

**TOURISM CORPORATION OF GUJARAT LTD.
GANDHINAGAR**

**LANDSCAPING & GARDENING AGENCY/FIRM
FOR
MAINTENANCE WORK OF LANDSCAPING AND CLEANING AT
THEME PARK ADALAJ, DISTRICT: GANDHINAGAR**

TECHNICAL BID



Registered Office:
Tourism Corporation of Gujarat Ltd
Udhyog Bhavan, Block No. 16/4,
Sector -11,
Gandhinagar-382 017
Ph. No. (079) 232 25447

TOURISM CORPORATION OF GUJARAT LIMITED

E-TENDER DOCUMENTS

SECTION 1.0- TECHNICAL BID (Online and also in Envelope- A)

**Project Name: MAINTENANCE WORK OF LANDSCAPING AND CLEANING AT
THEME PARK ADALAJ, DISTRICT: GANDHINAGAR**

Project Duration: 12 Months

TECHNICAL BID

Registered Office:
Tourism Corporation of Gujarat Ltd.,
Udhyog Bhavan, Block No. 16/4,
Sector -11,
Gandhinagar-382 017
Ph. No. 232 25447
Fax - 232 38908 / 232 22189



Tourism Corporation of Gujarat Limited

PROCEDURE FOR SELECTION OF AGENCY

A two stage selection Procedure:

Stage 1: Firms/Bidders are requested to submit technical and financial offer ONLINE and shall be short listed on the basis of statement of qualification and experience in handling similar nature and size of works.

Stage 2: Firms/Bidders short listed on the basis of technical bids in stage 1 shall be intimated in writing or on phone to remain present at the time of opening the financial bids shall be informed to the qualified bidders only and shall be opened in TCGL office at Gandhinagar.

*Date of opening of technical bids: 025/03/2011 at 16.00 hrs in TCGL office ,Gandhinagar.

**THE PHYSICAL APPLICATION SHALL BE SUBMITTED IN , BEARING THE CAPTIONS
“TECHNICAL BID A” .**

*The technical bid shall be evaluated first and successful bidders/applicants shall be short listed.

*The “Financial Bids “ shall only opened and evaluated only in respect of the short listed bidders.

ENVELOPE – A: - “TECHNICAL BID” Shall Contain Following:

(On line submission as well as Hard copy of all the documents (scanned and submitted online) shall be sealed in one envelope and need to submit @ TCGL’s office on or before 25/03/2011 at 15.00 hrs. Evaluation would be done on only submitted Hard Copy.)

- 1) Tender fee(Non-Refundable) as well as Earnest Money deposit in form of Bank Draft in envelope A
- 2) Section 1.00 ‘technical bid’ complete in all respect as per instruction of Bidders and all mandatory documents as per PQ Format and detail filed by contractor in given format will decided for PQ Evaluation.
- 3) Bid Document with signature & date of signature for hard copy only.
- 4) Covering letter stating matter pertaining the bid. However, conditional bid will not be entertained.
- 5) Bar Chart showing basic program for execution of works.
- 6) Submission of under taking

ENVELOPE – B: - “FINANCIAL BID” Shall Contain Following: (Only on line submission.)

- 1) Completely filled Priced Bill of Quantities
- 2) Digital Signatures for Section 2.00 “Price Bid”.

Tourism Corporation of Gujarat Limited

Submission of e-Tender

From :

To:

Executive Engineer.
Block No.17,4th Floor,
Udyog Bhavan,
Sector 11,
Gandhinagar 382 017.

I/ We hereby tender for execution of the work of project
“ _____ ” As per
the tender within the time schedule of completion of work for jobs, as separately signed
and accepted by me / us, at the schedule of rates quoted by me /us for the whole work in
accordance with Instruction to bidders, and General conditions of contract, special
conditions of contract, specifications of materials and workmanship, drawings, time
schedule of completion of jobs, and other documents and papers, all detailed in the tender
documents.

2. It has been explained to me / us that the time stipulated for jobs and completion of works in all respects as per the works duration allotted for this contract and signed and accepted by me/us is the essence of contract. I/We agree that in the case of failure on my / our part to strictly observe the time of completion mentioned for jobs or any of them and to the final completion of works in all respects, I / we shall pay compensation to the owners as per the provision and stipulation contained in the relevant clause .I/we agree to the recovery being made as specified therein. In exceptional circumstances, extension of time which shall always be in writing, may however, be granted by the Engineer-in-charge at his entire discretion for some items of work and I / We agree that such extension of time will not be counted for the extension of completion date/s.
3. I / We agree to pay the earnest money and security deposit and accept the terms and conditions laid down in the memorandum below in this respect.
4. Having examined the tender document including tentative scope of work, I/we hereby submit all necessary information and relevant documents for bidding the mentioned work.

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5. The information furnished by me/us is true to the best of my/our knowledge and if any discrepancy noticed, I / We understand that our application may be rejected and stand cancelled.

MEMORANDUM

[A] General description of work

Renovation augmentation & modification Toran hotel at Gandhi ashram, Dist. Ahmedabad

[B] Tender fees	Rs.2000/-
(non refundable)	(Rupees Two thousand only.)
[C] Earnest Money Deposit	Rs. 50,000/-
	(Rupees Fifty thousand only)

Deposits : Earnest Money Deposit (EMD)& Security Deposit(SD).

EMD of Rs. 50000/- should be submitted in the form of Demand Draft in Favor of Tourism Corporation of Gujarat Limited, Gandhinagar. On acceptance of the tender, the Earnest Money will be treated as Security Deposit. In addition, 5% Retention money plus 5% performance guarantee will be deducted from each monthly bill and will be released only after the expiry of the contract without any interest. For other details, please go through the tender document carefully.

1 Should this tender be accepted, I/We hereby agree to abide by and fulfill all terms and conditions referred to above and in default thereof to forfeit and pay to the owner or his authorized nominee such sums of money as are stipulated in conditions contained in Tender document.

2 If I/ We fail to commence the work as specified, or I/We fail to deposit the amount for security deposit then, I/ We agree that the said owner or his successors without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money in full otherwise the said earnest money shall be retained by owner towards the security deposit. The owner shall also be at liberty to cancel the notice of acceptance of tender if I/We fail to deposit the said amounts as per contract or to execute an agreement or to start work as stipulated in the tender documents.

Date _____ day of _____-2011

Witness:

Name in Block Letters:

Address:

Signature of Tendered [s] with the seal of the firm

Tourism Corporation of Gujarat Limited

CONTRACT DATA

Important contract data is summarized as under:

1	Name of work	:	Maintenance work of landscaping and cleaning at theme park Adalaj, district: Gandhinagar
2	Source of Funds	:	GOI / Government of Gujarat
3	Area / District Covered under the Bid	:	DIST:- Gandhinagar, GUJARAT.
4	Type of work	:	Maintenance WORK
5	Project Duration	:	12 Month
6	Communication for Site	:	Theme Park, Adalaj, Gandhinagar
7	Issue of Bid documents (On line)	:	09/03/2011 15.00 hrs. onwards
8	Place of issue of documents and Bid document fees	:	On-line (E-Tendering). Rs. 2000.00 in form of DD in favor of TCGL. (non refundable)
9	Earnest Money Deposit	:	Rs. 50000.00 (Rupees fifty thousand only)
10	Security Deposit	:	Equivalent to EMD, EMD will be converted to SD upon acceptance
11	Form of Securities	:	By Demand Draft Payable In favour of the Tourism Corporation of Gujarat Ltd., Gandhinagar.
12	Bid Validity	:	One Hundred Twenty days (120) days from due date for submission of bid.
13	Pre-bid meeting	:	Pre-bid Meeting shall be held on 15/03/2011 at 15.00 hrs. in the office of TCGL at Block No. 16/17, 4th Floor, Udhog Bhavan, Sector-11, Gandhinagar – 382 017
14	Online Submission of Bid	:	Up to Dt. 23/03/2011 up to 15.00 hrs.
14 A	Physical submission of bids	:	Up to Dt. 25/03/2011 up to 15.00 hrs.
15	Opening of the Technical Bids (Date & time)	:	25/03/2011, @ 16.00 hrs.
16	Place of Opening of Bids	:	Conference Hall, TCGL, Block No. 16, 4 th floor, Udhog Bhavan, Sector - 11, Gandhinagar – 382 017
17	Authority competent to decide if any other cause of delay beyond contractor's control.	:	The Managing Director / Commissioner of Tourism, TCGL, Gandhinagar.
18	Authority for appointing Arbitrator.	:	The Managing Director / Commissioner of Tourism, TCGL, Gandhinagar.
19	Penalty For Delayed	:	In case of unsatisfactory work progress, TCGL may execute the work through any other Contractor /Agency or get the work done departmentally at the risk and cost of the Contractor /Agency. The TCGL

			shall also impose Penalty at double the rate (@ 200%) in case of defective workmanship or delay in service than scheduled
20	Last Date of receipt of Bids (Online)	:	25.03.2011 till 15.00 hrs. on website : www.nprocure.com
21	Opening of Technical Bid	:	27.03.2011 at TCGL Office, Gandhinagar at 16.00 hrs only technical bid.

PRE QUALIFICATION REQUIREMENTS:

The complete set of documents (bound form) shall be enclosed in a **sealed cover** A only super scribed with application for pre-qualification as an agency for Maintenance work of landscaping and cleaning at theme park Adalaj, District: Gandhinagar, Gujarat and addressed to Managing Director, Tourism Corporation of Gujarat Ltd., Gandhinagar and **submitted online on or before 23/03/2011 up to 15.00 hrs and submission of hard copy of only Technical bid through Registered Post/Courier/Hand delivery only, on or before 25/03/2011 up to 15.00 hrs and shall be opened on 25/03/2011 at 16.00 hrs.** in the presence of the Applicants if they wish to be present at the time of opening.

Late bidders, delayed bids shall not be opened and considered. Even the bidder who has not submitted his tender online but submitted only a hard copy shall also be rejected outright.

The proposal containing the Technical Proposal shall only be submitted by registered post/courier/hand delivery to the Managing Director, Tourism Corporation of Gujarat Ltd., Block No. 17, 4th floor, Udhyog Bhavan , Sector 11, Gandhinagar –382 011.

THE FINANCIAL BID SHALL ONLY BE SUBMITTED ONLINE. Financial bid shall be opened only those who will get technically qualify.

1. Contractors are requested to submit the details about their organization, their technical experience, their spare capacity and their competency and suitable evidence of their financial standing as per enclosed format. Contractors will be liable for rejection due to any false or incomplete information furnished in the format.
2. The applicant should have sufficient number of technical and administrative employees for the proper execution of this works by engaging their Administrative staff, Technical staff and Engineers for day to day supervision of the works for which no extra remuneration will be paid by TCGL.

TECHNICAL EVALUATION:

The Evaluation Committee as appointed by TCGL/Architect constituting of experts will evaluate the proposals.

The details given by the applicants in the Application form will be evaluated . The Committee reserves the right to restrict the list of contractors to be enlisted to any number deemed suitable by it. Committee's decision for short listing the contractors shall be final and binding to all.

ELIGIBILITY:

1. The applicant should be in Landscaping/Gardening Business for a minimum period of five years as on **28th February 2011.**

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2. The Principal applicant's Average financial turnover in landscaping/Gardening works computed as of the last five financial years (up to March 2010) should not be less than **Rs. 10.00 lakh** , duly audited by Chartered Accountant. The contractor shall submit the Audited Balance Sheet in support of this claim.

Pre-Qualification Requirement:

(A)	PREQUALIFICATION CRITERIA. (To qualify the bidders need to fulfill all the four criteria as below.)			
Sr. No.	Particulars	Yes	No	Remark
1	At least one Important Landscaping /similar type Project completed with a minimum contract value of Rs 8.00 Lacs in last 3 years. Completion certificate shall be produced. Preferably Urban Context type of project which includes beautification, maintenance, landscaping, cleaning, etc.			
2	One Important Architectural / Urban Context / Infrastructure project (Development work, public facilities, Landscaping work, for various types of work) on hand of Minimum value of work Rs. 4.00 With documentary proof.			
3	The Principal applicant's Average financial turnover in landscaping/gardening works computed as of the last five financial years (up to March 2010) should not be less than Rs. 10.00 Lacs , duly audited by Chartered Accountant. The contractor shall submit the Audited Balance Sheet in support of this claim.			
4	Bidder should have been registered in govt.			
5	Bidder should have Service Tax No.			

Basic Information

1. i) a) Name of the Applicant :

b) Address of the Regd Office :

c) Phone No :

d) Fax No :

e) E Mail address

f) Cell No :

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g) Web-site, if any

ii) a) If main Office is o/s Ahmedabad
Please furnish office address of
Office establishment in Ahmedabad

b) Contact Phone No :

c) Fax No. :

2. a) Year of establishment (enclose
Documentary evidence):

b) No. of years of experience in the
Relevant field (Minimum experience
Required is 5 years in relevant
Field)

3. Type of the Organization (Whether
Proprietorship, Partnership, Private
Ltd, Co-operative body etc)

4. Name of the Proprietor/Partners/Directors of the
Applicant with addresses & Phone Numbers

a)

b)

c)

d)

e)

f)

5. a) Details of Registration –
Whether Partnership firm, Company, etc.

b) Name of Registering Authority,
Date & Registration Number

6. a) Details of Registration with the
Council of Architecture

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b) Registration No. & Date (copy
of relevant document to be
attached

7. Name & Address of Banker

8. Whether an assessee of Income Tax. If
so, mention Permanent Account No.
(Enclose document evidence)

9. Please mention Service Tax
Registration (Enclose Documentary
evidence)

10. Details of registration, if any, in the
panel of Architects For other
Organization/ Statutory bodies/Public
Sector Banks/CPWD/PWD etc

11. LST / TAN / SSI Reg. No.

12. CST / VAT / PF Reg. No:

Agency is requested to fill this information on their company letter head and enclosed separately.

Schedule (A)

GENERAL CONSTRUCTION EXPERIENCE RECORD

All individual firms are requested to complete the Information in the form with regard to the management of work contracts generally. The information supplied should be the annual turn over of the application in terms of the certified amounts billed to client for each year of work in progress or completed. The annual periods should be completed financial years

Annual turn over data (Construction work only)		
Year		
1	2005-06	
2	2006-07	
3	2007-08	
4	2008-09	
5	2009-10	

Schedule (B)

Details of work tendered for and in hand as on the data of submission of document.

Name of the Firm/Agency:

Work in Hand					Works tendered for				
Sr. No.	Name Of work	Place & Region	Contract Value	% completion	Anticipated date of completion	Estimated cost	Date when decision is expected	Stipulated date or completion period	Slippage (if any)

Schedule (C)

DETAIL OF COMPLETED WORKS OF CONSTRUCTION:

Name of the Firm/Agency:

- Please note that the actual completion of date should be shown in form of final completion certificate issued by client or similar authentic data

Sr. No	Name of the work (including name, address & contract Nos. of client.	Contract value(Rs. In Lacs)	Starting Date	Completion date	Value of work executed as sub contractor	Value of work executed as main contractor	Specialized job got executed which required to be subcontracted in the work	Remarks

History of Litigation**: Schedule : D**

Bidder should provide information on any history of litigation or arbitration resulting from contracts in last five year or currently under execution.

Year	Award for / or Against Bidder.	Name of Client, cause of Litigation and matter of dispute.	Disputed amount in Rupees.

NOTE

If the information to be furnished in this schedule will not be given and come to the subsequently will result in disqualification of the bidder.

TENDER DOCUMENT
SECTION 1.0

PAGES

SR NO.	PARTICULARS
1	Instruction to Bidders :
2	Conditions of Contract
3	Special Conditions of Contract
4	Contract Data
5	Performa of Agreement
6	Technical Specification
7	Additional Technical Specification
8	Materials Testing
9	General Technical Specification for Road works
10	General Technical Specification for Building works with Water supply and Sanitary fixtures. Approved List Brands : [Civil items)
11	General Technical Specifications for Electrical work + Approved List of Brands
12	Tender Drawings

INSTRUCTIONS TO THE BIDDERS:

Bid Submissions:

1. This is a two bids tender which requires technical submission and financial offer. The Financial offer of successful bidder would be opened only if the bidder has qualified the Technical submission criteria.
2. The technical bid of all the Contractor /Agency will be first opened and evaluated. The financial bid of only technically qualified Contractor /Agency will be opened.
3. Once the tenderor has given unconditional acceptance to **TCGL** tender conditions in its entirety, they are not permitted to put any remarks/conditions (except unconditional rebate on quoted rates).
4. In case the conditions mentioned above are found violated after opening the Cover No 2, the tender shall be summarily rejected.

GENERAL CONDITIONS

Scope of Work:

TCGL requires carrying out various **Landscaping and Maintenance of Garden** works by engaging "Contractor /Agency" for the **Landscaping and maintenance of Garden at Adalaj Gandhinagar site**. The indicative schedule for work is given on page no. **12 & 13** of this tender document.

The Contractor /Agency shall carry out this work in areas as per square meter basis to **TCGL** at its site or specified in that tender as lump sum items for **Development of Theme Park at Adalaj, Gandhinagar**.

Terms and conditions:

- (1) The Agency / Contractor/tenderer are advised to inspect and examine the site and satisfy themselves about the nature of work before submitting their tender. A tenderer shall be deemed to have full knowledge of the site, whether they inspect or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed/paid.
- (2) The Contractor / Agency has to make sure that he or some of his representative shall meet the authorized person of **TCGL** for taking in all the instructions from **TCGL** Officials, submitting the daily activity report, have knowledge of plants, fertilizers and manure, knows horticultural works in detail, has an experience of horticultural development and maintenance.

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- (3) The "Contractor /Agency" shall agree to engage and carry out maintenance work necessary for **Adalaj site** at various locations, under the directions of "**TCGL**" officials.
- (4) The Contractor /Agency shall engage Supervisors / Mali / labours based on the requirements of "**TCGL**" on day-to-day basis as accepted by **TCGL**.
- (5) The Contractor /Agency shall agree for the scrutiny of the Supervisors / Malis / labours engaged by him for "**TCGL**" and engage only the staff acceptable to "**TCGL**"
- (6) The Contractor /Agency shall be responsible for the conduct and workmanship of the staff engaged by him. "**TCGL**" is entitled to take legal action, including termination of contract on account of omission, misconduct, negligence etc of the personnel engaged by him.
- (7) The Contractor /Agency is responsible for the supervision of the work and adequacy for output by its staff and loss of material due to negligence and wilful wastage. The "Contractor /Agency" is liable for penalty in such cases.
- (8) The Contractor /Agency shall be responsible for payment of the Supervisors / Malis / labours at regular intervals not exceeding a fortnight.
- (9) The Contractor /Agency will have to deploy minimum numbers of labours as agreed at whole site of Adalaj, Tentative no of labour (15 Minimum) in whole site of Adalaj for maintenance jobs, inclusive of skilled and unskilled labours. The maintenance job include cutting of shrubs and stooping branches of trees, lawn mowing, weeding, pesticide spray, watering, cleaning of garden waste and soil working etc. At the Adalaj site Lawn (17000.00Sqmt) and plants (App 20000.00 No) available today.
- (10) There should be dedicated workers on each site/area of **Adalaj**, who will be fully responsible for above mentioned maintenance job of that area.
- (11) Agency will have to deploy one person (**3 years experience**) who's B.Sc (Botany or horticulture) or a person with good Knowledge of maintaining cactus, bonsai etc. and can deal with plant diseases etc. (**5 years experience**) .Also submit person CV with Qualification Certificate.
- (12) The work force provided by the Contractor /Agency shall have to be properly dressed in uniform and shoes / chappals authorized by the agency at all the time when working within **TCGL**. The colour code of the uniform has to be approved by **TCGL**. In absence of the uniform the labours / worker of the agency shall not be allowed to enter into Adalaj site.
- (13) The Contractor /Agency shall take full responsibility for the strict adherence of safety regulations by the staff and agrees to pay any liabilities that may arise under the

provision of workman compensation Act 1923 or under any other applicable laws. The Contractor /Agency shall not claim any compensation on this account from **TCGL**.

- (14) The tender for work shall remain open for acceptance for a period of 120 days as validity period from the date of opening of tenders or as decided by TCGL. If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of tender, which are not acceptable to TCGL. TCGL shall without prejudice to any other right or remedy shall forfeit full of the earnest money.
- (15) Contractor /Agency should have had average annual turn over of Rs. 10.00 Lacs during the last three years.
- (16) The notice of tender shall form part of the contract document. The successful tendered or Contractor /Agency on acceptance of his tender by accepting authority shall within 15 days from the stipulated date of start of the work sign the contract agreement consisting of Notice Inviting tenders, General conditions of the contract as issued at the time of invitation of tender and acceptance thereof together with any correspondence thereto and this tender document.
- (17) The contract agreement shall be executed on a non-judicial stamp paper of value (100 Rupees) and the cost of the same shall be borne by the Contractor /Agency.
- (18) The Contractor /Agency shall be responsible for settling any claim/compensation against all damages and accidents caused due to negligence on the part of his employees and keep **TCGL** indemnified from any compensation / liability.
- (19) Any other tax except service tax, if any, in respect of this contract shall be payable by the Contractor /Agency and **TCGL** will not entertain any claim whatsoever in this respect.
- (20) Sub-Contracting will not be permitted at all.
- (21) The successful tenderer must submit copy of the labour license from Asst. Labour Commissioner with in seven days from the date of issue of work order / Award letter.
- (22) Work shall commence from the 7 day after the date of issuing written orders to commence work or from the date of handing over of site whichever is later. If the Contractor /Agency commit default in commencing the work as aforesaid, **TCGL** shall without prejudice to any other right or remedy is at liberty to forfeit the earnest money absolutely or fine the agency at its discretion.
- (23) If any information furnished by the applicant is found incorrect at a later stage, contractor / agency shall be liable to be debarred from tendering/taking up of work at **Adalaj site**. **TCGL** reserves the right to verify the particulars furnished by the applicant independently.

- (24) Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be rejected.
- (25) Completion / Performance Certificate issued by an Officer not below the rank of Executive Engineer / Senior Manager or an Equivalent Officer and all other particulars as sought in the notice inviting tender as per press notification shall be part of the contract.
- (26) Contractor /Agency should have valid registration and licenses with all concerned Labour Authorities and also have valid ESI & PF registration. Proof of up to date remittances to ESI & PF to Authorities should be produced with monthly bill of the agency.
- (27) The Contractor /Agency shall comply with various labour laws such as contract labour (Regulation and Abolition) Act 1970, Employees (Provident fund and other miscellaneous deposits) Provisions Act 1952, Maternity benefit Act 1961, Minimum wages Act 1948, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Payment of wages Act 1936, Public liability insurance Act 1991, Workman's Compensation Act 1923 and such other laws as may be applicable from time to time. Moreover Contractor /Agency shall comply with payment of wages Act and shall be responsible for payment of wages to worker in presence of authorized person of **TCGL**. Contractor /Agency will obtain signature of each personnel in a salary / payment statement and shall submit the same to **TCGL**. In case of default **TCGL** can recover such short payment to workers.
- (28) The Contractor /Agency is responsible for the compliance of income tax Act 1962 and rules made hereunder, as may be applicable while making payment to Supervisors / Mali / labours engaged as per this agreement.
- (29) It is compulsory for Contractor /Agency to provide, maintain and replenish necessary tools, tackles and accessories including equipments and their spares, including Garden Hose Pipes, Lawn Mowers, necessary pumps and all garden tools, tackles etc. as required for the day-to-day working. In case of theft or any kind of loss; **TCGL** would not be responsible for the same. The list of tools and equipments, to be kept / made available at site are as follows: The indicative list is tentatively made. Agency shall deploy more nos. if required at site as per the actual requirement.
- 30) Unless stipulated otherwise, the Contractor shall provide and pay for all material, labour, tools, equipment, transportation and other facilities for the execution of the work.

Sr. No.	Item	Quantity	Penalty If not Provided (Rs)
(a)	Lawn Mower – electric (single phase 230 volt, 2HP, blade size 16", cutting height 20-75 mm).	4 in nos	100/-per day/pc
(b)	Lawn Mower–manual (blade size 16" cutting height 20-75mm)	2 no.	75/- per day/pc
(c)	Secuteur (Teflon coated high carbon steel cutting	4 in nos.	20/- per

	blade, sturdy aluminum alloy steel handle)		day/pc
(d)	Hedge Shear (cutting blade 7", handle 9")	3 in nos.	10/- per day/pc
(e)	Branch Cutter (Teflon coated blade, sturdy handle)	2 in nos	10/- per day/pc
(f)	Manual high pressure Sprayer – 7.5 lts. s	2 in no	10/- per day/pc
(g)	Plastic spray pump- 16 lts.	3 in nos	20/- per day/pc
(h)	Hose Trolley (5/8" – 100 feet wire birded hose pipe)	2 in nos	10/- per day/pc
(i)	Long Cutter(15"saw blade, 4" sawing, 1" shearing)	2 in nos	20/- per day/pc
(j)	One man electric chain saw =	as per site's requirement	20/- per day/pc
(k)	Garden Pipe, Vergin garden pipe ex. Heavy duty ½", 3/4", 1"	as per actual requirement (min. 15 rolls, 60mts length)	20/- per day/pc
(l)	Mobile sprinklers, of all dia.and various kinds.	4 sets each with 10 sprinkler	10/- per day/pc
(m)	Lock and keys for the safe custody of the equipments	as per actual requirement	10/- per day/pc
(n)	Tapes to install at places to mark no entry zones for maintenances and development	4 sets	5/- per day/pc
(o)	Stakes for holding and tying the plants to keep the plant straight =	as per actual requirement	10/- per day/pc
(p)	Adjustable ladder for cutting pruning the trees or big shrubs =	02 nos.	10/- per day/pc
(q)	Foot spray pump for application of pesticides in bigger trees =	2 in nos.	20/- per day/pc
(r)	Trolley with wheels to carry garbage, plants, pots	(min. 3 of	20/- per

	etc.	one wheel, 2 of four wheels, big size)	day/pc
(s)	Shower to attached in pipe for easy irrigation	as per actual requirement (min. 4 nos., hand shower 2 nos.)	5/- per day/pc
(t)	Coconut rope / plastic rope / thick m.s. wires for tying the climbers to hang on the walls	as per actual requirement	
(u)	Khurpi, Kodali, Phawda, Ghamela (tokar), Dateda, Katar, cutting the branches of big trees, Tikum for digging deep, others	Khurpi – min1/labour Kodali, ghamela, phawda, dateda,tikum min 10 in no. Katar - min 30 May vary as per site's requirement.	2/- per day/pc
(v)	Geru colours required for day to day maintenances of the pots	20 Kgs per month	

- (31) The Contractor /Agency shall withdraw all staff engaged under this contract on expiry / termination of the contract. **TCGL** shall not accept any responsibility including their employment thereafter.
- (32) In case of unsatisfactory work progress, **TCGL** may execute the work through any other Contractor /Agency or get the work done departmentally at the risk and cost of the Contractor /Agency. The **TCGL** shall also impose Penalty at double the rate (@ 200%) in case of defective workmanship or delay in service than scheduled.

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- (33) **TCGL** is entitled to extend the contract for a period of two months from the date of expiry of the contract without any changes in the terms and conditions.
- (34) The Contractor /Agency shall agree and undertake to take responsibility of Supervisors / Mali / labours for injury of disease that may be suffered by them during course of their duty with **TCGL**.
- (35) **TCGL** is authorised to adjust from Contractor /Agency's dues in case of violation of terms and conditions of this contract or violation of any statutory Act and / or enactment, regulations notifications, clarification issued by the competent authority from time to time. In case Contractor does not make payment to labours, **TCGL** may make direct payment as appropriate such payments will be deducted from dues of Contractor.
- (36) The Contractor /Agency shall agree that necessary registers and records maintained under labour laws will be handed over to **TCGL** upon completion / termination of this contract.
- (37) **TCGL** reserves the right to distribute the work among several Contractor /Agency, if required.
- (38) Water and Electricity shall be provided by **TCGL** at source
- (39) **TCGL** shall not be responsible for the quantity & quality of the water available at site. In the event of unacceptable quality of water for landscaping, insufficiency or non-availability of water at site, the Contractor /Agency shall arrange for delivery of water from external water suppliers with prior approval from **TCGL**. The Agency needs to get empty water tanker from outside, get it filled inside and distribute the same. Distribution of the water is the responsibility of the Contractor /Agency. In case of failure of the bore wells the Agency needs to inform **TCGL** in writing within one hour. If **TCGL** fails to repair the same, the Agency needs to repair the same with prior approval from **TCGL**. The cost for the same shall be reimbursed by **TCGL**. The Contractor /Agency needs to make sure that watering are done to the soft landscape by all means. The cost for the use of water tanker will be reimbursed by **TCGL** but provided a prior approval of **TCGL** was obtained before procurement of water tanker.
- (40) Contractor /Agency shall take all necessary precautions to prevent or eradicate any outbreak of disease or insect attack. However the required pesticides etc shall be procured by you; with prior intimation / permission of **TCGL**. The same shall be paid by **TCGL** and applied by you at no extra cost.
- (41) Any damage to lawn or the plants due to construction activities, negligence of other Contractor /Agency, the same shall be brought in notice of **TCGL** in writing not later than 6 hours of the incidence.

- (42) Disposal of surplus material should be removed to the destination and disposed as directed. The disposal of material can be in any of the following ways as directed by TCGL Engineers.
- (A) Filling in low-lying areas.
 - (B) Filling a place of filling such as mounds, gond cove ec.
 - (C) Removal of material outside the plot for disposal at the discretion of Contractor/Agency
- (43) The Contractor /Agency undertaking the work is expected to visit the site and satisfy himself with the conditions that are prevailing regarding approach to site, soil condition, water source and its location etc. before submission of their bid. The Owner on the basis for any claim for compensation will not accept ignorance of site conditions.
- (44) The maintenance of the **all plants** shall be the responsibility of the Contractor /Agency. The Contractor /Agency has to make sure the plants remain in good condition. Any kind of negligence by the Contractor /Agency would not be acceptable to **TCGL**. All damage to plants, because of negligence of the Contractor /Agency, penalty, at the rate of 200%, shall be imposed to the Contractor /Agency, until the Contractor /Agency has made good the loss of the plants by replacing the same of same age and health.
- (45) If in the opinion of the owner, the maintenance works have not been satisfactorily carried out according to site conditions and the specifications, the monthly payment will be proportionally deducted and held and also penalty shall be imposed at 200% of damage.
- (46) Validity of Tender;
- (a) All the bids shall be valid for acceptance without any change in prices and rates for a period of 120 days from the date of submission of bids.
 - (b) Owner reserves the right to accept or reject any bid without assigning any reasons whatsoever.
 - (c) The Owner is not bound to accept the lowest bid.
 - (d) The Tender is valid for **One year** from the date of award of work. The same may be renewed if found fit by **TCGL**. The Contractor /Agency has to put a requisition for its renewal two months prior to its expiry date. **TCGL** reserves the right to renew the same on same terms and conditions.
- (47) Site Office Stores, Etc,: Contractor /Agency shall make his own administrative arrangement for the work
- (48) The Contractor /Agency shall not sub-let or assign the contract whether partly or fully to any other party. **TCGL** is entitled to cancel this contract in case of violation of this clause.
- (49) Termination: TCGL reserves the rights to terminate the contract any time during the currency of the contract by giving one month notice, without assigning any reason.

- (50) Tourism Corporation of Gujarat (TCGL) reserves the right to accept /reject any or all applications without assigning any reasons, as also ordering part of work as per their sole discretion.
- (51) Jurisdiction of this contract shall be the competent court at Ahmedabad, Gujarat Only

SPECIFICATION FOR WORKMANSHIP

Maintenance should include pesticide spraying, regular watering, trimming, shaping, grass cutting and keeping the area clean in all aspects and to the satisfaction of the **TCGL**. During the summers the soil is to be mulched on top with straw and leaves to retain the humidity of the soil, for all kinds of lawns, tree pits, shrub beds etc. In case of all shade loving plants arrangement for shade, till the tree grow to form a canopy, using 50% shade green net to be mounted on poles. Plant is to be staked with a strong bamboo stake of size 2" dia to hold the plant straight against wind and size of stake should be bigger by 2' more than the plant height.

THE SCOPE OF WORK FOR MAINTENANCES INCLUDES

- (a) Watering the lawn and plants.
- (b) Maintenance of the Lawn (cutting at regular interval, rolling with roller, keeping weed free, ensuring the lawn without any patches and without weeds).
- (c) Maintenance of the Planted Shrubs and Trees in the ground.
- (d) Maintenance of the Potted plants in Earthen Pots and Polybags.
- (f) Application of pesticides etc. to prevent or eradicate any outbreak of disease or insect attack.
- (g) Application of manures, fertilizers etc. to ensure healthy growth of plants.
- (h) Adequate protection to existing landscaped areas and safety of the plants.
- (i) Keeping all paved surfaces used by you in a clean and tidy condition
- (j) Removing all surplus excavations and debris produced by your operations at site.

(1) Maintenance of Lawn Areas

- 1.1 The Contractor /Agency shall mow all lawn areas using approved cutting equipment to maintain a close sword to a height of 30 mm for all grass type. Mowing shall be carried out weekly except in dry weather and grass shall not be allowed to flower between cuts.
- 1.2 All grass areas are to be watered during dry weather, as often it is required to keep the grass green and soil moist. The Contractor /Agency shall provide hoses / sprinklers for use from water points provided by us. In each winter season, lawn must be dressed with good earth and manure mixture in specified proportion (25 mm over the surface)
- 1.3 Chemical fertilizer, etc., Urea must be sprinkled over the lawn area regularly when directed / desired.

(2) Maintenance of Planted Areas – Trees, Shrubs and Ground Covers

Tourism Corporation of Gujarat Limited

- 2.1 The Contractor /Agency shall water all trees, shrubs, ground cover and other planting areas as often as necessary to keep the ground moist all around and to the full depth of the roots of the plants. Watering should be done everyday and soil working shall be done twice a week.
 - 2.2 Water shall be applied using an approved hose or sprinkler so as not to cause compaction or washouts of the soil or loosening of plants.
 - 2.3 All plant beds to be kept in a weed free condition with a weeding operation once a month. The Contractor /Agency shall remove all the weeds, stones and rubbish collected from this operation from the site.
 - 2.4 After weeding, the soil surface is to be lightly broken up between plants using a pronged fork at least once a month, taking care not to disturb the root systems.
 - 2.5 All shrubs and ground cover has to be pruned as and when required during the maintenance period to promote bushy growth and good flowering characteristics.
 - 2.6 Selective pruning of flowering plants shall be done where special flowering characteristics are required and experienced workers must do this operation.
 - 2.7 The Contractor /Agency shall allow for regular fertilizer operation. Only approved slow release fertilizer / organic fertilizer shall be applied as per the requirement of different plants.
 - 2.8 The Contractor /Agency shall make regular checks to ensure that the plant material is insect, pest and fungus free. No pesticides may be used unless prior approval is taken.
- (3) **Maintenance of Hedges:** Hedge is to be maintained at a proper height and cleaning of hedge bed is necessary every month. During rainy and winter season, manure is to be poured into hedge beds. Regular and necessary clipping is needed as and when required.
 - (4) **Replacement Planting :** If during the course of the maintenance period trees or shrubs or other plants die because of the negligence by the Contractor /Agency, the Contractor /Agency shall replace the plants at no cost to the Owner.
 - (5) **Preparation Of Seasonal Beds:** Before the onset of each seasons, the beds shall be prepared, seeds, as provided by TCGL planted, proper shade area made with agronet and dry grasses, watered twice everyday and finally saplings transferred to respective gardens / places as instructed by TCGL and maintained by applying proper fertilizer, watering, etc.
 - (6) **Litter Collection and Control**
The Contractor shall be responsible for the daily collection and removal of loose litter, waste, broken glass, bottles, cans, animal manure, paper, cigarette butts and other unsightly matter from all areas in the contract site including but not limited to the following: grass areas, driveways, walkways, parking lots, planters, shrub beds, seating area, jetty area and shelters and disposed off them outside the premises. (Away from the site 100 meters or more)

(7) Final Handover

- 7.1 Two weeks before the end of the maintenance period, a joint inspection shall be held to review the requirements for alteration or replacement in order to gain approval for final handover.
- 7.2 At the time of final inspection, all areas under the Contractor /Agency shall be free of weeds, neatly cultivated and raked and all plants shall be in good order. Grass shall be neatly cut and all clipping removed. No bare patch of earth shall be visible in turf or planting areas unless specified (e.g., Rings around tree trunks).

TECHNICAL PROPOSAL

(To be submitted in separate envelope, super scribed as Technical Bid -duly signed and stamped on each page by the tenderer)

The Contractor /Agency is required to submit all applicable documents / certificates / reports supporting the technical and financial capabilities of the Contractor /Agency. **TCGL** shall evaluate the bids based on the following technical aspects of the bids submitted by the Contractor /Agency.

(A) Financial Details submission

- (1) Contractor /Agency should have an average annual turnover of Rs 10.00 Lacs during the last five years ending **31st march 2010**
- (2) Contractor /Agency shall submit a statement of the IT returns duly certified by Chartered Accountant submitted by the applicant to Income Tax Department.

(B) Infrastructure:

(1) List of Tools and Equipments that Contractor /Agency have presently:

Sr.No.	Name of the Tools and Equipments	Usage	Brand and Specifications/ Year of Make	Total Number
1	Lawn Mower – electric (single phase 230 volt, 2HP, blade size 16”, cutting height 20-75 mm))			
2	Lawn Mower – manual (blade size 16”, cutting height 20-75 mm)			
3	Secuteur (Teflon coated high carbon steel cutting blade, sturdy aluminium alloy steel handle)			
4	Adjustable Rake			

5	Hedge Shear, cutting blade 7", handle 9"			
6	Branch Cutter (Teflon coated blade, sturdy handle)			
7	Manual high pressure Sprayer – 7.5 lts.			
8	Plastic spray pump- 16 lts.			
9	Submersible pumps for irrigation purposes			
10	Mobile sprinklers, of all diameters, and various kinds as deemed fit for the site			

Note: Please enclose photocopy / brochures of the equipments proposed to be used. TCGL may verify above equipments by site visits.

(2) Manpower that Contractor /Agency have:

- (i) List of staff.
- (ii) Bio data and Experience details of the staff.
- (iii) Skilled and unskilled staff
- (iv) Name of the key person and his / her bio-data
- (v) Address of Office in Ahmedabad / Gandhinagar, with communication facilities
- (vi) Number of Office Vehicles (two / four wheeler) if any.

(E) Permissions and Licenses (Copies of)

- (i) Service Tax No.
- (ii) Labour Licenses / Contract Labour Licenses.
- (iii) Company registration certificate / Partnership deed.
- (iv) Valid PAN number along with attested copy of PAN card.
- (v) Valid registration certificates of PF, ESI

F) Should be specifically specialized in the field of horticulture, plant life their caretaking and problems with insects, pests etc.

All the documents supporting the above details are to be duly stamped and signed by the competent authority of the bidder.

Unconditional Certificate

1. I/ We have read the terms and conditions of the tender documents and accept the same.
2. This proposal is valid for 120 days from the last date of submission of the tender. This can be extended with the consent of the TCGL Authorities.

Date: _____ Signature of the Contractor /Agency with stamp

Pl. See: Advertisement is the part and parcel of the tender document.

Tourism Corporation of Gujarat Limited