	E-mail Address	<a href="mailto:principal@gcoea.ac.in">principal@gcoea.ac.in</a>
8	e-Tendering Website	<a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>
9	Tender shall remain valid till	120 days from the date of submission of tender

The purchaser reserves the right to accept or reject or cancel any tender or relax any part of the tender offer without assigning any reason thereof.

All the work, under the scope of this tender, will be on rate discovered through the tender.

(Purchaser)

Prof. Dr. A. M. Mahalle  
Principal

Government College of Engineering Amravati, Maharashtra (India)



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### INVITATION OF e-Tender for Maintenance and Developments of Gardens

Government College of Engineering Amravati invites e-tenders, under **Two-Bid** system, from prospective contractors / reputed Indian agencies for providing garden maintenance and development of new gardens in Government College of Engineering, Kathora Naka, Amravati premises for an initial period of **11 Months**. Agencies having **at least 5 years** experience of providing development of gardening or its maintenance for Government / Public Sector / Private organizations of repute autonomous body will be eligible for this work

#### Scope of Work:

##### Maintenance and Development of Gardens

Maintenance and development contract of Gardening is that the existing Gardens within the Institute will be developed and maintained in appropriate manner so that the gardens must look Clean, beautiful, Hygienic, rich with lush green lawns and beautiful flowers. The contractor/bidder will have to undertake all such jobs/activities required for maintenance of the gardens in environmental friendly manner.

Bidders satisfying the eligibility criteria will only be eligible for participation in tender process. Thus, Commercial Bid of prequalified bidders only will be opened. Bidders shall furnish details regarding their Company, Organization Chart, Date of Incorporation, Experience etc. as indicated in the tender document. The tender document can be downloaded from the institute's website viz. [www.gcoea.ac.in](http://www.gcoea.ac.in) and <https://mahatenders.gov.in>

#### Table 1. Tender Details and Schedule:

Sr. No.	Tender Reference No & Date	
I.	Name of the Work	Maintenance and Development of Gardens
II.	Issue of Tender Forms	15-06-2024
III	Start Date and Time of Document download .	15-06-2024 Time: 5 .00 pm
IV	Date and Time of pre-Bid meeting	24-06-2024 Time: 3.00 pm
V	Last Date of Receipt of Tenders /Bid submission and Document download	01-07-2024 Time 5 .00 pm

VI	Date and Time of Technical Bid opening	03-07-2024 03.00 pm
VII	Date and Time of Commercial Bid opening	11-07-2024 3.00 pm
VII	Date of Supply Order	After Selection of bidder
VIII.	Tender Fees	Rs. 5000/- ( Five Thousand Only) ( Non-Refundable) Payment through online mode
IX	Correspondence Address	Principal, Government College of Engineering, Kathora Naka, Amravati 444604
X	Email Address & Telephone No.	principal@gcoea.ac.in , ( 0721) 2531929,2531930
XI	e-Tendering Website	https://mahatenders.gov.in
XII	Commencement of work	within 10-15 days from the day of receipt of work order

### 1. Eligibility Criteria:

[Bidder must attach relevant certificates/work order/audit statements etc. in support of the claims made. The claims made without proofs will not be considered for deciding eligibility. No claims in this regards will be entertained after submission of tender]

- i. The Bidder should be a registered entity for providing services of skilled and unskilled nature having requisite licenses.
- ii. The Bidders should be experienced in providing Gardening services and should have been in existence for the last 5 years and must have executed at least 3 works of similar nature for reputed Institutions/ Universities/ Govt. / Public sectors/ Private Organizations.
- iii. The Bidder should have experience of the Gardening services at any Institutions/ Universities/ Govt. / Public sectors/ Private Organizations with **at least one work order of Gardening Services amounting to Rs. 20 Lakhs in last five years**
- iv. The **Average Annual Turnover** of the firm / company, in **any last three financial years out of last five financial years** specifically in the field of Gardening services shall be at least **Rs. 15 Lakhs ( Joint venture Turn Over will not be accepted)**.
- v. Satisfactory work completion certificates should be produced from three of their existing major clients with details of contact person, Telephone Nos., e-mail etc.
- vi. The Bidder should have office in Maharashtra and vidharbha region and should have experience providing the Gardening Services.( Proof Required to be submitted)
- vii. The bidder must be registered under appropriate authorities i.e. must be registered with Service tax authorities/Income tax/EPF/ESI authorities/PAN etc. .( Proof Required to be submitted)
- viii. The bidder must not have been under any declaration of eligibility/blacklisting by any authority. A statement to the effect should be furnished
- ix. **Above eligibility criteria is minimum and preference will be given to bidder having merits in eligibility criteria.**

## 2. Bidding Process:

The BID / TENDER document will be in two bid system - Technical Bid (Part 1) and Commercial Bid (Part 2).

### Part 1: Technical Bid –

Detailed profile of the agency/organization, eligibility for selection, tender terms & conditions, etc. duly signed by competent authority should be submitted/Uploaded with tender/bid documents. The necessary information should be provided which is mentioned in **Table No. 2** duly signed by competent authority and documents in support of turnover, experience, list of similar work orders, client list, etc. This should also include proof related with contents in **Table No. 7 (Proforma B) Page No. 15 and Page No.16** highlighting list of machinery, equipment and tools duly signed by competent authority. The committee from the institute will randomly visit to the ongoing work sites of the present clients of the bidder to assess the performance of the bidder.

### Part 2: Commercial Bid –

As per the tender, commercial bid should be indicated in Indian rupees in figures as well as words. The final offer given by the bidder shall be with respect to the complete cost of the providing gardening Services including manpower, machinery, consumables, Taxes, development and maintenance of various gardens.

## 2. Submission of Tender Documents:

### 2.1 Format & signing of Bid Document:

1. Tender is required to be submitted through online mode at <https://mahatenders.gov.in> only. No other mode of submission will be accepted in any circumstances.
2. Complete tender documents must be submitted on or before as per schedule mentioned in Table No. 1 through e-Tendering mode only at website i.e. <https://mahatenders.gov.in>. Complete tender papers should be accompanied with receipts of e-payment of tender cost. Tender shall be opened through e-tendering Systems.
3. Bidders/Tenderers are advised to complete all submission related work well before the allotted Time and date for submission of tender online. Any request for modification in the time/date of submission of tender due to tenderer's failure to submit his offer, will not be accepted.
4. The tender received after closing date and time will not be accepted at all.
5. **Tender sent by any other mode will not be accepted.**

### Instructions for submitting bids are given below:

[Bidder must attach relevant certificates/work order/audit statements etc. in support of the claims made. The claims made without Proofs will not be considered for deciding eligibility. No claims in this regards will be entertained after submission of tender]

#### 2.1.1Part 1: Technical Bid: in the prescribed format and duly signed.

Part 1: shall contain the following:

1. EMD of **Rs. 90,000/- (Rupees Ninety Thousands only)** refundable post completion of Final Acceptance and without any interest whatsoever) to be paid through e-Tendering website <https://mahatenders.gov.in>

2. EMD of all the unsuccessful bidders will be refunded as promptly as possible. EMD of the successful bidders will be discharged only after the completion of work. GCoE, Amravati shall NOT pay any interest on EMDs of any bidder and reserves the right to refund during the said period subject to condition of proper technical support in financial dealings from the <https://mahatenders.gov.in> website. EMD shall be forfeited in the following cases:
  - If a bidder withdraws its bid during the period of bid validity.
  - if the bidder fails to execute the works as directed by competent authority of GCoE, Amravati
3. Details of bidders experience and capabilities in the format (Table 2) Balance sheets / audited accounts for the past three years. Power of Attorney for signing of tender in the format for Gardening Services at Government College of Engineering Amravati
4. EMD exemption will be consider if Bidders eligible for exemptions

**2.1.2 Part 2: Commercial Bid:** in the prescribed format sealed and duly signed by authority.

### **3. Acceptance of Tenders:**

**3.1** The last date for submission of the tender document 27-06-2024 **before 5.00 pm** Bids received after the closing date / time will not be accepted and will be rejected, unopened.

**3.2** The Part 1 (Technical Bid) will be **opened on 28-06-2024 at 3.00 pm** at the same venue in presence of the bidders' representatives who wish to attend. In the event of any change in the date of opening, the same will be intimated to all.

**3.3** A Committee will evaluate all the Technical Bids and on verification of all the Documents, the committee **may also visit any or all present working sites of the Technically Qualified Bidders randomly**. For those who fulfill and satisfy the criteria of Documents enlisted in **Table No. 2 and Table No.3** and only if the committee is satisfied with onsite visit and the feedback obtained from the respective current client of the bidder, then the committee will proceed with considering the Commercial bids.

**For those who do not fulfill the above criteria, for such bidders the commercial bids will not be opened and will not be considered for comparison purpose /award of work.**

**3.4** Part 2 (Commercial Bid) will be opened after the technical evaluation of tenders by the Committee and only eligible and technically qualified bidders as in 3.3 above, will be invited for commercial bid opening in presence of the bidders' representatives who wish to attend.

### **Conditions**

1. All duties, taxes and other levies payable by the bidder needs to be mentioned separately and break up needs to be indicated.
2. The commercial bids will be evaluated for **Table No. 4 with reference to Table No 5, Table No. 6 (A), Table No.6(B) and Table No. 7**
3. **If two bidders or more than two bidders have quoted same bid rate/price, then bidder will be selected on the basis of following priority**
  1. Those have more number of experience in years-months-days of similar type of work in Government Organizations
  2. If two bidders or more than two bidders have same number of year/month experience in Government Organizations, preference will be given to those having Higher/more Total yr/month experience (including Government Organization + Private Organization ) and
  3. If two bidders or more than two bidders have same number of year/month total experience as mentioned in above at sr no 2, then preference will be given to those having more number of clients

4. If number of clients as mentioned in above condition (sr no 3) are equal, then preference will given those have higher average turnover in last 3 year financial year.

**Note:**

1. For counting overlap experience, experience certificate which provides longer duration will be consider among them. (example: certificate-A shows period 2/2/2023 to 10/11/2024 and certificate-B shows 4/4/2023 to 8/10/2024, then certificate-A duration will be consider)
2. For counting partial overlap experience, earlier date of certificate as a start date and later date of certificate as a end date will be consider among them. (example: certificate-C shows period 2/3/2023 to 10/9/2024 and certificate-D shows 4/4/2023 to 8/12/2024, then Duration 2/3/2023 to 8/12/2024 will be consider)
4. The bidder will ensure that manpower deployment at the campus will be at least as mentioned in manpower deployment which is mentioned in **Table No 6 (A)**
5. The Institute reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract.
6. **Performance Security Deposit / Bank Guarantee:**  
**Performance Security Deposit / Bank Guarantee (Nationalized Bank only) for an amount 5% of value of the total contract value ( for 11 months) (if contract awarded or Bid awarded) is to be submitted immediately after accepting the work order. The performance security must be valid during the contract period i.e. for 11 months. The same will be returned after successful completion of contract period within 3 months.If the work of the bidder is found unsatisfactory, the bank guaranty shall be forfeited**
6. Verification of Bank Guarantees: Bank Guarantee submitted by the Bidder as Performance Security is subject to verification from the issuing bank by institute before its acceptance.
7. Termination Clause: Applicable to either side with mutual understanding can issue a notice with one month period, on genuine grounds, for exit/termination of the contract for providing Gardening Services at Government College of Engineering Amravati.
8. Offers in bid should be written in English and price should be written in Indian rupees both, figures and words.
9. The Competent Authority/Principal, Government College of Engineering Amravati, has final right to cancel the tender without assigning any reason thereof.
10. The Institute reserves **the right to cancel work order at any stage for unsatisfactory performance before making payments**, without giving any reasons thereof by forfeiting bank guaranty
11. The Institute reserves **the right to reduce the term of contract** without giving any reason therefore.
12. The institute may extend the contract for additional one/two years but not beyond three years, if services rendered by the bidder are found satisfactory. If the contract is extended the increase of **0 to 10 %** will be given on cost of consumables as per the decision of the committee appointed by the competent authority. The increase in cost mentioned above is not mandatory. The extended period can be canceled at any time if any deviation is found in contract terms and conditions on account of unsatisfactory work.
13. The bidder has to compulsorily submit the breakup of commercial bid regarding development of various gardens such as Development of garden mentioned in **Table No 5 serial no 9 to 16**. Separate cost must be mentioned for each.

14. The bidders who fails to submit the breakup of commercial bid as mentioned - will be disqualified.

**Table No. 2. Details of all bidders  
(To be filled up by the bidder)**

Sr. No.	Name & Full Address of the firm:	Necessary Documents Submitted (Yes/No)	Provide Details
1.	Registered Office with Address (Copy of registration certificate of firm may be enclosed)		
2.	PAN No.		
3.	Provident Fund Account No.		
4.	ESI Number		
5.	License number under Contract Labour (R&A) Act, if any		
6.	GST /Service Tax Registration Number		
7.	Previous work order details		
8.	GST /Sales tax Clearance Certificate of last Financial year.		
9.	Whether limited company or Pvt. ltd. or Partnership		
10.	Name & Addresses of the person who will represent the firm while dealing with the Institute. Power of Attorney for signing of tender		
11.	Turnover for the five financial years.(Attach audited statements) ( Average of Highest/maximum three years will be consider for average turnover of last three years ) 2019-20 2020-21 2021-22 2022-23 2023-24		
12.	Details of gardening experience for last 5 years		
13.	Do you have an office in Maharashtra and vidharbha region?		
14.	Have you duly filed Income Tax Returns, Service Tax and other applicable taxes, GST for the past three years. Provide proof.		
15.	Have you been blacklisted by any Government authority in India? Submit Affidavit stating you are not blacklisted in past. Provide proof		
16.	Do you have at least one work order for similar services amounting minimum <b>Rs. 20 Lakhs</b> during previous five years attached Proofs.		
17.	Do you have at least three work orders for similar services during previous five years. Attached proofs		
18.	Do you have the <b>Average Annual Turnover</b> of the firm / company of at least <b>Rs. 15 Lakhs</b> , during <b>last five financial years</b> specifically in the field of Gardening services ( <b>Joint Venture Turn Over will not be accepted</b> )( <b>Average of maximum amount of any three years mentioned as Serial no. 11</b> )		

**3.5 Part 1: Technical Bid:**  
**FORMAT & REQUIREMENTS**

1. Tender Ref. No: .....
2. Name of Bidder: .....
3. Complete office address of Bidder.....
4. Contact details of authorized person of Bidder who have signed the Tender.
  - a. Name.....
  - b. Designation.....
  - c. Phone (Office).....
  - d. Phone (Mobile).....
  - e. E mail.....
5. Date & Time of submission of bid: .....
6. Tender fee details
7. EMD details
8. Higher technical specifications will be considered subject to competitive price offer.
9. Documents to be enclosed with the Technical bid are as under:
  - a) Duly signed & stamped tender documents (All pages signed) as a mark of your acceptance.
  - b) Details of latest three clients for whom the similar work was completed should be submitted in the following format:-

Table 3.Details of latest three clients

Sr. No.	Name of Client	Nature of Contract	Address of Client	Contact Details

- c) Supporting information with respect to the technical data.
- d) Copies of PAN/Registration, GST duly Signed & Stamped.

[Bidder must attach relevant certificates/work order/audit statements etc. in support of the claims made. The claims made without proofs will not be consider for deciding eligibility. No claims in this regards will be entertain after submission of tender]

• Detailed description of the services to be provided and indicative nature of work along with manpower requirement are given in Table No 5and Table No 7

Dated Signature of the bidder with stamp

**3.5 Part 2: Commercial Bid**

**FORMAT & REQUIREMENTS**

Ref. No.: .....

Name of the Bidder: .....



- The format of commercial offer for providing Gardening Services at Government College of Engineering Amravati (As mentioned in Table No 5, Table No 7)
- Table 4. Commercial Bid offer for providing Gardening Services**

Sr. No.	Name of work	BID price for 11 months (Inclusive of all Taxes) in Rs.	Total price 11 months (Inclusive of all Taxes) in Rs.
1.	Providing man power Man power deployment to Gardening Services at <b>Government College of Engineering Amravati</b> , as mentioned in Table No 6 ( A) and Table No 6 ( B) on page no 15  (Considering Latest Minimum wages to all deployed workers as per Maharashtra Government Latest minimum wages act.)	(All the workers will be paid as per Latest Minimum Wages Act )	
2.	Service charges for providing man power in Rupees “ <b>Serial no. 1 of Table no. 4</b> ” ( Mention the values in Rupees)		
3.	a) Service charges of new Machinery and Equipment owned by the bidder b) Cost of Consumable Material and other Misc. cost for Providing Gardening Services as per the provisions in <b>Table No. 5 and Table No 7</b> Good Quality <b>ISI marked</b> Material only is to be supplied/ used. ( <b>Fixed Cost</b> ) <b>Min Material Required Per Month</b> <b>Fertilizers 50 Kg</b> <b>Pesticide 5lit</b> <b>Flower Boosters 2-5Kg or Lit</b> <b>Other material as per requirements</b>		
Refer the note which is mentioned in page no 9			
4.	Development of garden in front of Computer Science and Engineering department as per <b>Table No 5 Serial no.9</b> Area 1500 m <sup>2</sup> ( Fixed Cost)		
5.	Development of garden in front of AICTE SC/ST hostel as directed as per <b>Table No. 5 Serial No.10</b> Area 1000 m <sup>2</sup> ( Fixed Cost)		
6.	Development of gardens at various places as directed as per <b>Table No. 5 Serial no. 11</b> Having total area Area 1000 m <sup>2</sup> ( Fixed Cost)		
7.	Planting of palm trees at various places as directed as per <b>Table No. 5 Serial no.12</b>		

	No. of trees = 100 ( Fixed Cost)		
8.	Planting of different varieties of Rose plants at various places as directed as per <b>Table No. 5 Serial no.13</b> No of plants = 200 ( Fixed Cost)		
9	Planting of different varieties of colorful flowering plants at various places as directed as per <b>Table No. 5 Serial no.14</b> No of plants = 200 ( Fixed Cost)		
10.	Planting of Ornamental plants at various places as directed as per <b>Table No. 5 Serial no.15</b>  No of plants = 200 ( Fixed Cost)		
11	Development of Lawns at various places as directed as per <b>Table No. 5 Serial no.16</b> Having total area Area 1000 m <sup>2</sup> ( Fixed Cost)		
<b>Total Amount (Inclusive of all Taxes) in Rs.</b>			
<b>Total Amount (Inclusive of all Taxes) in words Rupees.....only.</b> ( in words )			

**Note:** The bidders are expected to develop the gardens as mentioned in Table No. 5 serial Number 9 to serial Number 16 as per the priority and directives received from the competent authority. The Competent authority may alter the area for development of garden and plantation of number of plants. It is further inform to the bidders that the development of gardens must be finished within Two months from the date of award of contract. **The maximum amount of the monthly bill to be paid will not exceed total contract amount from Table No. 4 Serial No. 1 to Serial No. 3 divided by 11 months excluding the cost associated with development of various gardens as mentioned in commercial bid serial number 4 to serial number 11 of Table No 4. Separate bill will be passed as per actual development of the garden to the satisfaction of Competent Authority and in charge which is including in total coast of the contract. Bidder should mention Total Amount (Inclusive of all Taxes) in Rupees for 11 month. If any Bidder mentioned Total Amount (Inclusive of all Taxes) in Rupees for one month bid will not be considered.**

Dated Signature with designation and office seal

**Note for Commercial Bid:**

- I. Quote as per prevailing Approved latest State Govt. Daily wages / minimum wages act also attach necessary documents
- II. Cost of uniform, identity card, safety shoes, safety goggles etc. and its maintenance payable to deployed workers will be borne by the bidder. If any complaint received from the deployed worker it is the responsibility of contractor to resolve the complaint.
- III. The Bidder is required to provide manpower on every day as given in **Table No 6(A)** .

IV. The Bidder must follow all labor rules and laws for remunerating the manpower deployed and will be solely responsible for any dispute in this regards. For any contravention thereof the bidder will be solely responsible

V. Non compliance of **minimum wages act shall be dealt seriously** and bidder will be fined appropriately on case to case basis, it may result in termination of the contract.

VI. The bidder is expected to indicate and submit the service chain applicable for the said work within 15 days of award of contract

VII. **Increase in Minimum wages, as and when applicable will be paid by the institute.** Institute shall not be responsible for any kind of legal matters arising out of non-compliance of payment of minimum wages. Bidder shall note that any contravention of minimum wages act, institute shall not be responsible.

VIII. Additional manpower will have to be provided on Special Occasions viz. **Gathering, Prajwalan, Alumni Meet, Graduation ceremony, Zenith** etc... as and when required by the Institute with additional payment as per latest minimum wage basis on written instruction by competent authority.

IX. Service Charges will be applicable only to the Wages and not to Waste / Garbage Disposal and the Material. Waste/garbage Disposal and material will be at fixed cost to be born by the bidder per month as per tender.

X. Deployed worker by the bidder shall have to maintain discipline within premises of institute, failing which strict action will ensured.

XI. Contract services are funded from personal ledger account (PLA)/contingency fund of institute.

XII. **The bidders are informed to upload and furnish valid document proof of purchase and ownership of equipment's / machinery available with the bidders. Also the format as mentioned in part 1 technical bid Page No. 07 and Table no 2.**

**Tables 5. Details of Work with frequency of service for gardens :**

Scope of the work			
Maintenance of existing Gardens within the Institute along with development of new garden areas and their maintenance in appropriate manner so that the gardens must look Clean, beautiful and rich with lush green lawns and beautiful flowers. Proper care should be taken to maintain the existing plants in totality			
Sr. No.	Work description	Approximate Area in Sq. m	Frequency
1	Regular maintenance, cleaning and sweeping of the main garden only in front of <b>Administration Building</b> including regular watering of plants, cutting, trimming of plants, spraying insecticides, regular ploughing, nurturing with manures, removing weeds, grass, etc. within the entire garden area.	8500	Once Daily

2	Regular maintenance, cleaning and sweeping of garden in front of <b>Civil Department, old Electrical, Workshop, Gymkhana, Parking ,Computer Department Building</b> including regular watering of plants, cutting, trimming of plants, spraying insecticides, regular ploughing, nurturing with manures, removing weeds, grass, etc. within the entire garden area.	3100	Once Daily
3	Regular maintenance, cleaning and sweeping of garden in front of <b>Library Building</b> including regular watering of plants, cutting, trimming of plants, spraying insecticides, regular ploughing, nurturing with manures, removing weeds, grass, etc. including in the entire garden area.	1404	Once Daily
4	Regular maintenance, cleaning and sweeping of garden in front of <b>Electronics Engineering Building</b> including regular watering of plants, cutting, trimming of plants, spraying insecticides, regular ploughing, nurturing with manures, removing weeds, grass, etc. including in the entire garden area.	500	Once Daily
5	Regular maintenance, cleaning and sweeping of garden in front of <b>Boys Hostels Sahyadri, Satpuda and New boys Hostels</b> including regular watering of plants, cutting, trimming of plants, spraying insecticides, regular ploughing, nurturing with manures, removing weeds, grass, etc. including in the entire garden area.	3200	Once Daily
6	Regular maintenance, cleaning and sweeping of garden In front of <b>Jijaoo Girls Hostels and New Girls Hostel</b> including regular watering of plants, cutting, trimming of plants, spraying insecticides, regular ploughing, nurturing with manures, removing weeds, grass, etc. including in the entire garden area.	870	Once Daily
7	Regular maintenance, cleaning and sweeping of <b>Garden and Fountain</b> near SBI ATM and Warden Quarter including regular watering of plants, cutting, trimming of plants, spraying insecticides, regular ploughing, nurturing with manures, removing weeds, grass, etc. in the entire garden area. The work includes regular maintenance of fountain jets, pumps of the	6900	Once Daily

	fountain and lighting arrangement associated with fountain. The work also includes regular cleaning and maintenance of fountain tank.		
8	Regular maintenance, cleaning and sweeping of garden in front of <b>Principal quarter including</b> regular watering of plants, cutting, trimming of plants, spraying insecticides, regular ploughing, nurturing with manures, removing weeds, grass, etc. including in the entire garden area.	1100	Once Daily
9	Development and maintenance of garden in front of <b>Computer Department</b> including preparation of carries, Soil with manure and Landscaping , planting of Mehandi Plant in carries, various colorful flowering plant 200 Quantity and other decorative or ornamental plants 300 quantity with minimum height of 2 to 4 feet's, 400 Feet lawn which is provided by bidder and plantation of plants as directed by the in charge or competent authority in specific garden Area 1500 m <sup>2</sup>		
10	Development and maintenance of garden in front of <b>AICTE SC/ ST Boys Hostel</b> including preparation of carries, Soil with manure and Landscaping , planting of Mehandi Plant in carries, various colorful flowering plant 100 Quantity and other decorative or ornamental plants 100 quantity with minimum height of 2 to 4 feet's, 200 Feet lawn which is provided by bidder and plantation of plants as directed by the in charge or competent authority in specific garden Area 700 m <sup>2</sup>		
11	Development and maintenance of Garden at <b>Various Places</b> as directed by the in charge including preparation of carries, Soil with manure and Landscaping , planting of Mehandi Plant in carries, various colorful flowering plant 200 Quantity and other decorative or ornamental plants 300 quantity with minimum height of 2 to 4 feet's, 400 Feet lawn which is provided by bidder and plantation of plants as directed by the in charge or competent authority in specific garden Area 1000 m <sup>2</sup>		

12	Providing, supplying, planting and developing the palm trees of <b>minimum height 10 feet</b> , fully develop including excavation of pit filling it with good quality soil, manures etc. at various places as directed by the incharge etc. complete <b>Number of palm trees to be planted – 100 nos.</b>		
13	Providing, supplying, planting and developing the rose plants fully develop of different colors and varieties including excavation of pit and filling it with good quality soil, manures etc. at various places as directed by the in charge etc. complete <b>Number of rose plants of different varieties to be planted – 200 nos. 2feet height</b>		
14	Planting of different varieties of colorful flowering plants at various places as directed No of plants = 200 ( Fixed Cost) <b>2feet height</b>		
15	Providing, supplying, planting and developing the ornamental plants/crotons fully develop of different colors and varieties including excavation of pit filling it with good quality soil, manures etc. at various places as directed by the in charge etc. complete <b>Number of ornamental plants of different varieties to be planted – 200 nos. 2feet height</b>		
16	Development of Lawns at various places as directed Having total area Area 1000 m <sup>2</sup> ( Fixed Cost)		
<b>Scope includes</b>			
17	Supply of worker (Semi- skilled) for maintenance of all the trees, plants, shrubs, hedges, lawns and flower bed preparation by uprooting the old plants for sowing planting of new seedlings (seasonal and perennial both) and different types of cutting including earth work, spreading and mixing of cow dung manure and fertilizers and leveling and bund making etc. To prepare and maintain flowers and plant pots with flowers and plants both indoor and outdoor at designated places to be decided in consultation with the competent authority. This job also includes regular watering of grass, lawns, trees, shrubs, plants etc. Transportation and placing of decorative plants to various seminars/functions of the Institute and back, spraying of insecticides, pesticides, weedicides on the plants as and when required, removing the waste to the proper place. Intercultural operation and maintenance of the plants both in flower beds and pots including preparation of soil mixture (cow dung manure, soil, fertilizers), weeding, liming, manuring, filling of pots with soil mixture, cutting of hedges, grass cutting in lawn and lifting the grass to the compost		As per Requirement

	<p>pit. Painting of tree trunks and earthen pots with red and white cement colour.</p> <p>Any other job which is required to make the campus from Horticulture point of view beautiful with lush green environment.</p> <p>The gardener (Mali) should demonstrate own initiative for horticulture up gradation</p>		
18	<p>Supply of suitable and adequate number of equipment which are owned by the bidder required for proper maintenance of garden, supply of Pest control, mosquito control including winged pests, larva control and rodent control insecticides and cow dung manure, soil, fertilizers, garden pipes etc. supply of removal/disposal of collected garbage to an approved location, clearance of segregated waste as per the prescribed norms waste disposal at designated places</p>		Immediately after issue of work order
19	<p>Pest control, mosquito control including winged pests, larva control and rodent control of the entire campus of the institute in all covered and open area</p>		Once in two Week
20	<p>Cutting of branches of trees, trimming of plants, spraying Round-Up weedicide, removing weeds, grass, etc. within various gardens and along the various roads with in campus of the institute</p>		As per requirements
21	<p>Regular maintenance, cleaning and sweeping of garden of Amrut Vatika near canteen <b>including</b> regular watering of plants, cutting, trimming of plants, spraying insecticides, regular ploughing, nurturing with manures, removing weeds, grass, etc. including in the entire garden area.</p>	1000	Once Daily

### Proforma A

#### Manpower Deployment:

Minimum Manpower required per day shall be deployed by service provider as per below:

**“Male and female workers are unskilled and supervisor/ Gardner ( Mali ) are skilled”.**

- Male workers– 05( Unskilled )
- Female Workers – 09( Unskilled )
- Supervisors / Gardener(Mali)– 01( Skilled )

All Gardening and its Maintenance deployed workers will work for 8 Hrs in a shift including ½ hr meals break.

**Shift timing will be as follows (Likely to change based on the need of the Institute):**

#### Table 6 (A) . Shift and Timing

Sr.No.	Shift and Timing	Manpower in Nos.			Total Manpower in Nos.
		Male	Female	Supervisor(Mali)	
I.	General Shift 10.00 am – 6 pm	05	09	01	15

**Table No. 6 (B) Minimum Wages**

With reference to letter of labour commissioner office dated 05/02/2024 of kiman vetan adhinyam 1948, regarding Basic pay and DA following schedule/table is mentioned-

S.N		Skilled Worker	Unskilled Worker
1	Basic Pay	11632 /-	10021 /-
2	D.A.	3068 /-	3068 /-
3	Total ( 1 + 2 )	14700 /-	13089 /-
4	EPF 13% of ( 3 )	1911 /-	1702/-
5	ESI 3.25 % of ( 3 )	478 /-	425 /-
	Total Per person Per Month	17089 /-	15216 /-

Required skilled workers ( 01 ) ( total cost 01 \* 17089 = 17089/-)

Required Unskilled workers ( 14 ) ( total cost 14 \* 15216 = 213024/-)

Grand Total = 230113/-

Whenever changes occurs in DA from Government / competent authority it is applicable from time to time.

If the contract is extended for further periods the hike in minimum wages will be applicable and the minimum wages will be paid according to the latest minimum wages act prevailing at the time of extension of contract. However there will not be any hike in the minimum wages payable by the institute. Increase in Minimum wages, as and when applicable will be paid by the institute for the extended contract period of 11 months

Following standard and good quality Material/Equipment as mentioned in Table No. 7 ( Proforma B ) List of Machinery, Equipment and Tools, to be used by service provider for providing Gardening Services at Government College of Engineering Amravati. Institute will not give any additional charges/cost to service provider beyond Work order cost. List of Machinery /Equipment which should be provided on site is as below:

**Table 7. (Proforma B ) List of Machinery, Equipment and Tools**

Sr No.	Item	Qty
1	Cycle Rickshaw ( Katala) (Full time available in institute )	01 Number
2	Power Fogger Machine ( Full time available in	01 Number



	institute ) Min tank capacity 5 lit make rally wolf/KPT or equivalent any local or chinees product will not be allowed	
3	Tree branch cutting machine Machine ( Full time available in institute ) Min length 15 feet make rally wolf/KPT or equivalent any local or chinees product will not be allowed	01 Number
4	Power operated Lawn Cutter(required as per requirement/full time available in institute) Min capacity 1000 sq.m per hr make Bosch/dewalt or equivalent any local or chinees product will not be allowed	01 number
5	Grass Cutting Machine Engine Honda and blade min 12 inch make rally/bosch or equivalent any local or chinees product will not be allowed	01 Number
<b>Basic Equipment</b>		
1	Favda	<b>Minimum</b> 10 Number or as required
2	Wire rope	as required
3	Tikas	<b>Minimum</b> 10 Number or as required
4	Ghamela	<b>Minimum</b> 10 Number or as required
5	Khurpee	<b>Minimum</b> 10 Number or as required
6	Water pipes / garden pipes-	Minimum 100 ft 15 numbers or as required
7	White and red cement paints for painting Tree trunks and earthen pots, lime, brushes etc.	as required
8	Any other equipment needed for Gardening purpose	<b>As required</b>
<b>Basic Gardening Material</b>		
1	Bleaching Powder Material Safety Data Sheet to be provided with material	<b>As per requirement</b>
2	Nirma Or Equivalent	<b>As per requirement</b>
3	Ghasani/ Steel Ghasani	<b>As per requirement</b>
4	Any other consumable needed for Gardening purpose	<b>As per requirement</b>
5	Descaler Material Safety Data Sheet to be provided with material	<b>3 lit per month</b>
6	Uniform for the workers, their identity cards, safety shoes, safety goggles safety helmet, Mask (all items as per industrial norms)	<b>Per person</b>

### Complaint redress mechanism

1. The complaint register/ other mechanism will be maintained by the bidder and made available to the institute at suitable location

2. The competent authority will nominate the staff for monitoring the garden activity
3. The complaint register shall have to be attended by the contracting agency within 24 hours to satisfaction and the same shall be informed to the competent authority. The record of the same should be properly maintained by the contracting agency.
4. For non-satisfactory compliance of the complaint, a penalty of Rs. 500 to 1000/- for each such incident shall be levied and the same shall be deducted from contractor's bill. In case of such incidence if repeated after penalty the contract of the company may be terminated/discontinued.

#### **Payment to contracting agency**

The monthly bill to be paid to the contracting agency shall be in accordance with following norms

1. The maximum amount of the monthly bill to be paid will not exceed total contract amount from Table No. 4 Serial No. 1 to Serial No. 3 divided by 11 months excluding the cost associated with development of various gardens as mentioned in commercial bid serial number 4 to serial number 11 of Table No 4
2. Submission of monthly attendance report of the workers employed by the contracting agency clearly indicating the absent record.
3. Prescribed satisfactory Gardening report signed by competent authority.

#### **Terms and Conditions for Gardening Services**

1. The execution of Gardening and its maintenance will be with suitable personals in uniform/dress code, hygiene specialist with mechanized equipment, wherever required.
2. The gardening and its maintenance works are to be carried out as per standards norms and in such manners that designated premises always look neat and clean.
3. The manpower engaged should be trained in management of all types of works without affecting the environment as per pollution control directions.
4. It will be the sole responsibility of the contractor that the manpower engaged are trained and the institute will not be liable for any mishap, directly or indirectly.
5. All the consumables and disposables required for gardening and its maintenance works are to be procured by the contractor. All consumables and disposables should be eco-friendly ( Material Safety Data Sheet to be provided with material ).
6. All machines and equipments required for gardening should be available with contractor at start of work.
7. The garden area will be periodically checked by the Institute authority or any person authorized by him based on certain objective criteria which are decided to measure level of work.
8. In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of gardening services staff/supervisors absent on that particular day shall be levied by the institute and the same shall be deducted from the contractor's bills.

9. In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in clause no.8 shall be levied.
10. In case any complaint from stakeholder is received attributable to misconduct/misbehavior of deployed workers by contractor and on enquiry found correct a penalty and penal action as per established law for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the system immediately. Committee of three members would be formed comprising two members from institute and one from contractor side to deal with matter of misconduct/misbehavior of deployed workers by contractor
11. Unsatisfactory performance or does not meet the statutory requirements of the contract, Institute reserves the right to impose the penalty as detailed below:-
  - a. 05% of cost of work order per week, up to four weeks delays.
  - b. After four weeks delay the Institute may cancel the work order and get this job to be carried out preferably from other agency from open market. The difference, if any, will be recovered from the defaulter contractor and also shall be black listed from participating in such type of tender and his earnest money/security deposit also be forfeited.
12. If garden is not observed up to the satisfaction of the Institute, a penalty of a fine of Rs 500 to **Rs.1,000/-** per day will be imposed on the contractor on recommendation of monitoring committee. In case of such incidence if repeated after penalty the contract of the company may be terminated
13. Every employee so engaged by the contractor shall wear uniform and a badge/ID card bearing his/her name, while on duty. The said uniform and badge shall be provided by the contractor at his own cost and should follow the Covid-19 Norm as per Government of Maharashtra issued time to time.
14. The staff engaged by the contractor shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the authorized officer of the institute. Adequate supervision will be provided to ensure correct performance of the said gardening services as mentioned in work order. In order to exercise effective control & supervision over the staff of the Contractor deployed, the supervisory staff will move in their areas of responsibility.
15. The only female staff should be employed for Gardening activities at girl's hostels.
16. The institute shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his duty and similarly Contractor may change the staff with prior intimation to the institute.
17. The contractor shall ensure that the worker deployed in the institute shall not have any criminal antecedents.
18. The Contractor will maintain a register on which day to day deployment of personnel will be entered in the specified format. This will be countersigned by the authorized official of the institute. While raising the bill, the deployment particulars of the personnel engaged

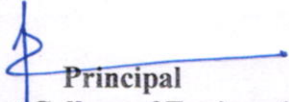
during each month, shift wise, if any, should be shown. The Contractor/ Service provider shall submit the list of addresses and contact number of all their deployed workers appointed by them and deployed at Government College of Engineering Amravati will be communicated to the institute in writing for record.

19. All liabilities arising out of accident or death of deployed workers employed by the contractor while on duty shall be borne by the contractor. The Deployed workers of the Contractor are covered by the contractor under the workmen Compensation act. The institute will not be anyway responsible for the same
20. The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the institute and shall not knowingly lend to any person or company any of the effects of the institute under its control. Every time deployed workers should see that to safeguard institute property and immediately report to supervisor if somebody is trying to cause harm to the institute property.
21. The contractor shall be responsible to maintain all property and equipment of the institute entrusted to it. Any damage or loss caused by contractor's persons to the institute in whatever shape would be recovered from the contractor.
22. The personnel deployed have to be extremely courteous, and exhibit very pleasant mannerism while dealing with the Staff/visitors, especially with female staff/visitors and should project an image of utmost discipline. The institute shall have right to have any person moved in case of staff/visitor complaints or as decided by representative of the institute if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
23. The payment would be made at the end of every month based on the actual shift manned/operated by the personnel supplied by the contractor and based on the documentary proof jointly signed by the representative of the institute and the contractor/his representative/personnel authorized by him. Monthly submission of deployed workers attendance report should be submitted along with the bill. No other claim on whatever account shall be entertained by the institute. The maximum amount of the bill to be paid monthly shall not exceed total contract amount divided by 11 months excluding the cost associated with development of various gardens as mentioned in Table no 4 serial number 4 to serial number 11.
24. That in the event of any loss occasioned to the institute, as a result of any lapse on the part of the contractor or his worker which will be established after an enquiry conducted by the institute, the said loss shall be claimed from the contractor up to the value of the loss. The decision of the Principal/Competent authority, Government College of Engineering Amravati will be final and binding on the contractor.
25. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws related to Labour/ Wages and relatable there to.
26. The contractor shall deploy supervisors to ascertain, the working performance of the deployed worker in the institute premises.

27. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.
28. During the course of contract, if any of contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the institute shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee/Security Deposit.
29. It is responsibility of the contracting agency to pay all the claims about the wages and the undisbursed payment of any money in respect of wages/ claims of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filled in the office of the Labour authorities and proof thereof is furnished to the satisfaction of the Labour authorities, the contracting agency will only be solely responsible to settle the dispute and Institute will not in any way be responsible for any claims made by the workers. Payment so paid will be sole responsibility of the contractor. If it is observed that the labour payment is not as per latest minimum wages act then punishment will be imposed on contractor as decided by competent authority.
30. The list of staff going to be deployed shall be made available to the institute in advance ( before a week ) and if any change is required on part of the institute fresh list of staff shall be made available by the contractor after each and every change.
31. The worker deployed by the contractor shall be mentally and physically fit.
32. The contractor has to pay the wages by himself to the worker as per minimum wages act through the bank account preferably or as case may be of individual worker. The contractor should submit the account statement showing the payment of the salary paid to individual worker while claiming the monthly bill.
- 33. The contractor should submit the bank guarantee of any nationalized bank of 5 % of the contract value and bank guarantee will be released after 3 months from termination of the contract.**
34. The contractor shall indemnify and hold the institute harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
35. The bidder should be registered with the concerned authorities of Labour Department under Contract Labour (R&A) Act 1970.
36. The contractor shall not employ any person below the age of 18 yrs. and above the age of 58 yrs. Manpower so engaged shall be trained for gardening services and firefighting services before joining with the approval from competent authority.
37. Only physically fit personnel shall be deployed for duty by the contractor.
38. The contractor shall ensure that the gardening services staff shall not take part in any staff union and association activities.
39. Contract may be extended up to three years from the date of award of contract after satisfactory work.
40. The institute shall not be responsible for providing residential accommodation to any of the personnel of the contractor.

41. The institute shall not be under any obligation for providing employment to any of the worker of the contractor during and after the expiry of the contract. The institute does not recognize any employee employer relationship with any of the workers of the contractor.
42. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the institute from the contractor.
43. Deployed worker shall not claim any right for the status of the employee of the institute.
42. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the institute.
43. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
44. Contractor/ Service provider should not sub-let/sub-contract fully or partially the services mentioned herein to any other party/person during the tenure of this contract under any circumstances. Failure to comply with this can lead to termination of the contract.
45. If Contractor/service provider get purchase order, the list of all required certifications and registrations of Contractor/ Service provider to be handed over to Government College of Engineering Amravati for records like shop act, GST/service tax etc.
46. Government College of Engineering Amravati is not liable for any breach of any Government rules/regulations by Contractor/ service provider or its deployed workers. Contractor/ Service provider will be solely responsible for their action.
47. Contractor/ Service provider shall indemnify Government College of Engineering Amravati from any third party claims with respect to the services provided to Government College of Engineering Amravati and the same shall not just be restricted to labour law claims, statutory compliance claims etc. In case the amount is not indemnified, Government College of Engineering Amravati is within its right to deduct/recover the same from post paid quarterly payment dues to Contractor/service provider and subsequent dues in case the same is not recoverable in one quarterly outgo.
48. Contractor/ Service provider shall not do or cause to do or permit to do any act which would amount to nuisance or annoyance to Government College of Engineering Amravati and shall not do or permit to do any immoral acts in the premises of Government College of Engineering Amravati and shall not do any act or things where by Government College of Engineering Amravati suffers any loss or damage or which may cause any disturbance to Government College of Engineering Amravati.
49. Further bringing of or consumption of alcoholic drinks, tobacco/ Paan products and smoking is strictly prohibited in Government College of Engineering Amravati campus. Violation of this clause shall result in summary termination of the employee without requirement of providing any notice as per the terms of the purchase order.
50. The wages emolument and incidental thereto payable to worker as per law and are admissible in law shall be borne by the bidder/agency.

51. Drunkenness, disorderly behavior, riotous behavior of any deployed workers shall not be permitted within premises of institute and worker shall not indulge in any such act which subversive to discipline on the part of worker shall not be permitted.
52. Any worker is found in committing sexually harassment or making sexually colored remark or found in any indecent manner/ stalking to any female students or staff criminal action will be ensued against such worker. Therefore the agency should take precaution in this regard.
53. The institute reserves right to cancel the contract at any stage without citing any reason thereof.
54. In case the contractor fails to commence/execute the work as stipulated in the work order, institute reserve the rights to blacklist the bidder /contract agency.
55. Contract will be extend for 3 year from date of award of contract if work is satisfactory.
56. If any tree/plant die during contract period, the bidder should plant new tree/plant of minimum heights 10 feet or institute may impose the fine decided by competent authority.
57. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen **in Amravati and only courts in Amravati shall have jurisdiction to determine the same.**

  
**Principal**  
**Government College of Engineering, Amravati**

[Covering letter to be submitted by the bidder]

To,  
The Principal  
Government College of Engineering Amravati  
Amravati,  
444604,  
Sub: For providing Gardening Services at Government College of Engineering  
Amravati  
Sir,

I am the authorized signatory of my company/Firm for this tender process and, am therefore competent to make this declaration.

I have carefully gone through the tender document regarding the prequalification of agencies/ Contractors for providing Gardening Services at Government College of Engineering Amravati. We shall be bidding in this tender.

I hereby declare that

1. All the information related to my company/Firm, manpower, customer base, work orders, financial details, etc., provided in our offer is true and without any alteration /modification.

2. All the provisions of these tender documents are acceptable to my company/Firm. No violation of the terms and conditions as mentioned in the tender document has been made.

It is however, any violation in respect of the provision of minimum wages defined by the institute authority or its official shall not be responsible for any criminal liabilities

I/We will pay the wages to the personnel deployed as per Minimum Wages stipulated by institute authority and as amended by the Government / competent authority from time to time and shall be fully responsible for any violation.

3. I declare that my company/Firm or any member of company/Firm has not been debarred / black listed by any Government / Semi –Government organizations in India.

4. I certify that the period of validity of bid is 120 (one hundred and twenty) days from the last date of submission of proposal.

Yours faithfully,

(Signature of the bidder)

Telephone:-----

Mobile :-----

Fax :-----

Mail :-----