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Dear Sir

**INVITATION OF QUOTATION FOR PROVISION OF MANPOWER FOR GARDENING  
SERVICES AT NABARD'S OFFICE PREMISES AND STAFF QUARTERS IN JAMMU FOR  
THE PERIOD FROM 01 MAY 2020 TO 31 MARCH 2023**

Jammu & Kashmir Regional Office, Jammu, proposes for Provision of Manpower for Gardening Services at NABARD's Office Premises and Staff Quarters in Jammu for the period from 01 May 2020 to 31 March 2023.

2. We invite competitive sealed quotations for the captioned work and request you to forward your quotations as per the scope of work in **Annexure-1** and other particulars as per **Annexure-2**, latest by **3.00 p.m. on 15.04.2020**. Your quotation should be in a sealed cover, super-scribed "**Provision of Manpower for Gardening Services**" addressed to the Chief General Manager, NABARD, Jammu & Kashmir Regional Office, NABARD Tower, Near Saraswati Dham, Railway Road, Jammu-180012.

Yours faithfully

Sd/-

(Guriqbal Singh)

Deputy General Manager

Encl-Annexure-1 and 2

## Annexure-1

### TERMS & CONDITIONS OF THE CONTRACT

#### **1. MANPOWER, WAGES, ETC.**

(a) The Contractor should ensure to comply with all the provisions of Labour Act / State / Central Govt. agreed procedures. The Contractor shall be solely responsible for compliance to provisions of various labour and industrial laws and all statutory obligations such as minimum wages as per Central Govt. rules, allowances, compensations, EPF, Bonus, gratuity, ESIC, etc. relating to workers provided to the Bank. The Bank shall have no liability in this regard.

(b) The Contractor shall ensure to get the Police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.

(c) All personnel provided by the Contractor will be on the payrolls of the Contractor / Company.

(d) That the Contractor will not sub-contract or permit any other person to perform any of the work or services agreed to without prior permission from NABARD.

(e) The Contractor shall ensure the availability of a reliever for weekly off and a substitute is provided if a person is absent. The Contractor should arrange for replacing his workmen to give weekly off to his workmen as per the labour rules.

#### **2. SAFETY, SECURITY, ETC.**

(a) That NABARD shall not be liable for any compensation in case of any injury / death caused to any other Contractor's employees while performing / discharging their duties / visiting Bank's premises for inspection or otherwise.

(b) The contractor shall alone be fully responsible for safety and security & insurance or life insurance of their personnel who is working on the operation and maintenance works. In no case, safety norms shall be violated. The contractor should also be responsible to comply with statutory requirements including fire safety regulations.

(c) The Contractor agrees that its personnel shall comply with security regulations in effect from time to time at Bank's premises. The Contractor should issue a valid Company Identity cards to all their staff personnel who will be providing services under this contract.

(d) All personnel of Contractor may be subjected to a thorough physical checking while coming and leaving the colony/office premises. Those persons so deputed will sign in the Register for arrival and departure at the site.

### 3. PAYMENT TERMS

- (a) Payment of AMC shall be made on monthly basis once the bills are submitted on completion of month subject to satisfactory services. There would be no increase in rates payable to the Contractor during the Contract period.
- (b) NABARD shall reserve the right to deduct the pro-rata charges for the absence of any Staff member of the Contractor.
- (c) In case of any lapse on contractor's part in proper maintenance of lawn and other related sites, NABARD has got right to deduct the pro-rata charges for the period.
- (d) The Contractor shall be responsible for any loss due to theft/ pilferage/ damage of NABARD Property when such losses caused due to negligence or carelessness or any fault on the part of the Contractor or any of his employees and also liable to pay to NABARD such amount of loss as may be assessed.
- (e) The Contractor shall be responsible to pay rates and wages to his employees and observe hours of work and conditions of employment as per existing rules under the Minimum Wages Act. The contractor shall be responsible and will ensure that the workmen are paid wages, which are not lower than the minimum wages prescribed by the Central/ State Government, and shall be responsible for proper maintenance of all registers, records and accounts so far as the same relate to compliance of any statutory provisions/ obligations.
- (f) The contractor shall accept and bear full and exclusive liability for the payment of any or all taxes now in force or hereinafter imposed increased or revised from time to time by the Central/ State Govt. or any authority with respect to or covered by wages, salary or other compensation paid or payable to persons employed by him.
- (g) The contractor shall be responsible for all the claims of his employees and the employees shall not make any claim whatsoever against the Bank. The contractor's workmen shall not have any right whatsoever for absorption in the Bank.
- (h) The contractor shall be responsible for payment of their wages and dues to their employees and he shall be liable for any liability arising out of violation of any law, local or central. It will be the responsibility of the contractor to ensure that NABARD's directions are carried out by the persons employed by him.
- (i) The contractor shall indemnify the Bank against any penalties/ claims for any default on his part.
- (j) The contractor should fully comply with all applicable laws and rules and regulations relating to the Provident Funds Act including the payment of provide fund contribution. Payment of Bonus Act. Workmen Compensation Act, and / or such of the Acts or laws or regulations passed by any Central/ State Governments, Employees State Insurance Corporation. Municipal Authority including TDS as per the IT Act.

(k) The contractor shall provide weekly off/ holidays to his workmen as per labour laws but it shall be his responsibility to ensure uninterrupted services to the Bank on all days.

(l) If during the currency of the contract any Government notification prohibits engagement of the contract labour for the purpose for which the contractor has been engaged, the contract will come to an end forthwith and no compensation will be paid to the contractor.

(m) The contractor shall be responsible for liquidating damages on failure of breach of the terms and conditions of the contract.

#### 4. CONSUMABLES & TOOLS:

(a) The cost of essential day to day consumables like manure, pesticides, soil, garden tools, machineries, irrigation system, etc. shall be borne by the bank.

(b) Need based arrangement for saplings, pots, manure, pesticides, soil, garden tools, machineries, irrigation system, etc. has to be brought to the notice of the Bank and the works have to be carried out as per the advice of the concerned Officer. The expenditure shall be borne by the Bank.

#### 5. TERMINATION OF THE CONTRACT

(a) NABARD reserves the right to terminate the agreement in case of breach of any terms and conditions of this agreement by the Contractor, with 24 hours notice. NABARD also reserves its right, to claim damages for such breaches and the decision of the bank in this regard shall be final. NABARD can terminate the agreement if the services provided by the Contractor are found to be dissatisfactory.

(b) NABARD can terminate the agreement by giving 30 days notice in writing. However, the Contractor can terminate the agreement by giving 90 days notice in writing to the Bank.

#### 6. FORCE MAJEURE

Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall use all reasonable endeavours to minimize any such delay.

#### 7. BUSINESS TERMINATION

(a) In the event that the contractor shall close conducting business in the normal course or wind up, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or shall avail itself or become subject to any proceeding under any Act or statute of any country or state relating to insolvency or protection of rights of creditors, then this agreement shall terminate and be of no further force and effect.

(b) If the Bank does not avail of certain service(s) mentioned in the Scope of work, then the Bank shall not pay for that/those service(s). The Bank shall have the right, during performance of the maintenance contract to change the scope and/or technical character of the maintenance contract.

**SCOPE OF WORK**

1. The contractor has to deploy three gardeners who shall report for work at **0900 hrs** and shall remain on duty till **1700 hrs** for six days a week. The deployment of gardeners is as given below:

<b>Location/Manpower</b>	<b>Gardener A</b>	<b>Gardener B</b>	<b>Gardener C</b>
Office Premises (Mon-Sat)	09:00 AM TO 01:00 PM	-	-
Staff Quarters (Mon-Sat)	01:00 PM TO 05:00 PM	09:00 AM TO 05:00 PM	09:00 AM TO 05:00 PM

2. **The contractor has to perform following activities:**

- a. Daily watering
- b. Weed removing
- c. Trimming & pruning
- d. Soil mulching
- e. Lawn mowing
- f. Hedges cutting etc.
- g. Shrubs cutting
- h. Cleaning

3. **REPLACEMENT GUARANTEE**

Any plant or shrubs or Ground covers dead due to any reasons, will be replaced with the items with same species immediately. Size of plant may vary as per availability. Cost of replacement shall be borne by the bank.

4. **OTHER MISCELLANEOUS WORKS**

Maintenance services for the gardening work as per direction of the Bank with labour, materials, tools, tackles & plants.

5. **POTTED PLANTS**

Regular maintenance of plants in the flower pots including daily watering, manuring, adding extra earth etc. all complete for healthy growth of plants in the pots.

6. **GARDEN, SEASONAL FLOWER BEDS AND NURSERY**

Forking the ground, rotation of soil, removing and disposal of weed, wild growth, top dressing, watering, cutting, pruning, removing old leaves and unwanted growth, seed sowing of approved quality and species, growing seedling, transplantation of seedlings to various beds, nurturing and growing flowers and leaves, grafting, manuring with Eiump manure, compost, chemical fertilizers, applying anti-termite chemicals, insecticides,

supporting the growing plants with split bamboo supports, providing temporary sheds over the growing seedlings, all as per approved samples, dosage and quality complete.

7. **SHRUBS, TREES, GROUND. COVERS, SHADE LOVING FOLIAGES AND CREEPERS**

Hoeing the ground, removing and disposal of weeds/wild growth from the surroundings, watering, cutting, pruning, removing old leaves and unwanted growth measuring, applying anti-termite chemicals and insecticides, fumigating as and when required, replacing worn out creeper supports, renovating barren strips of hedges, shrubbery etc. all complete.

8. **GENERAL MAINTENANCE**

Pruning:- Clipping and trimming of hedges and edges, trimming of shrub plants, trees creepers, rose plants etc. at regular intervals, stacking & disposing off/ remove the trimmed branches and other related waste of the plants immediately anywhere in the Office Premises and the Staff Colony.

9. The cost for supply of plants, good earth, manure, chemicals, materials, tools & tackles shall be borne by the bank and the same shall be supplied by the contractor.

10. Removing fallen leaves, twigs and other miscellaneous refuse from the road and other paved / unpaved lawns & disposing off the same on daily basis outside Academy or as directed by officer in-charge. All cost pertaining to this will be borne by the contractor.

11. Fine dressing of the ground including providing of additional soil at bank's cost.

12. Spreading of sludge, dump manure and good earth in required thickness and as directed by bank's officials.

13. Mixing earth and sludge or manure in proportions specified.

14. Grassing with selection of grass including watering and maintenance of the lawn for 30 days or more till the grass forms a thick lawn free from weeds and fit for moving including supplying good earth at NABARD's cost, if needed, and as directed NABARD's officials.

15. Complete maintenance of the lawns including weeding, hoeing, watering, maintenance of trees and shrubs on lawn, regular mowing of lawn, removal of garden rubbish and deep rooting rank vegetation, applying insecticides & pesticides (whenever required), making, sowing, and maintenance of seasonal flower beds etc and other garden related works as directed. Lawn area includes flower beds, as well.

16. **PLANT PROTECTION**

Periodic checks to be carried out for pests and diseases. In the event of infestation prompt spraying of appropriate pesticides, insecticides and fungicides will be required for

eradiction of the same. The contractor will supply pesticides, insecticides and fungicides and the expenditure shall be borne by NABARD.

17. LAWN MOVING

Lawn moving at a regular interval of 7-10 days.

18. FERTILIZER

Manure and fertilizes specified shall be supplied by the contractor as required and under the direction of NABARD's officials. The cost shall be borne by NABARD.

19. IRRIGATION: Daily adequate watering of gardens, lawns, pot plants, plants/trees, etc. with hose pipe in different areas should be done regularly.

20. POTTED PLANTS

The existing potted plants beds to be maintained with minor alternation (if required) by planting summer & winter seasonal plants. Seed/seedlings should be provided by the contractors.

NOTE: All the above mentioned scope of works is indicative and not exhaustive. Bank reserves the right to add/delete any work under the scope of work. However, the Contractor has to properly maintain the Gardens, lawns, trees, etc. inside the campus.

**ANNEXURE-2**

The Chief General Manager  
National Bank for Agriculture and Rural Development  
Jammu & Kashmir Regional Office  
NABARD Tower, Railhead Complex  
Near Saraswati Dham  
Railway Road, Jammu

Dear Sir,

**QUOTATION FOR PROVISION OF MANPOWER FOR GARDENING SERVICES AT  
NABARD's OFFICE PREMISES AND STAFF QUARTERS IN JAMMU FOR THE PERIOD  
FROM 01 MAY 2020 TO 31 MARCH 2023**

Please refer to your Letter Ref No NB.JKRO/DPSP/Gardening/2020-21 dated 01 April 2020 calling for Provision of Manpower for Gardening Services at NABARD's Office Premises and Staff Quarters in Jammu for the Period from 01 May 2020 to 31 March 2023. Having examined the "Work Site" & "Scope of Work" by visiting the site and having acquired the requisite information in respect of the tender and having accepted the terms and conditions mentioned therein, we hereby offer to undertake the above work as specified in the said letter and quote our rates and furnish other required information in the prescribed proforma as per details below-

1.	<b>Name and Address of the Agency</b>	
2.	<b>Contact Number &amp; E-mail Id</b>	
3.	<b>Nature of ownership- Proprietorship, Partnership Firm or</b>	



	<b>Private Limited Company</b>	
<b>4.</b>	<b>Details of Proprietor, Partners or Directors. Enclose ID proof of Proprietor, Copy of Partnership Deed or Registration Certificate in case of a Private Limited Company.</b>	
<b>5.</b>	<b>Income Tax PAN No. (Attach Self Attested Photocopy)</b>	
<b>6.</b>	<b>GST Registration No. (Attach Self Attested Photocopy)</b>	
<b>7.</b>	<b>Details of Bank Account</b>	
<b>(i)</b>	<b>Name of the Account Holder</b>	
<b>(ii)</b>	<b>Name of the Bank</b>	
<b>(iii)</b>	<b>Branch Address</b>	
<b>(iv)</b>	<b>Type of Account (Current or Saving)</b>	
<b>(v)</b>	<b>IFS Code</b>	
<b>(vi)</b>	<b>Account No. (Attach Self Attested Photocopy of a Cancelled Cheque)</b>	

### **SCHEDULE OF QUANTITIES (FINANCIAL BID)**

**Charges towards Provision of Manpower for Gardening Services at NABARD's Office Premises and Staff Quarters in Jammu for the Period from 01 May 2020 to 31 March 2023.**

#### **PREAMBLE to SCHEDULE OF QUANTITIES**

- A. Quoted rates should be workable and reasonable and should include:
- i. Payment to all the contract workers engaged by contractor on site as per minimum wages as notified by Regional Labour Commissioner from time to time or as per minimum wage of Central Government whichever is higher.
  - ii. ESI & PF benefits (Employer's contribution towards ESI & PF).
  - iii. Any increase in minimum wages during the currency of the contract.
  - iv. Insurance (Both Workmen's Compensation and Contractor's All Risk policy).
  - v. Cost of two sets of uniform and one set of shoes per annum.
  - vi. Charges, if any, towards safe disposal of garbage from NABARD premises in safe municipal dump.
  - vii. Incidental expenses and all overheads and profits.

Sr. No.	Description of Work	Unit	Rate in Rs.
1.	Monthly charges for Gardening Maintenance Services by Provision of Manpower at NABARD's Office Premises and Staff Quarters in Jammu for the Period from 01 May 2020 to 31 March 2023 and landscaping consultancy as per details given in the Terms & Conditions and Scope of Work (Annexure I).  Total number of gardeners to be deployed- Three(03)	Lumpsum charges per month in Rs.	
2.	GST ( as applicable)		
3	Employers' contribution towards EPF and ESI etc. (If the number of person employed is more than 10)		
4.	Contractors Margin		
<b>Total</b>			
<b>(Rupees in Words):</b>			

Signature of bidder with Seal and Date