

GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
JAWAHARNAGAR, KHANAPARA, GUWAHATI - 22

No. AASC (G) 197/2017/13

Date: 10/10/2017

NOTICE INVITING TENDER

Sealed tenders affixed with non-refundable court fee stamp of Rs. 8.25 (eight rupees and twenty five paise only) are invited from experienced government-registered maintenance service firms/organizations/associations for maintenance of garden areas of Assam Administrative Staff College (AASC), Jawaharnagar, Khanapara, Guwahati – 22.

Interested parties may collect the tender documents from the Administrative Officer, Assam Administrative Staff College (AASC), Guwahati during office hours on payment of Rs. 1,000/- (Rupees one thousand only) in cash, which is not refundable, or may download these tender documents from our website, www.aasc.gov.in . However, the payment of Rs. 1,000/- in cash has to be made in any case. The tenders will be issued from **12/10/17** and the last date of submitting the tenders is **03/11/17**, up to 2 p.m. and they would be opened on the same day at 3 p.m. in the presence of the tenderer or their authorized representative.

The undersigned reserves the right to reject any or all tender papers without assigning any reason thereof.

Sd/-
Director of Training
Assam Administrative Staff College
Jawaharnagar, Khanapara, Guwahati - 22

TENDER DOCUMENTS FOR
MAINTENANCE OF GARDEN AREAS OF
ASSAM ADMINISTRATIVE STAFF COLLEGE
JAWAHARNAGAR, KHANAPARA, GUWAHATI – 22

Signature of the tenderer
with date & seal

TERMS AND CONDITIONS

SECTION: - A

The tenderer or their representative may be present at the time of opening of the tenders. The interested parties may inspect the sites on any working day during office hours. Further,

1. The tender documents should give the following information:
 - (a) name of the firm,
 - (b) owner of the firm,
 - (c) registration number,
 - (d) address in full,
 - (e) contact number and
 - (f) experience certificate (s) as per format at **Section D**.
2. Only firms having experience of more than three years of such work in government organizations/semi-government organizations/corporations etc. may apply. Proof of having executed / being engaged in such work should be provided.
3. The rates proposed to be quoted for the specified works should be written in figures and as well as in words clearly and legibly.
4. The firm should employ the stated number of workers/labourers/supervisors etc as per the specification of works contained in **Section B** (category wise) as proposed by AASC.
5. The tender must be accompanied by a Demand Draft of Rs. 10,000/- (rupees ten thousand only) in favour of the "Director of Training, Assam Administrative Staff College" as Earnest Money Deposit. Tenders without the requisite Earnest Money Deposit will be rejected.
6. Certified copy of GST number is to be furnished along with the tender. Original is to be produced in case of final selection.
7. The Earnest Money of the firm would be forfeited in case of failure to undertake the work upon final selection and receipt of order.
8. The tender documents will be opened in the presence of tenderers who wish to be present at that time.
9. The Director of Training reserves the sole right to reject any or all tenders without assigning any reason thereof.
10. Latest statements of EPF and ESI registration and up-to-date copy of labour license are to be submitted.
11. Banker's certificate, along with Profit and Loss Account and Balance Sheet duly certified by a Chartered Accountant must be submitted for the last 3 (three) years, i.e. 2014-15, 2015-16 and 2016-17.
12. Only firms with an annual turnover of not less than Rs 10 lakh per year duly certified by Chartered Accountant during the last three years i.e. 2014-15, 2015-16 and 2016-17 may apply.
13. The tenderer should submit up-to-date copy of registration certificate/trade license and PAN.
14. This is a contract wherein the bidder shall provide the workers & implements along with plants/seedlings etc required to carry out the beautification and maintenance of the garden areas of AASC, specification of which is as below namely:

- (a) island gardens in front of and by the side of the car parking area of administrative building,
- (b) circular rose garden in front of the old library building,
- (c) hostel gardens in front of hostel block ,
- (d) central garden between the administrative building and hostel,
- (e) gymnasium garden near Civil Services Officers Institute (CSOI),
- (f) open space between staff quarters and senior officers colony,
- (g) field in between the Civil Services Officers Institute and the hostel complex,
- (h) the fruit orchard behind the administrative building and adjacent to the IAS colony,
- (i) Director's quarter in front of the field between the Civil Services Officers Institute (CSOI) and hostel complex and
- (j) patches of grass by the side of the walkways inside the residential campus and in vacant spaces in AASC, Jawaharnagar, Khanapara, Guwahati – 22.

Award of contract to successful bidder and contractor's responsibility:

15. The contractor shall have to enter into a legal agreement on Non-Judicial Stamp Paper with AASC.
16. The contract shall remain in force for a minimum of 1 (one) year from the date of taking over of the contract by the contractor.
17. The contract may be extended for another year on satisfactory performance.
18. The contractor shall be given a space in Assam Administrative Staff College during the contract period for storage of the materials required by them. The place so provided should be used only for performance of that purpose and not for any other purpose.
19. The contractor shall have no tenancy right on space provided. The spaces provided have to be vacated immediately on expiry of the contract.
20. All personnel deployed by the contractor should be above 18 years of age and would have to be medically fit at all times.
21. The contractor shall issue proper identity card to all workers deployed by him at the AASC.
22. The contractor shall furnish the complete list of personnel employed by him at the AASC, along with their bio-data, proof of residence, photographs, etc before they are deployed. Any changes made thereafter will have to be brought to the notice of the Administrative Officer, AASC immediately.
23. All the personnel employed by the contractor should be well-mannered and in proper uniform, as approved by the AASC authorities at all times during duty hours.
24. *The workers/personnel engaged by the contractor shall have no presumptive or any kind of right of absorption in the services of AASC.*
25. AASC is not bound to provide residential accommodation to the personnel engaged by the contractor.
26. No worker employed by the contractor would be allowed entry inside the AASC campus if he is not in uniform and/or does not carry the identity card.

27. The contractor would have to replace any worker(s) engaged by him, if desired by the college authorities.
28. All the jobs of workers engaged by the contractor must be supervised by the contractor.
29. The contractor or any of his workers shall not carry any materials/items out of AASC campus without necessary permission from the Director of Training, Assam Administrative Staff College.
30. If during the course of execution of this contract by the contractor, any minor or major damage is caused by the contractor or his workers to any person or property of the AASC, any claims arising there from shall be recovered, settled and dealt with directly by the contractor, after joint inspection by the AASC authorities and the contractor shall render all assistance and cooperation to the AASC if any enquiry is held thereon.
31. The contractor shall be responsible for the safety of each labourer and should follow all rules and regulations prescribed by the Government from time to time.
32. In case any dispute arises regarding the job of contractor including the interpretation regarding his or his workers' work, the decision of the Director, AASC shall be final and binding on the contractor.
33. The quality of service at all times should be as per standards laid down by AASC and explained to the contractor from time to time.
34. All workers engaged by the contractor are liable for security checks from time to time, especially during the VIP visits.
35. **The contractor will have to ensure that no garbage or any kind of waste material like paper, bottles, tobacco packets, butts, dry wastes, food wastes, etc are found littered inside the campus. Cleanliness of AASC is a responsibility of every individual engaged/residing inside the campus.**
36. The workers are to be present in office till the end of working hours.
37. The maintenance works, including those in the hostel, may also be required on public holidays if there are any in-house training courses or other conference/meetings, etc. /any work as desired by Director of Training/Administrative Officer of AASC.
38. The AASC authority reserves the right to reject the entry of any worker employed by the contractor into the AASC campus.
39. In case the workers engaged by the contractor have any grievances, they shall take these up with the contractor without creating any disturbance in the AASC campus. If the workers engaged by the contractor resort to any agitation resulting in any damage to the property of AASC and or to its reputation or cause any hindrance to its work, the contractor would be liable for payment of damage to AASC. It would also be construed as a breach of contract rendering the contractor liable for such action as may be deemed necessary.
40. The contract is terminable by one month's notice from the Assam Administrative Staff College's end, and if necessary, by discussion with the contractor or unsatisfactory performance by the contractor.
41. In case of any legal dispute, the place of litigation shall be Guwahati.

Payment and deductions:

42. While making payment, the AASC will make the following deduction if required –
 - a. The amount equivalent to any damage/loss etc. done by the labourer employed by the contractor in carrying out the job at AASC.
 - b. Any other charges, fines, penalties, etc. as deemed fit.
 - c. A minimum penalty of Rs. 1,000/- per violation/per occasion will be levied on the contractor for intermittent service failure or any lapse in service on the part of the contractor and/or its employees. In all such cases, the fines shall be imposed by the Director, on the basis of the report submitted by the Administrative Officer of AASC.
43. If the firm fails to employ the stated numbers of workers as specified in **Section B**, AASC reserves the right to deduct an amount equivalent to the pay of workers found short in work. Details of wages to be paid, as per Notification of Labour Commissioner, Government of Assam (**Section F**), is stated at **Section C**.
44. The rates accepted both by AASC and contractor shall be all inclusive of complete items, including GST and any other taxes and duties or other levies by Government, details of which will be specified by the bidder in the bid document. These rates shall be valid for the contract period and shall not be subject to any variations due to increase in material price or labour charges or any other conditions whatsoever.

The following items/points may be taken into consideration by the bidder while quoting the rates:

45. The bidder will supply the potted indoor plants in the Administrative Building, library of AASC, around the gardens and will also maintain them.
46. The bidder will have to provide all machines and arrange for the fuel accordingly.
47. The bidder will have to provide insecticides, pipes and hoses, etc. for the work.
48. The bidder will have to bear the cost of uniforms to be provided to the workers.
49. The lawns and hedges in the campus of the AASC will be kept well manicured and in immaculate condition by the contractor at all times.

SECTION: - B**SPECIFICATION OF WORKS**

Cleaning and maintenance of garden areas of Assam Administrative Staff College as indicated below:-

<u>Gardens</u>	<u>Location</u>	<u>Description of work</u>	<u>Requirement of garden cleaning & maintenance staff</u>
a) Island Garden	i) In front of Administrative Building ii) By the side of car parking area of administrative building	1) Cleaning, 2) Pruning, 3) Lawn maintenance & mowing, 4) Flower bed, 5) Seasonal flower, 6) Potted plant, 7) Plantation of species & 8) Hedge	2
b) Circular Rose Garden	In front of the old library building	1) Cleaning, 2) Pruning, 3) Lawn maintenance & mowing, 4) Flower bed, 5) Seasonal flower, 6) Potted plant, 7) Plantation of species & 8) Hedge	
c) Hostel Garden	In front of hostel block	1) Cleaning, 2) Pruning, 3) Lawn maintenance & mowing, 4) Flower bed, 5) Seasonal flower, 6) Potted plant, 7) Plantation of species & 8) Hedge	2
d) Central Garden	Between new library building and hostel & behind and by the side of new library building.	1) Cleaning, 2) Pruning, 3) Lawn maintenance & mowing, 4) Flower bed, 5) Seasonal flower, 6) Potted plant, 7) Plantation of species & 8) Hedge	3
e) Gymnasium Garden	Near Civil Services Officers Institute (CSOI)	1) Cleaning, 2) Pruning, 3) Lawn maintenance & mowing, 4) Flower bed, 5) Seasonal flower, 6) Potted plant, 7) Plantation of species & 8) Hedge	2
f) Open space	Between staff quarters and senior officers' colony	1) Cleaning, 2) Pruning, 3) Lawn maintenance & mowing, 4) Flower bed, 5) Seasonal flower, 6) Plantation of species & 7) Hedge	3
g) Field	In between the Civil Services Officers Institute (CSOI) and hostel complex	1) Cleaning, 2) Pruning, 3) Lawn maintenance & mowing, 4) Seasonal flower, 5) Plantation of species & 6) Hedge	
h) Fruit Orchard	Behind the administrative building and adjacent to the IAS colony	1) Cleaning, 2) Pruning, 3) Lawn maintenance & mowing, 4) Seasonal flower, 5) Plantation of species & 6) Hedge	
i) Director's quarter	In front of the field between the Civil Services Officers Institute (CSOI) and hostel complex	1) Cleaning, 2) Pruning, 3) Lawn maintenance & mowing, 4) Flower bed, 5) Seasonal flower, 6) Potted plant, 7) Plantation of species & 8) Hedge	

j) Grass patches	By the side of the walkways inside the residential campus and in vacant spaces in AASC, both sides of the pathways inside the AASC campus.	1) Cleaning, 2) Pruning, 3) Lawn maintenance & mowing, 4) Seasonal flower, 5) Plantation of species & 6) Hedge	2
Total			14

SECTION: - C

Detailed calculation of wages for a year for the below mentioned category for the purpose of evaluation of Tender Bids

Sl. No.	Category	Minimum wages per day (as per notification of Labour Commissioner, Govt. of Assam, No. ACL/43/2004/8240-306 dated 30/05/2017) (Present rate w.e.f. 01.07.2016)	Total mandays in a year	Total wages in a year
1	Cleaning & maintenance staff (semi skilled) #	Rs. 298.52/-	5040	Rs. 15,04,540.80
Total (Rs.)				Rs. 15,04,540.80

Assuming 360 days in a year for each cleaning & maintenance staff of gardens for the calculation of total mandays.

SECTION: - D

DETAILS OF THE FIRM/TENDERER

1	Name of the firm	
2	Owner of the firm	
3	Registration No. of the firm	
4	Permanent postal address for communication	
5	Contact number	
6	Experience certificate	

Signature of tenderer with date & seal

SECTION: - E

LIST OF DOCUMENTS TO BE SUBMITTED BY THE FIRM

Name of the firm: _____

Sl. No.	Documents	Submitted
01	Court fee stamps of Rs. 8.25/-	
02	Security deposit of Rs. 10,000/-	
03	Experience Certificates (enclose proof of documents)	
04	G S T number (enclose proof of document)	
05	EPF & ESI registration (enclose proof of document)	
06	Labour license (enclose proof of document)	
07	Banker's certificate	
08	Profit and Loss Account & Balance Sheet (for 2014-15, 2015-16 & 2016-17)	
09	Annual turnover (enclose proof of document)	
10	Trade license/ Registration certificate (enclose proof of document)	
11	PAN (enclose proof of document)	

Signature of tenderer with date & seal

Detail List of Employees

Sl. No.	Particulars	Remarks
1.	Name of employee	
2.	Father's name	
3.	Date of Birth	
4.	Address of communication (Permanent)	
5.	Address of communication (Temporary)	
6.	ESI statement (up-to-date)	
7.	EPF statement (up-to-date)	

Signature of tenderer with date & seal