BANKERS INSTITUTE OF RURAL DEVELOPMENT, MANGALURU

PART-I

QUOTATION FOR ANNUAL MAINTENANCE CONTRACT FOR GARDENING & LANDSCAPING WORKS AT BIRD MANGALURU

AT

BANKERS INSTITUTE OF RURAL DEVELOPMENT, MANGALURU

NAME OF TENDERER: __________________________

ADDRESS:
________________________________________
________________________________________
________________________________________

THE JOINT DIRECTOR
BANKERS INSTITUTE OF RURAL DEVELOPMENT
KRISHNA NAGAR Rd, BONDEL
Mangaluru - 575008
**Invitation of Quotation for Annual Maintenance Contract for Gardening & Landscaping works at BIRD Mangaluru**

Sealed quotations in prescribed format are invited for providing Annual Maintenance Contract for Gardening and Landscaping works at BIRD Mangaluru on the terms and conditions stipulated in **Annexure-I** enclosed hereto.

We request you to submit your quotations and other particulars as per **Annexure-II**, latest by **3.00 p.m. on 30 September 2021**. Your quotation should be in a sealed cover, superscribed “Quotation for AMC of Gardening Services BIRD Mangaluru” and addressed to Joint Director, BIRD Mangaluru, Krishnanagar Road, Mangaluru- 575008.
Annexure-I

Annual Maintenance Contract for Gardening & Landscaping works at BIRD Mangaluru

A-SCOPE OF WORK

The Contractor shall carry out and complete the works in every respect in accordance with this contract and to the satisfaction of the Employer i.e. BIRD Mangaluru. The Employer may, in their absolute discretion and from time to time may issue written instructions, on any change in the scope of work as may be deemed necessary. The present scope of this contract is as under:

Maintenance of the existing garden and lawn which includes watering, trimming of trees, shrubs, plants, hedges, spreading of manure and garden earth, spraying of pesticides, replanting of seasonal flower plants in different seasons of the year, weeding out the wild grass and other wild vegetational growth at all locations in the premises at regular intervals, maintenance of flower beds, indoor / outdoor plants / trees, flower troughs, removal of garden related garbage from the premises and its disposal etc. complete as directed. The scope of the work is described below in more detail:

Scope of Work in detail:

1. The work involves day to day watering, trimming, weeding of the various plants like shrubs, hedges, ground covers, trees, grass lines and lawn areas and uprooting of grass/wild growth from all the paver blocks, path ways, open and undeveloped areas, removal of dry leaves from all the lawns and undeveloped areas, etc. as complete and as required at site as directed by BIRD Mangaluru.

2. Routine maintenance & levelling of lawn with the help of lawn mower (Hand driven or power driven) as per requirement. Cutting the edges to provide picturesque lawns, pruning and watering as per the requirements in various climatic conditions. Shaving off the grass, once in a year, making the soil rich by addition of a 3 cm thick layer of well decomposed cow dung manure (The cost of manure shall be paid separately); fine leveling with the help of 1/2 ton roller and other garden implements. The lawns shall be thick and cushioning shall be experienced, the appearance should be well greenery, free from weeds. Mixing neem cake, well decomposed cow dung manure & urea (To be paid separately by BIRD Mangaluru).

3. Maintenance of green area including removal of wild growth etc. other than lawn, every month in monsoon season and at an interval of every two months other than monsoon season in entire BIRD Mangaluru campus measuring approximately 6.63 acres (including buildings & structures, roads etc.)

4. Maintenance of shrubs along the boundary wall. Regular maintenance, pruning, watering to requirements, uprooting rank vegetation from wide beds;
digging with khurpi to increase porosity of the soil to provide better growth conditions and mixing well decomposed cow dung manure two times in a year. (The cost of manure shall be paid separately by BIRD Mangaluru). Mixing sterameal, flower mix, urea, bone meal; if required; for better flowering. (The cost of manure and fertilizers shall be paid separately by BIRD Mangaluru). The shrubs in the event of mortality has to be replaced by the Contractor, free of cost.

5. Maintenance of perennial trees planted in BIRD Mangaluru campus. This includes watering, cutting and pruning; digging of pits by khurpi to provide porosity in the soil; minimum twice a month, deweeding the pits and mixing a 3 c.m. thick layer of well decomposed cow dung manure at least three times in a year. (The cost of manure to be measured and paid separately by the BIRD Mangaluru). In the event of non-survival of trees, they will have to be replaced by the Contractor. It will be the responsibility of the Contractor, to see that the rate of mortality is below 20%. Replaced trees shall carry a defect liability maintenance period of six months from the date of plantation.

6. Maintenance of ground cover plants in BIRD Mangaluru campus. This maintenance includes watering, curing, cleaning, dusting, cutting to proper shape and taking full measures towards providing a beautiful environment. It also includes digging the beds by khurpi, deweeding and spreading and mixing of a 3 cm thick layer of well decomposed cow dung manure. (The cost of manure to be measured and paid separately).

7. Maintenance of potted plants including replacement of broken pots.

8. Anti-termite treatment of soil as per latest I.S. specifications as per requirement.

9. The entire scope of work shall be attended to by deploying skilled personnel on a regular basis everyday excluding Sunday.

10. Replacing the dead plants if any, shall be done.

11. The Contractor shall keep all the tools, sickles, hose pipes, etc., of his own, required for the gardening work. The water sources are provided at various convenient locations.

12. New plantation to be taken up shall be considered with prior approval of BIRD Mangaluru.

13. The health and growth of the plants shall be the prime concern of the Contractor and if the performance is not seen satisfactory, it may lead to reduction in the monthly charges at the discretion of BIRD Mangaluru.
14. Although the required water will be provided by the Bank, indiscriminate use of water shall not be allowed. Water should be used sparingly and carefully and all the efforts should be made by the Contractor for water conservation.

15. Various garden hydrant chambers shall be kept under lock, when not in use.

16. A small watershed model/Greenhouse/Bee Keeping/Vermicompost is proposed to be developed. Maintenance of such models would also be under the scope of the contract.

17. Tools and machines required to be provided by the Contractor:

(a) Lawn Roller, ½ Ton : As per requirement
(b) Diesel/power operated Lawn Mower, 18” Blades and Hand operated roller type Lawn mower, 18” Blades
(c) Spades (phawra) : As per requirement
(d) Kudal : As per requirement
(e) Khurpi : As per requirement
(f) Pointed Khurpi : As per requirement
(g) Jhalli/Water sprinkler/buckets etc: As per requirement

NOTE: The area/quantity of lawn, hedges, shrubs, trees, ground cover plants, creepers, potted plants etc., may increase or decrease in future based on change in landscape. No extra payment will be made for the same.

Purchase of new plants, sapling, fruit plants etc. shall be paid as per the actual cost on production of bill. Generally the material should be purchased from government nursery. Bill of private nursery will be entertained only if the material is not available with the government nursery. 25% of the cost of material shall be paid to the Contractor towards overheads, transportation, replacement cost, care & planting etc.

1. Requirement of Materials:

i) **Dump manure**: Dump manure shall be decomposed organic or vegetable matter obtained in the dry state from any dump. The manure shall be free from earth, stone brick bats or other extraneous materials.

ii) **Farmyard manure**: It shall be decomposed organic or vegetable matter obtained in the dry state from any manure farm. These shall be free from grit and any other extraneous materials.

iii) **Oil cake or chemical manure**: These shall be applied by the Contractor as required to the trees / plants during the maintenance period, the cost of which will be borne by BIRD Mangaluru.

B. Eligibility of Contractors: - All the contractors empanelled by BIRD Mangaluru for the trade. Such empanelled Contractors are communicated through available email, mobile phone, courier, speed post etc.
C-Manpower Assessment- For carrying out the above jobs, the Contractor has to deploy manpower as detailed below:

Four unskilled labour and one Supervisor - on a regular basis for 25 days a month in the premises of BIRD Mangaluru. The man-power as assessed above should be deployed in such a manner that no labour shall be required to work without a day’s weekly rest and for more than 25 days a month.

For any extra occasional work of special nature, the Contractor has to supply extra man-power as and when required with prior approval, for which additional payment, as per rule, shall be made.

D. Service and Material Cost-

Service Cost- i) The normal maintenance, expansion and improvement work of the garden shall be done by the manpower assessed and sanctioned as above. The wages of the labour shall be paid to the agency as per the rate to be quoted vide this quotation without violating the statutory provisions applicable to contract labourers.

ii) The cost of additional services like removing and disposing the garden wastes shall be paid extra to the agency at the rate to be quoted vide this quotation.

Material Cost-The cost of materials like fertiliser, pesticides, hormones, oil cakes and similar materials shall be paid on monthly basis as per actual expenditure.

E. Other Terms and Conditions

1. Before submitting the quotation, the intending bidder should visit the sites and assess the actual work to be executed.

2. The Contractor will provide required manpower and cleaning material to ensure that all the items indicated in the scope of work are attended to and executed to the satisfaction of BIRD Mangaluru.

3. Process of Selection- The cost of manpower, Contractor’s service charges and any other charges to be specified etc., as stipulated above shall form the primary components.

4. Details of Rate-

i) The rates quoted are firm and cannot be revised during the contract period except only as per statutory requirements like in case of revision of minimum wages by the Government.

ii) The rates should be quoted by the Contractor strictly as per the proforma in Annexure-II. The base rates quoted should include the cost of manpower and their uniform and Contractor’s administrative/overhead charges and service charges/profit and any other charge to be specified, exclusive of all taxes. All other taxes including GST applicable on the base rates should be mentioned separately. Only the base rates quoted shall be considered for comparison.
The rate quoted should be rounded off to the nearest rupee; if not done, shall be deemed to have been done so.

iii) **Tie in Rates** - The sum total of the rates quoted for all the components shall be reckoned for comparing the lowest rate for awarding the tender. **In case of tie in rates quoted by various bidders, the decision of the competent authority of BIRD Mangaluru for awarding the contract as per its procurement policy to one of such bidders shall be final.**

iv) **Reasonability of Rates** - The bidders shall take all care to ensure that the rates are quoted taking entire scope of the work and statutory obligations for engagement of contract labour into consideration. The competent authority of BIRD Managuluru reserves the right to seek additional clarifications, if felt necessary, from any of the bidders to (i) ensure successful performance of the contract and (ii) assess reasonability of administrative/overhead expenses quoted to pre-empt any possibility of exploitation of labour. In case of non-satisfactory explanation the bid of such bidder/s may be rejected outright, their EMD may be forfeited and they may also be debarred from participating in the rebidding.

5. **Discipline in Performance**

i) **Experience** - All the labourers should have the experience of gardening work.

ii) **Wearing Uniform** - They must be in **proper uniform** during the duty hours. The Contractor should provide adequate set of uniforms (minimum two sets per year) of quality fabric to the labours. The colour and design of the uniform shall be prescribed by the Bank. The uniform shall have to be properly maintained and worn by the labour properly cleaned.

iii) **Removal of Labourers** - The Contractor shall immediately remove a labour if asked for by the Bank on the grounds of non-performance of duty, incompetence, indiscipline, misconduct, indulging in illegal activities, causing damage to the property etc. Such labourer should not be redeployed without prior clearance from the Bank.

(iv) **Compliance with Instruction of the Principal Employer** - The Contractor has to carry out the jobs as per instructions issued by the authorized officials of BIRD Mangaluru. In case of failure to do so, the Contractor has to compensate the expenses incurred by the Bank for carrying out the deficient job along with 15% extra towards penalty. Such amount shall be liable for recovery from any amount payable to the agency. But, repeated failures by the agency may render the contract liable for termination and forfeiture of RMD.

6. **Compliance with Labour Laws** - The agency is required to strictly comply with all the statutory requirements relating to labour like payment of minimum wages, ESI, PF, bonus, workmen compensation etc. Complying with all such requirements shall be the sole responsibility of the agency and BIRD Mangaluru, in no case, shall be liable for non-compliance with such statutory obligations.
i) In no case the minimum wage for the persons engaged should be less than the central or state rate whichever is higher, for 25 days a month. The Contractor shall be entitled to claim the differential wage as and when the minimum wage is revised by the appropriate government.

ii) Besides the minimum wage EPF, ESI and bonus at the statutory rates has to be paid to all the contract labourers.

iii) *The quotation shall be summarily rejected if the amount quoted, after providing for committed non-labour components in the quotation like, Contractor’s administrative cost, Contractor’s profit and all the statutory recoveries like IT-TDS etc., is not sufficient to pay the statutory labour components like minimum wage, EPF, ESI, Bonus etc.*

iv) The wage shall have to be directly transferred to the bank account of the labourers by the Contractor and the documentary proof of the same has to be attached with the bill claiming payment from BIRD Mangaluru in the subsequent month.

v) In case the Contractor fails to pay the minimum wages to the workers, BIRD Mangaluru shall directly pay the shortfall to the workers and shall recover the same from any amount payable to the Contractor.

vi) Any complaint of undercutting the statutory dues of the labour by any means by the Contractor shall be viewed seriously. Non-payment of minimum statutory dues by the Contractor shall render the contract liable for summary termination.

vii) The Contractor shall have to maintain all the registers/records and display notices in the prescribed form as per statutory requirements and these shall have to be produced before the competent officials of BIRD Mangaluru for verification as and when required.

viii) After getting work order from BIRD Mangaluru the Contractor has to get the licence from the central government labour authorities for carrying out the job, within the stipulated period as per statutory requirements.

ix) The Contractor would be responsible for the safety of persons employed by him and should take adequate insurance coverage for them, the documentary proof of which shall have to be produced. The Bank shall not carry any responsibility in case of any accident to his labourers in the premises.

x) If, for any reason, BIRD Mangaluru is obliged, by virtue of the provisions of sub-section (1) of Section 12 of the Workmen’s Compensation Act, 1923, to pay compensation to a workman employed by the Contractor, in execution of the works, BIRD Mangaluru will recover from the Contractor the amount of compensation so paid, and without prejudice to the rights of BIRD Mangaluru
as the Principal Employer under subsection (2) of Section 12 of the said Act, BIRD Mangaluru will be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by it to the Contractor under this contract or otherwise. BIRD Mangaluru shall not be bound to contest any claim made against it under subsection (1) of Section 12 of the said Act, except on the written request of the Contractor and upon his giving to BIRD Mangaluru full security for all cost for which it might become liable in consequence of contesting such claim.

7. **Earnest Money Deposit (EMD)**- While submitting its quotation the Contractor is required to pay refundable Earnest Money Deposit of Rs.12500/- (Rupees Twelve thousand five hundred only) by e-payment only into the Current AC No.-NABADMN22, IFSC-NBRD0000002 maintained with NABARD, Head Office, Mumbai.

The EMD shall stand forfeited in case the successful bidder fails to undertake the work within 5 days from the date of issue of the final work order.

8. **Retention Money Deposit (RMD)** - The Contractor becoming successful in the bidding shall be required to keep a interest free security deposit of Rs.50000/- (Rupees Fifty thousand only) with BIRD Mangaluru till completion of the contract. BIRD Mangaluru reserves the right to forfeit the security deposit, partly or fully, in the event of deficient or non-performance of the contract, premature exit from the contract without following the prescribed procedure, any damage caused to BIRD Mangaluru by the Contractor or the persons engaged by him, or violating any of the terms and conditions of the contract.

9. **Duration of Contract**- The contract period shall be from 01 October 2021 to 30 September 2022 which can be renewed subsequently for a period as may be considered necessary by BIRD Mangaluru at the sole discretion of BIRD Mangaluru after review of the performance of the agency. However, BIRD Mangaluru reserves its rights to terminate the contract at any point of time without notice in the event of any unusual circumstances if it is observed/felt that the continuation of the contract any further would cause harm to BIRD Mangaluru or to public interest or public order.

10. **Terms of Termination** - The agreement can be terminated by not less than two months’ notice by the Contractor and one month’s notice by BIRD Mangaluru, under normal circumstances.

11. **Mode of Payment**- All payments will be made on a monthly basis through NEFT/RTGS only. The bidding agency must have a bank account and PAN card, the documentary proof of which shall have to be submitted along with the quotation.

12. **Statutory Deductions**- Statutory TDS at the applicable rates shall be effected from all the payments by BIRD Mangaluru to Contractor.
13. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of BIRD Mangaluru. The fees, if any, will be borne by BIRD Mangaluru.

14. The Contractor should arrange to submit the detailed address (both present and permanent), telephone / mobile No. (if any) of all his workers.

15. The successful bidder, in no case, shall assign or sublet the whole work or part thereof to any other contractor/firm/individual.

16. BIRD Mangaluru reserves the right to cancel any/all of the quotations without assigning any reason therefor.

17. In case any dispute arising out of this contract/award of work between BIRD Mangaluru and the Contractor, the decision of the Joint Director, BIRD Mangaluru will be final and binding on the Contractor.

18. All disputes are subject to Mangaluru jurisdiction only.

19. **Opening of Quotations**-The quotations will be tentatively opened by the competent authority of BIRD Mangaluru 30 minutes after the latest time prescribed for submission of the tender. The bidding agencies are free to remain present at the time of opening of quotations at BIRD Mangaluru.

20. The quotation should be signed on each page.

21. The quotation has to be submitted strictly in the prescribed proforma as per Annexure-II
The Joint Director  
Bankers Institute of Rural Development (BIRD)  
Krishnanagar Road  
Mangaluru - 575008

Dear Sir,

Annual Maintenance Contract in Respect of Gardening & Landscaping Works at BIRD Mangaluru

Please refer to your letter No __________ calling for quotation for executing the captioned work. Having examined the “Scope of Work and Other Terms & Conditions” mentioned in Annexure-I of your letter under reference, having visited and examined the sites of the work and having acquired the requisite information relating thereto affecting the tender, we hereby offer to execute the works specified in the said letter and quote our rate and furnish other required information in the prescribed proforma as per details below-

<table>
<thead>
<tr>
<th></th>
<th><strong>Name, Address, Contact No. of the Firm/Agency</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td><strong>Nature of Ownership of the Firm/Contractor</strong> (Proprietorship/Partnership/Registered Company). If proprietorship, enclose a photo ID card of the Proprietor, otherwise enclose Partnership Deed or Regd Certificate)</td>
</tr>
<tr>
<td>3</td>
<td><strong>Income Tax PAN No.</strong> (Attach self-attested photocopy)</td>
</tr>
<tr>
<td>4</td>
<td><strong>GST Regd. No</strong> (Attach self-attested photocopy)</td>
</tr>
<tr>
<td>5</td>
<td><strong>Details of Bank Account</strong></td>
</tr>
</tbody>
</table>
- Name of the Account holder
- Name of the Bank, Branch & Place
- A/c type (Savings or Current)
- Account No
- IFS code
  (Attach self-attested photocopy of a cheque)

6 **Brief history of the Contractor**
   (Attach separate sheet, if required with supporting documents)

7 **Institutions which awarded work** to the contractor during the last 3 years (attach details)

---

8. **Details of EMD:**

<table>
<thead>
<tr>
<th>Mode of Deposit</th>
<th>Instrument No.</th>
<th>Date</th>
<th>Name of Bank</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. **Rates Quoted Per Month** (Amount in Rs)

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Type of Charges</th>
<th>Specifications</th>
<th>Amount Quoted (Per month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Manpower Charges</td>
<td>Wage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(04 unskilled labours and 01 Supervisor/ Skilled labour)</td>
<td>PF</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ESI</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bonus</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Others</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total of (I)</strong></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Any other Charge (Please Specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td><strong>Total-I to II</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Administrative/Over head charges including insurance and other risk</td>
<td>% of III (mention only percentage here)</td>
<td>---→</td>
</tr>
</tbody>
</table>

12
<table>
<thead>
<tr>
<th>Coverage of workers</th>
<th>Charges for providing amenities for Labours including uniform.</th>
<th>% of III (mention only percentage here) →</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Service Charges/profit of the contractor on amount at IV</td>
<td>% of III (mention only percentage here) →</td>
</tr>
<tr>
<td>V</td>
<td></td>
<td>Mention total amount calculated as per quoted percentages at IV on the present basic at III</td>
</tr>
<tr>
<td>VI</td>
<td><strong>Total – III+V</strong> (both in figure and words)</td>
<td></td>
</tr>
<tr>
<td>VII</td>
<td><strong>GST</strong></td>
<td>% of VI (mention percentage here) ----&gt;</td>
</tr>
<tr>
<td>VIII</td>
<td><strong>Any other tax</strong></td>
<td></td>
</tr>
</tbody>
</table>

Yours faithfully,

Signature and seal of the authorised signatory of the agency

Place:

Date:

Enclosures:- 1) Self-attested copy of the PAN card
            2) Self-attested photocopy of a cancelled cheque
            3) Contractor’s Licence
            4) GST certificate
            5) Last three years ITR
            5) Any other relevant documents