

مولاانا آزااا نیشنل اُردو یونیورسٹی
 MAULANA AZAD NATIONAL URDU UNIVERSITY

A Central University established by an Act of Parliament in 1998

(Accredited "A" Grade by NAAC)



TENDER NOTICE

Sealed tenders are invited from registered Horticulture Contractors with Government of India/ Government of Telangana for providing **Horticulture Services** at MANUU, Hyderabad, at an Estimated Cost of **Rs. 35,07,800/-**. Details along with tender document can be obtained either from the Campus Development & Engineering Section (CD&ES), MANUU, Gachibowli, Hyderabad or download from www.manuu.ac.in. Filled-in tenders in sealed covers with superscription 'Tender for Horticulture Services at MANUU, Hyderabad' should be dropped in the tender box available at the (CD&ES) in the premises or sent by Speed Post/Registered Post addressed to Officer on Special Duty, Campus Development & Engineering Section, MANUU, Gachibowli, Hyderabad-500 032 to reach **on or before 20.09.2016 by 03.00PM**. The tenders will be opened on the same day at **03.30PM** in the presence of the intending tenderers.

Registrar

TENDER DOCUMENT

No. MANUU/CD/F.290/2016/168

30th August, 2016

1. Maulana Azad National Urdu University (MANUU) is a Central University established by an Act of Parliament in 1998 with its headquarters situated at Hyderabad.
2. The MANUU has decided to entrust maintenance and development of vegetation, gardens and lawns, trimming of trees etc., and clearance of all the discarded vegetation weed outs/fallouts of the gardening activities including cleaning of the open areas in the University campus and disposal at outside the premises in an approved manner to a reputed agency on annual contract basis for a period of one year through competitive bidding on open tender system.
3. The intended bidders may contact the Campus Development & Engineering Section (CD&ES), Ground Floor, Administrative Building, MANUU, Gachibowli, Hyderabad for facilitating the site inspection to understand/estimate/appraise the scope of work and quantum of workload involved, between 10.30 am to 5.30 pm on any working day.
4. The tender document will be available at the Campus Development & Engineering Section (CD&ES), Ground Floor, Administrative Building, MANUU, Gachibowli, Hyderabad. However, the same can be downloaded from the University website www.manuu.ac.in. A Demand Draft for Rs. 500/- (Rupees Five Hundred) drawn in favour of Finance Officer, MANUU, Hyderabad towards cost of the tender (non-refundable) shall be enclosed to the tender.
5. The bidder shall furnish the Earnest Money Deposit (EMD) of **Rs. 60,000/-** (Rupees Sixty Thousand) in the form of Demand Draft only drawn on any nationalized bank, in favour of MANUU, Hyderabad, along with the tender. The same will be returned within three months (bid validity period) to the unsuccessful bidders without any interest. Bidders claiming any exemption may furnish the copy of such exemption letter, failing which, their tender shall not be considered.
6. The bid for the work shall remain open for acceptance for a period of 90 (Ninety) days from the date of opening of tender. The EMD of the successful bidder shall be forfeited, in case he withdraws the bid during the bid validity period of three months (90 days) and/or failure to commence the work within the stipulated date after issuing the work order. If the bidder withdraws his tender before the bid validity period or after issue of work order whichever is later, or tend to makes any modifications in the terms and conditions of the tender which are not acceptable, then the University shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD as afore said. Such bidder shall not be allowed to participate in the further tendering process.
7. The successful bidder, who will be awarded the work of horticulture services, has to deposit a sum **Rs.2,00,000/-** (Rupees Two lakhs) towards Security Deposit in the form of

Demand Draft only issued by any nationalized bank, in favour of MANUU, Hyderabad, which will be returned to the firm after 60 days of satisfactory completion of all the obligations the agreement/contract, without any interest. The EMD already paid will be adjusted towards the Security Deposit at the request of the successful tenderer. Any Loss, damages, penalties etc. liable to pay by the contractor due to negligence during the period of contract, it shall be recovered from the Security Deposit.

- 8 The rates should be quoted strictly as per the items of works/supplies mentioned in the Price Schedule (Annexure-III). The bidders are advised to read the terms and conditions of the contract carefully before quoting their rates. Any corrections/alterations made in the Price Schedule shall summarily be rejected.
- 9 The tenders duly filled in, signed, sealed and should contain the following essential documents. It should be clearly superscribed as Tender for Horticulture Services.
 - a) *Check-List (Annexure-I).*
 - b) *List of Tools & Plants (Annexure-II).*
 - c) *Price Schedule (Annexure-III).*
 - d) *Demand Draft for Rs. 500/- (Tender Cost).*
 - e) *Demand Draft for Rs. 60,000/- (EMD).*

The tenders received without consisting of the above documents and conditional tenders shall be rejected summarily.

The sealed tenders for the above work along with the other relevant documents may be dropped in the tender box placed in the Campus Development & Engineering Section (CD&ES), Ground Floor, Administrative Building, MANUU, Gachibowli, Hyderabad on or before 20.09.2016 by **3.00 pm**. The tenders received will be opened on the same day at **03.30 pm**.

- 10 The bidders who have submitted the tenders may present themselves or depute an authorised representative to be present there in the office at the time of opening the tenders.
- 11 Pre-bid meeting: A pre-bid meeting is arranged on 16.09.2016 by 03.00PM in CD&ES, Ground Floor, Administrative Building, MANUU, Hyderabad for the benefit of the prospective bidders to sort out their apprehensions, understanding the scope of work and workload involved, terms & conditions and procedure of filling the tenders (price schedule, units, percentages, calculations, inclusions and exclusions etc.) for better understanding of the contract.

A) JOB DESCRIPTIONS & SCOPE OF WORK:

1. Maintenance of the existing vegetation, gardens/garden features which includes lawn, ground covers, rockeries, flower beds, creepers and climber, shrubs, topiary works, ornamental and flowering trees, fruit trees, planters at all the levels of the area including self grown trees within the area and development of lawns, trimming of trees and clearance of all the discarded vegetation weed outs/fallouts of the gardening activities including cleaning of the open areas in the University campus and disposal at outside the premises in an approved manner.
2. The OSD, CD&ES, MANUU has the right to carry out further landscape development in these areas and minor extensions will be included in the scope of works but, major projects will be dealt with separately. All garden areas including plantation areas are to be kept neat and tidy throughout the period of contract.
3. The maintenance shall include watering, fertilizing, plant protection from pest and diseases, moving and up keeping of lawns, sweeping and disposal of garden refuse, weeding, cutting of edges, pruning and slipping of hedges, topiary flowers, minor repair works and all other landscape operations necessary for the proper growth of garden features and presenting a satisfactory standard of maintenance throughout the period of contact. The general maintenance includes but is not limited to the works specified in the following paragraphs.
4. The contractor shall do the required manuring, fertilization and spreading of good earth which includes in the scope of work. The cost of manure, chemicals will be paid as per the rates quoted in the Price schedule and finalised in the contract. The items which are not included and finalised in the Price Schedule will be purchased and provided by the University.
5. The cost of garden features, plant materials etc. damaged due to natural calamities shall be borne by the department, however labour required for these purpose shall be arranged by the contractor.
6. Clipping and Trimming of hedges, edges minimum once a fortnight and trimming of shrubs, Tress creepers, Bougainvilleas and other standard at regular intervals is to be done.
7. Stacking of plants, wherever required, stacks, and supports will be adjusted from time to time. This also requires replacement of damaged trees belts/trees ties by the contractor.
8. Pruning, Cuttings and Clipping, Deadwoods, Water Spouts, Suckers shall be removed, hedges and other standard required to achieve formal and geometric shape shall be so clipped.

9. Regular cutting back of certain type of plants to encourage proper growth pruning is to be done in such a manner as not too much change their natural and normal shape.
10. Standard should be so maintenance that they present a uniform shape.
11. The contractor must take all necessary precautions for carrying out the above operations. In the event of any injury/accident to any person (s) damage to Government or private properties, the responsibility and liability will be entirely on the contractor.
12. In case of any causality of shrubs, trees or any other plants has been found during maintenance of the contractor, he has to replace the trees/shrubs/other plants of the same height and specification by another at his risk and cost and nothing extra shall be paid for the same in this regard or recovery of the Rs.60/- per shrubs, Rs.250/- tree plants, Rs.140/- for other foliage/decorative plants and Rs.100/- per Sqm. for lawns shall be made. The decision of the Registrar shall be final and binding in this regard.
13. The flower beds are to be maintained by planting winter and summer seasonal flowers. This includes preparation of flower beds, submission of planting schemes atleast three months in advance of planting indicating the varieties/colours planting beds and proper care. The department will provide all the required seeds and seedlings. In spite of that contractor must raise the seedlings in nursery in his own as far as possible. The contractor will prepare the planting scheme for full year and the adequate number of seedlings to be planted. The contractor will make good any damage to the seedlings/flowers. In case, department is to plant/supply seeding or flower pots when the contractor fails to comply with instructions promptly or is otherwise unable the necessary recovery shall be made from the contractor.
14. The seeds & seedlings shall be supplied by the Department, Plantings and maintenance other care should be done by the contractor. However any loss damage to the seedlings due to the negligence of the contractor shall be made good by him. However, 10% extra seedling shall be provided by the department for normal mortalities.
15. The flowerbeds should be thoroughly dug and prepared at least 3 to 4 weeks before actual plantation.
16. Execution of the said works by deployment of required manpower, machinery/tools & plants and supply of the materials on daily basis with proper monitoring. Apart from the above, trimming of trees shall be undertaken twice in a month without causing damage to the trees.
17. Collection of weed outs/waste material felled out of natural vegetation activities/dragging and stacking of trimmed out branches/collapsed tree branches etc., from various locations of the premises on daily basis which should be disposed-off by mechanical transport to the nearest municipal dumping yard by strictly following the rules and regulations of the

local administration and without causing any public inconvenience/nuisance/obstruction anywhere. The contractor is fully responsible for any adverse consequences arising out of the disposal process, due to any negligence on their part in adhering to the rules prescribed thereof.

18. Lawn should be mowed at intervals and grass should not be allowed to over grow under any circumstances. The frequency of lawn mowing in the following orders is to be observed except in case of unavoidable circumstances. Trimming of grass, hedge and mowing margins with the help of garden sword/hedge sheet/edge sheer/khurpa etc. should be done immediately after mowing. Removal and disposal of all garden refuse, dry branches etc. and machine cut grass to an appropriate dumping area as specified by the department.
19. Regular minor weeding of lawns, cutting of edges of lawns, ground covers and flower beds, making basins of trees and shrubs pits and hoeing is to be done. The gardens are to be kept free from weeds or alien plants. This operation has to be carried out at frequent intervals throughout the year, to keep the garden neat and tidy all the year around.
20. The contractor shall carry out all minor repairs to garden features damaged due to digging in the area negligent handling by the workers, excessive erosion caused by watering/rains and all replacement of plants that die during the period of maintenance or those that are unhealthy, unsightly or of impaired condition, to be made good as soon as practicable after damage is evident. Any replacement/substitution suggested by the department shall be done by removal of existing plant material etc. making of pits for new ones and actual planting, but the department will supply the plants.

21. **Eligibility Criteria:**

The bidder shall fulfil the following criteria for furnishing the tender.

1. The bidder must have possessed all the related professional knowledge and technical command in developmental skills required for carrying out the works specified in the contract. The bidder must have complete technical/professional know-how of mechanized cleaning systems, its operating procedures and work methods to get the required job done.
2. He should be a registered horticulture contractor with Central Government/ Government of Telangana and should have a minimum of 3 years experience in this field of horticulture service. He should possess valid registration/licenses with ESI, EPF, and Central Excise organisations as the case may be, for facilitating the prompt remittance. Tenderers shall submit documentary proof of their eligibility criteria and experience. Tenders not fulfilling the eligibility criteria will be summarily rejected.
3. The bidder shall fulfil the following pre-qualification criteria to become eligible to participate in the tenders.

- i) Minimum average annual turnover of **Rs.9,00,000** of the last three years (2013-14,2014-15 & 2015-16) on execution of similar works.
- ii) In addition to the above condition, any one of the following minimum criteria should have been complied with.
 - a) Executed three similar works total worth **Rs.12,00,000** during the last 7 years (or)
 - b) Executed two similar works total worth **Rs.15,00,000** during the last 7 years (or)
 - c) Executed one similar work worth **Rs.24,00,000** during the last 7 years.

4. General Terms and Conditions:

1. The Registrar, Maulana Azad National Urdu University is the authorised officer to sign the tender agreements entered into, with the contractor on behalf of the University. The contractor is bound to abide by the instructions issued by the Registrar/Authorized Officer from time to time. Directions of the University authorities shall be binding on the contractor in connection with deployment of personnel and work to be allotted as per its preferences.
2. The contractor shall be the employer for the persons deployed for the said work in MANUU for all the technical aspects and labour related acts, rules, regulations and legal purpose. The contractor shall comply with requirements of the labour laws with regard to duration of working hours of the horticulture personnel deployed. The contractor shall be solely responsible for any violations in this regard.
3. The contractor shall submit the day-to-day maintenance plan and furnish the report to the OSD, CD&ES (designated officer of MANUU to monitor the works) and ensure the horticulture work being done according to the schedule of frequencies mentioned. Every day, the contractor or his authorised representative shall appraise the work progress in the morning and evening and submit performance report weekly, duly certified by the concerned University officials specified for the purpose.
4. The persons deployed by contractor shall have to maintain/develop/clean the area as per the frequencies mentioned. The contractor and his persons shall work in close coordination with the OSD and staff of Campus Development & Engineering Section, MANUU and modify working schedule if required, as per user convenience. The horticulture personnel deployed at various locations shall be rotated on monthly basis for proper and effective monitoring. A statement of such earmarked deployments shall be given to the Engineering Section on monthly basis.
5. All the consumables/tools/equipments required for maintenance/development shall be arranged/procured/hired by the contractor at his cost and should be utilized for horticulture services in the premises. The University shall provide reasonable storage

space for specific work related machines, equipments, articles, material, chemicals, etc. to the extent available. The contractor has to bear all the expenses to maintain the storage space and transportation of the equipment/material in/outside the premises. However, no accommodation to the horticulture personnel deployed for the work will be provided.

6. Tendered rates shall be for complete work covering all materials, labour, carriage, machinery and equipment's royalties' fees, rent, wages tools and transportation risks, overhead general and special liabilities/obligations etc. Contractor shall bear and pay necessary taxes to the departments concerned and remit the contributions of EPF/ESI against the persons engaged for the work. However, TDS towards income tax shall be deducted as per rules of Income Tax Department from the bills submitted by the contractor before making the monthly payments to the contractors by the University. The other taxes such as Service Tax if applicable, shall be reimbursed or allowed in the bills on production of valid proof.
 1. The contractor should scrupulously follow the guidelines and instructions for maintaining the horticulture works to the satisfaction of the University. The University reserves the right to impose a penalty of Rs. **1,000/-** per instance per day for non-observance of guidelines/instructions. The decision of the Registrar shall be final and binding on the contractor in the case of repeated receipt of complaints or deficient service by the contractor. The contractor shall employ only the adult male/female workers and child labour if deployed as against the Act, it will lead to termination of the contract on this violation. In case of non-working continuously for more than a week, the entire security deposit shall be forfeited, in addition to the termination of contract.
 2. The contractor shall at his own cost, take the required insurances cover in respect of his workers employed/engaged by him in connection with the aforesaid services and shall comply with all the relevant labour laws, minimum wages as applicable to the region as existing or as may be mentioned during the contract period and shall indemnify the against all acts of omissions, fault, breaches or any claim or demand, loss, injury and expenses to which MANUU shall not be made a party on the failure to comply with any obligation under the relevant Acts/Laws which the contractor has to follow.
 3. The contractor should deploy adequate number of machines/equipment for proper compliance of contract works. The machines brought to site for the work shall be allowed on proper entry at the main gate and their movement to inside/outside for repairs or otherwise will be regulated on proper permission from the University authorities. Maintenance and custody of the equipment brought to the site shall be the responsibility of the contractor only. University shall not be held liable for any loss/damage caused to the equipment for any reason.

4. Existing drains, pipes, cables, overhead, wires, sewer lines, water lines and other services encountered in the course of the execution of the work shall be protected by the contractor and in case any damage occurs, the contractor shall repair at his own expenses.
5. Monthly payment will be released within 15 working days from the date of submission of bill subject to fulfilment of conditions of a valid claim. In this context, the decision of the University shall be final and binding on the firm. No interest will be admissible for delayed payments for administrative reasons. TDS at rates applicable will be deducted from all the payments due and admissible to the contractor. The contractor should submit the acquaintance roll of employees deployed every month duly indicating the gross amount, contributions towards ESIC/EPFO, taxes etc. Non- submission of previous month's acquaintances with the claim for next month shall be construed as non-payment of wages to the persons deployed in the University. Subsequent claims shall not be accepted for release of payment.
6. The contractor should remit all the lawful entitlements and submit copies of periodical returns/ reports submitted to ESI /EPF/ST Departments. Failure to comply with these conditions shall entail for cancellation of the agreement and the University shall reserve the right to impose penal charges as may be deem fit and adjusted from the security deposit furnished by the contractor. The contractor should maintain all the records as required under ESIC Act 1948. Relevant document in support of taxes paid and contributions remitted to the respective accounts and exemptions claimed if any, shall have to be furnished by the contractor from time to time.
7. Submission of consolidated statements/challans where no individual transaction /remittance details are not traceable shall not be accepted. Failure of non submission of such valid documentary proof along with the monthly claim for the following month shall be viewed as non payment of statutory dues and monthly agreed payments will not be released and action taken to terminate the contract at the risk and consequences of the contractor.
8. The contractor shall have to pay the minimum wages to the labour as per prevailing rates of Ministry of Labour and Employment, Government of India from time to time for the region. The minimum wage rate effective from 01.04.2016 has to be considered as basis for furnishing the tender in Price Schedule by the bidders and this wage rate finalised will be allowed initially upto September, 2016. However, the increased wage rate if prescribed by the authority w.e.f. 01.10.2016, the same will be allowed automatically as it is mandatory and the contractor should submit the evidence of payments of the enhanced rates.
9. The contractor's workers should maintain strict discipline while performing their duties/services and maintain proper amicable coordination with the University

employees and should not act in any manner unbecoming of horticulture maintenance personnel. Persons who are convicted by the competent Court of Law, dismissed or removed on the grounds of misconduct or moral turpitude while serving in any of the firms should not be deployed in MANUU. Persons who are facing criminal charges or being contemplated against him/her should not be deployed in the University. On securing the work contract, the agency should submit an undertaking in this regard.

10. The horticulture personnel deployed should be provided with suitable safety gloves, uniform, etc., and shall wear during the work. In case of any accident to the personnel employed by the contractor during the business, the contractor shall alone is liable to pay compensation as per Workmen's Compensation Act, 1923 and/or any other statutory dues or payments and the University is not liable for any payment of such causality.
11. The period of contract shall be for a period of one year from the date of agreement which may be extended for another one year, if services are found to be satisfactory and on mutual consent. In case of unsatisfactory performance, the University has right to terminate the contract at any time by giving one month notice and offer/entrust the contract works to any other agency and the expenditure incurred on account of this will be recovered from the Security Deposit or pending bills or by raising a separate claim.
12. That in case of any dispute arising between the parties w.r.t the contract, interpretation of the terms and conditions of any claim whatsoever, the Vice-Chancellor, MANUU, or any representative appointed by him shall be the sole Arbitrator to decide the matter and the provisions of Arbitration and conciliation Act 1996 shall be applicable. The contractor should not have objection to the Designated Arbitrator or other appointed representative as Arbitrator by him. The place of Arbitration proceedings shall be at Hyderabad.
13. Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
14. The venue of arbitration shall be Hyderabad. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of Arbitration and Conciliation Act, 1996 and shall be shared equally between the parties.
15. All matters connected with this tender shall be governed by the Indian Law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Hyderabad.

16. MANUU reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of work order without thereby incurring any liability.
17. Any clarification of the document may be obtained from the Authorised Officer/ OSD, Campus Development & Engineering Section, MANUU.
18. After award of the work, the bidder is required to submit a non-judicial stamp paper worth of Rs.100/- for entering into an agreement for the contract with MANUU on the terms and conditions as detailed in the tender document.
19. The contractor should provide complete identity particulars of the deployed personnel to the University, so as to make the arrangements for Bio-metric recording system for their entry and exit.
20. The period of contract will be for one year from the date of agreement. It can be renewed for one more year on satisfactory performance and on mutual consent.
21. The quantity of work may be increased or decreased by the competent authority and the contractor shall be bound to execute the work on the quoted rates.

A. Additional Conditions:

- i) No inflammable/hazardous materials shall generally be allowed to be stored at site. However, reasonable quantity of pesticides, insecticides etc., used in the works may be permitted for storage subject to the compliance of all rules/instructions issued by the competent authorities and as per the direction of Registrar/Campus Maintenance Cell.
- ii) In the event of any restriction being imposed by traffic police or any other authority having jurisdiction in the area on the working or movement of labour/material, the contractor shall strictly follow such restrictions and nothing extra shall be payable to the contractor on this count.
- iii) Campus Development & Engineering Section shall have the authority to check the quality of work and suggest improvements etc. and the contractor shall comply with the same.
- iv) The contractor must engage gardeners and other staff with adequate experience of horticulture works, not construction labour for lawn/landscape maintenance works. The contractor shall have engaged the minimum agreed staff all the times. Due to exigencies or otherwise, if some additional staff is required to be deployed the contractor should on request from the Engineer in Charge or his authorized representative should engage additional staff and payment will be made to the contractor at pro rate basis on his quoted amount. For the exigencies,

contract shall deploy shall deploy the required number of staff beyond normal duty hours if directed so to carryout the works within the scope of agreement.

GUIDELINES FOR QUOTING THE RATES IN THE TENDER

1. Rates quoted by the contractor in terms of words and figures shall be accurately filled-in, so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall unless otherwise proved be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words, then the rates quoted by the contractor in words shall be taken as correct. Where the rates quoted by the contractor in figures and in words tally, but the amount is not worked out correctly, the amount arrived at scrutiny will be taken as final. In the event of no rate has been quoted for any item(s), leaving space both in figure(s), word(s), and amount blank, it will be presumed that the contractor has included the cost of this/these item(s) in other items and rate for such item(s) will be considered as zero but the work has to be executed.
2. In the case of any tender where unit rate of any item/items appear unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected. Use of correcting fluid, anywhere in tender document is not permitted. Such tender is liable for rejection.
3. All rates shall be quoted on the tender form (Price Schedule). The amount for each items should be worked out on the basis of unit rate or a percentage and requisite totals given in an appropriate column. Special care should be taken to write the rates in figures as well as in words and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words.

SPECIAL CONDITIONS

1. There is water grid in the MANUU campus connected to various bore wells which is operative by direct pumping from the bore wells/pond. The contractor should ensure proper operation of wheel valves provided at various places for watering to the garden/plants/hedges/trees etc. Any damage caused to the bore wells due to wrong operation of wheel valves or failure to take adequate precaution in operation of wheel valves properly has to be made good by the contractor.
2. The horticulture work is spread in a vast area of about 200 acres in the University campus, as such, the contractor should plan the works in such a way that none of the areas are neglected from maintenance.
3. There is a plants nursery in the campus consisting potted plants and other developed plants. A special care is to be taken to maintain this nursery and to enhance the number of plants/bushes with the cuttings of the available species of plants/bushes etc.

4. The contractor, in co-ordination with Electrical Unit of the University has to trap/draw the electric power for operating the lawn mowers periodically.
5. The potted plants are to be placed at the selected places and offices from the source of nursery, and should be replaced with fresh plants periodically. On the occasion of programmes in auditorium/conference halls, open air theatre and other places in the University, the potted plants from the nursery are to be placed as per the directions of the Engineer in charge or his authorized representatives and should be brought back to nursery after the end of the programme. The potted plants are to be handled carefully in transportation and its placement. The contractor will be responsible for breakage/damages caused to the cement/mud pots during the transportation.
6. The normal working hours will be 8 hours a day from 9.00 am to 5.00 pm including lunch break, subject to suitable adjustments/changes as per actual requirement according to necessity to utilize the water and electricity resources. The working hours of some of the persons are liable to be changed especially during summer and the contractor has to arrange the labour accordingly without any extra claim.
7. The contractor or his authorised representative should be provided with some conveyance (Bicycle) to move around the places of work to monitor the work being carryout of by the labourers and the vehicles should be kept in working condition throughout the contract period.
8. Periodic checks are to be carried out for pests and diseases. In the event of infestation, prompt spraying of appropriate pesticides, fungicides etc., will be required for eradication of the same for protection of the plants.
9. Spraying is to be handled by trained workers in this field. The contractor shall be held fully responsible for any damage caused to garden features by application of wrong/outdated chemicals/pesticides.
10. The contractor shall be held responsible for any mishap or injury to the workers handling insecticides etc.
11. All the Tools & Plants/agriculture machinery required for the purpose of maintenance of the lawn/landscape works is to be arranged by the contractor at his cost and conveyance.
12. Notwithstanding anything mentioned in the standard conditions of the contract or elsewhere, the Registrar, MANUU reserves the right to terminate the contract without assigning any reason at any time during the period of contract by giving the contractor one month notice to this effect.

**REGISTRAR,
MANUU, HYDERABAD.**

Annexure-I**PROFILE OF HORTICULTURE SERVICES CONTRACTOR/AGENCY**

1. Fee/Cost of Tender Document fee Rs.500/- DD
No.....Bank.....Date.....

(Non-Refundable).

2. EMD Rs.60,000/- DD No..... Bank.....
....Date

.....

(Refundable).

Self
attested
Photograph
of Bidder

1	Name & Address of the Agency	
	a. Mobile Phone	
	b. Telephone No.	
	c. Fax	
	d. E-mail	
2	Name and Designation of Authority having Administrative & Financial powers & His Mobile No.	
3	Experience of the agency for past 7 years in Providing manpower services.	

Name of the Client.	Contact person Mobile No.	From	To	Duration in Years/months	Persons deployed (Number Skilled semi Skilled /unskilled)

4	Details of Manpower Agency	
	a. Registration number with Office of the Regional Labour Commissioner (Central/State)	
	b. EPF Registration No.	
	c. ESI Registration No.	
	d. Service Tax No.	
	e. I.T. PAN No./	
	f. TIN No.	

	g. Company/ Firm Registration certificate No. & Date.	
5	Please enclose copies of Audited Annual accounts For the latest Financial year.	
6	Enclose IT returns for past 3 years.	
7	Provide details of PF and ESI contributions for the past 3 years.	
8	Any other information which the Agency may like to provide.	

Documents having corrections and alterations shall not be accepted.

I/we accept all the terms and conditions of the tender notice.

Signature of the Authorized Person (bidder)

Name:

Seal:

Date.....

Place.....

Note: *All the information furnished above should be supported by documentary evidence.*

Annexure-II**List of tools and plants**

The following tools and plants should be made available at site of work by the contractor for carrying out the work of “Maintenance of Garden and Horticulture in MANUU Campus, Gachibowli, Hyderabad during the contract period (at the cost of the contractor).

<i>S. No.</i>	<i>Description of Item</i>	<i>Quantity</i>
1	Hedge shear	6 Nos.
2	Rose Cutter	6 Nos.
3	Kurpa	20 Nos.
4	Dharanti	10 Nos.
5	Crobar	2 Nos.
6	Phara (Spade)	6 Nos.
7	Talwar for Jungle Clearance	6 Nos.
8	Axe	4 Nos.
9	Katha (Branch Cutting)	4 Nos.
10	Gampa	10 Nos.
11	Lawn Mower	1 No. (Power) 1 No. (Manually operated)
12	Chemical Sprayer (by Hand)	1 No.
13	Chemical Sprayer (by leg)	1 No.
14	Water sprinkler Small Size	6 Nos.
15	Water Sprinkler Big Size	2 Nos.
16	Hussain Cloth and Brooms	As per necessity.

Conditions:

1. The contractor should maintain a Tools and Plants Register and should be kept at site of work
2. The Sharpening of tools, replacement of blades etc. to be attended immediately and the work should not suffer on this account.
3. The Contractor should arrange any other tool(s) required on ground reality or actual necessity for effective maintenance and nothing extra shall be paid on this account.
4. All the Tools and Plants should always have functional utility. Repairs if any required shall be attended to immediately by the contractor and no tool at any point of time should remain in out of functional condition. The decision of the Registrar in levying the compensation of failure on the part of the contractor to keep all the tools functional or replace the damaged tools will be final and binding on the contractor. The compensation thus levied will be recovered from the contractor from his bills.

Annexure-III

PRICE SCHEDULE**SCHEDULE OF QUANTITIES**

Name of the work: Maintenance of Garden and Horticulture in MANUU Campus, Gachibowli, Hyderabad during the period of contract

Sl. No.	Sub head and item of work	Quantity	Unit Rate/ Percentage	Unit of measurement	Total Amount (3x4)														
(1)	(2)	(3)	(4)	(5)	(6)														
	<p>Complete development and maintenance of garden areas with entire garden features i.e., lawns, trees, shrubs and potted plants, hedge etc. and removal of all weeds, watering mowing of lawns, pruning of trees/shrubs clipping of hedge and replacement of potted plants and top dressing of lawns with good earth and manure once/twice a year as per requirement and removal of garden rubbish from the garden/open areas and it's disposal including application of fertilizers and pesticides/insecticides/fungicides according to the requirement (excluding the materials supplied by the Department as mentioned in the tender document).</p> <p>The contractor should engage the labour at an average of 25 Malis/workers per day exclusive of Sundays/public holidays for the 12 (Twelve) Months period of the contract for maintenance/development. However, payment shall be made on the basis of actual labour engaged (25 persons x 26 days in a month x 12 months = 7,800 mandays) during the contract period.</p>																		
	<table border="1"> <thead> <tr> <th><i>Description of the duty for day to maintenance/development</i></th> <th><i>Areas/Nos</i></th> </tr> </thead> <tbody> <tr> <td>1. Lawn areas</td> <td>14.42 acres</td> </tr> <tr> <td>2. Shrubs plants</td> <td>12631 Nos.</td> </tr> <tr> <td>3. Hedge length</td> <td>20806 meters</td> </tr> <tr> <td>4. Potted plants (cement)</td> <td>800 Nos.</td> </tr> <tr> <td>5. Trees 4-8 years</td> <td>2387 Nos.</td> </tr> <tr> <td>6. Jungle clearance</td> <td>As per requirement</td> </tr> </tbody> </table>	<i>Description of the duty for day to maintenance/development</i>	<i>Areas/Nos</i>	1. Lawn areas	14.42 acres	2. Shrubs plants	12631 Nos.	3. Hedge length	20806 meters	4. Potted plants (cement)	800 Nos.	5. Trees 4-8 years	2387 Nos.	6. Jungle clearance	As per requirement				
<i>Description of the duty for day to maintenance/development</i>	<i>Areas/Nos</i>																		
1. Lawn areas	14.42 acres																		
2. Shrubs plants	12631 Nos.																		
3. Hedge length	20806 meters																		
4. Potted plants (cement)	800 Nos.																		
5. Trees 4-8 years	2387 Nos.																		
6. Jungle clearance	As per requirement																		
1	<p>Wages (unit wage rate per manday x total quantity of 7800 mandays)</p>	7800 mandays	-	manday	-														

	(Note:-Contractor has to make the minimum wage rate prescribed/revised once in six months by the Government of India). However, the Department will pay the wage rate finalised on this tender only. The difference amount of minimum wage rate increased during the contract period has to be borne by the contractor. Hence, the tenderers have to keep this in mind while quoting the wage rate here).				
1 a)	EPF Contribution (of employer) @ 13.61% (13.61% of the unit wage rate per manday x total quantity of 7800 mandays)	7800 mandays	-	manday	-
1 b)	ESI Contribution (of employer) @ 4.75%. (4.75% of the unit wage rate x total quantity of 7800 mandays)	7800 mandays		manday	-
1 c)	<i>Total amount of 1+1(a)+1(b)</i>	--	--	--	-
1 d)	Overheads/Profit (Percentage of profit/overheads on the total quantity of 7800 mandays)	7800 mandays	@	percentage	-
A	Total amount of 1 (c) + 1(d)	--	--	--	-
2	Supplying and stacking of good earth (red soil) at site including royalty and carriage with all leads, (earth measured in stacks will be reduced by 20% for payment).	60 cum		cum	
3	Supplying and stacking of well decayed cattle manure (cow dung) at site including royalty and carriage with all leads (manure measured in stacks will be reduced by 8% for payment).	150 Cubic Meter		Cubic Meter	
4	Supplying and stacking of organic manure (vermi compost) in standard packing bags.	25 quintals		quintal	
5	Supplying of Urea (45%N) in bags at site	5 quintals		quintal	
6	Supplying DAP in bags at site.	5 quintals		quintal	
7	Supplying superior quality of 1” dia PVC Hose Pipe for irrigation	500 meters		meter	
B	Total amount 2 to 7				
	Total amount (A+B)				

*Note: The applicable wage as per minimum wages Act is **Rs.368/- per day** for the category of labour and the contractor should not quote lesser rate than the minimum wage. Further the contractor should quote EPF and ESI amount at the prescribed percentage rates in appropriate columns.*