

GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
AN INSTITUTE CERTIFIED UNDER THE STANDARDS OF ISO 9001:2015
JAWAHARNAGAR, KHANAPARA, GUWAHATI - 22

No. AASC (G) 9/2019/31

Dated Guwahati the 27th of May, 2019

NOTICE INVITING TENDER

FOR DEVELOPMENT, BEAUTIFICATION AND MAINTAINING OF GARDEN AREAS
OF ASSAM ADMINISTRATIVE STAFF COLLEGE

Sealed “**TENDERS**” in two bid-system affixed with non-refundable court fee stamp of Rs. 8.25 (Eight rupees and twenty-five paisa) only are invited from reputed firms/individuals for providing SERVICES FOR DEVELOPMENT, BEAUTIFICATION AND MAINTAINING OF GARDEN AREAS OF ASSAM ADMINISTRATIVE STAFF COLLEGE (AASC) for a period of one year from awarding of the tender on the following terms & conditions. The contract may be extended annually for 2nd and 3rd year subject to satisfactory performance under the agreement.

Key Events	Date
Issue of Tender Documents	31.05.2019 onwards
Last date of submission of Tender	15.06.2019
Date of opening of Technical Bid	15.06.2019 at 12:00 PM or the next day if the scheduled date is a holiday
Cost of Tender documents	<i>Rs. 1000.00 (One Thousand)</i> only which is non-refundable
Earnest Money	<i>Rs.20,000.00 (Twenty Thousand)</i> only
Date of Pre Bid Conference	14.06.2019 at 11:00 AM
Date of Opening of Financial Bid	Will be intimated to the bidders who qualify the Technical Bid

THE BIDS COMPLETE IN ALL RESPECTS AND ADDRESSED TO THE DIRECTOR, ASSAM ADMINISTRATIVE STAFF COLLEGE, JAWAHARNAGAR, KHANAPARA, GUWAHATI-781022, ASSAM, SHOULD REACH BY 15.06.2019 at 11:00AM.

The interested firms may collect the tender documents from the Administrative Officer, Assam Administrative Staff College during the office hours on payment of ***Rs. 1000.00 (One Thousand) only*** in cash which would be non-refundable before 14.06.2019.

The tender documents may also be downloaded from the website, www.aasc.assam.gov.in. However, the payment of ***Rs 1000.00 (Rupees One Thousand) only*** in cash will have to be made in any case.

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

Director of Training
Assam Administrative Staff College

Memo No AASC (G) 9/2019/31-A

Dated Guwahati the 27th of May, 2019

Copy to:-

- 1) Notice Board, Assam Administrative Staff College, Guwahati – 22.

Director of Training
Assam Administrative Staff College

SECTION A

The tender for Development, Beautification and Maintenance of Garden Areas of AASC is for deployment of 14 gardeners, for performing gardening work which includes growing and cultivating plants, development of lawns, landscaping, maintaining of the garden areas, pest control, beautification of gardens, etc. The skill categories of various personnel to be deployed are contained in the tender document in section C. The tentative deployment plan garden area-wise is also given in Section B.

AASC bears the responsibility for reimbursing the payment of minimum wages as per government notified rates for the category as contained in circulars detailed in section C. AASC will also reimburse payment of ESI and EPF. In addition to these, AASC will pay the service provider the Contractor's Service Charge also finalised in the contract agreement. TDS under Income Tax and GST will be deducted from the monthly bills.

On his part the service provider is expected to deploy personnel as per skill category as communicated by AASC. The personnel have to meet the minimum qualifications as contained in section C and also be adequately trained so as to perform the duties outlined in section C. AASC will be supplied the list of personnel to be deployed and will have the right to refuse deployment of anyone found unsuitable. The service is also bound to provide adequate sets of uniforms to the personnel deployed so that the latter are always attired in clean uniforms with proper identification badges.

A pre bid conference will be held on 14.06.2019 at 11:00 AM and all tenderers are requested to attend the same.

The Tender Document should contain the following form:

A1. Two Bid System will be followed for this tender.

A2. The Bidder should submit Earnest Money Deposit (EMD) of Rs 20,000.00 (Rupees Twenty Thousand) only by Account Payee Demand Draft/Pay Order, Fixed Deposit Receipt, of any nationalised or any other Scheduled Bank drawn in favour of "DIRECTOR, ASSAM ADMINISTRATIVE STAFF COLLEGE SOCIETY".

A3. The Bid should be placed in a sealed cover. This cover should be super scribed with "**BID FOR TENDER FOR DEVELOPMENT, BEAUTIFUCATION AND MAINTAINING OF GARDEN AREAS OF ASSAM ADMINISTRATIVE STAFF COLLEGE**".

A4. All pages of the bid including Brochures are to be numbered as page ____ (current page) of ____ (total pages). The numbering should be done continuously for the whole bid and not section wise.

A5. The vendor must bear all the costs associated with the preparation and submission of the bid and AASC will in no case be responsible or liable for those costs, regardless of the conduct or the outcome of the tendering process.

A6. The outer cover in which these sealed covers are placed should be addressed to the **Director, Assam Administrative Staff College, Jawaharnagar, Khanapara, Guwahati-781022, Assam.**

SECTION B

GENERAL TERMS AND CONDITIONS TO THE TENDERER

B-1: Earnest Money Deposit

1. Earnest money in the form of fixed Deposit receipt or Bank Draft/Bankers Cheque for *Rs 20,000.00 (Rupees twenty thousand)* only from any Nationalized/Scheduled Bank drawn in favour of Director, Assam Administrative Staff College Society.
2. Tender not accompanied with prescribed earnest money deposit will be rejected summarily.
3. After depositing of Performance Security of 10 % of the quoted amount, the EMD of the successful vendor will be refunded. The successful tenderer shall furnish the performance guarantee in the form of Fixed Deposit Receipt, Account Payee Demand Draft/Bankers Cheque issued by a nationalized bank.
4. The **EMD will be forfeited**, if the vendor withdraws his offer or any clause of his offer/tender, if such withdrawal adversely affects the interest of AASC.
5. The **EMD of the successful Vendor shall also be forfeited**, if the vendor fails to deposit the Performance Security money when required to do so **within specified period** and fails to sign the performance agreement within a specified period.

6. The contract can be renewed for further two years, one year at a time, depending on satisfactory performance and mutual agreement of the parties.
7. The successful tenderer will have to make available the workers to AASC within one week of awarding **Letter of intent**.
8. The intending tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting the tenders.

B-2: ELIGIBILITY CRITERIA OF THE TENDERER (MINIMUM TECHNICAL REQUIREMENTS)

The following are compulsory conditions that have to be satisfied failing which the offer will not be considered. Papers will have to be supplied with the tender in proof thereof along with the bid.

1. The Registration number of the firm along with PAN number of the firm allotted by the Income Tax authorities should be submitted, failing which vendor's bid would become invalid and same shall be rejected summarily.
2. The bidder should be registered with Goods and Service Tax Department of the Government. Enclose self-attested copy of the valid Registration certificate.
3. The bidder should be registered with Commissioner of Employees Provident Fund. Enclose self-attested copy of the valid Registration Certificate of the EPF.
4. The bidder should be registered with Commissioner, Employees State Insurance Corporation. Enclose self-attested copy of the valid Registration Certificate of the ESI.
5. The bidder should be registered with Labour Commissioner, Government of Assam. Enclose self-attested copy of the valid Registration Certificate.

6. The bidder should have a registered plant nursery for at least 3 (three) years.

7. Minimum Eligibility criteria:

For the technical bid to be considered the following minimum criteria has to be met:

- a) **Number of Years in operation:** The tendering entity should have been in operation for at least 3 years.
- b) **Turnover:** The turnover for the last three years should be at least Rs. 10, 00,000.00 annually from Development, Beautification and Maintaining of Garden work.
- c) **Number of manpower employed:** At least 70 personnel should have been on its rolls in the last one year. (Proof to be attached in the form of EPF challan)
- d) The tenderer should provide certificate regarding the ownership of a nursery along with a photograph.

If any of the above is not met the tender will be summarily rejected irrespective of the technical score.

B-3: APPLICABLE CONDITIONS

1. AASC reserves the right to accept any bid and to reject any or all bids and also cancel this tender or modify the requirement without assigning any reasons. AASC will not be under obligation to give clarifications for doing the aforementioned.
2. AASC reserves the right that the work can be allocated to more than one vendor and maximum three vendors.
3. AASC also reserves the right to relax any of the terms & conditions of the tender.
4. AASC without assigning any further reason can reject any tender(s), in which any prescribed condition(s) is/are found incomplete in any respect.

B.4: COMPULSORY CONDITIONS

1. Labour Law Compliances

- i) The engagement and employment of labourers and payment of wages to them as per existing provisions of various labour laws and regulations is the responsibility of the Contractor and any breach of such laws or regulations shall be deemed to be breach of this contract. Client may ask the contractor to produce documents to verify that these provisions/laws are complied with by the contractor.
- ii) All wages allied benefits such as leave, ESI, EPF, Gratuity, Annual Bonus etc, shall be paid by the contractor and Client shall not incur any liability or additional expenditure whatsoever for personnel deployed.
- iii) It is mandatory that the employees must have bank accounts and be paid through bank/cheques only.
- iv) The Contractor shall abide by all labour laws, laws related to EPF Organisation, ESI Corporation. The details of EPF, ESIC in respect of their deployed staff shall be submitted by the Contractor to Client every month along with the bill. The Contractor shall abide including but not

limited to, matters relating to timely payment of wages and allowances, payment of minimum wages, grant of leave, working hours, safety, maternity benefits, holidays, framing of standing orders, disciplinary action against employees, payment of provident fund contributions, payment of gratuities and payment of bonuses.

v) The contractor shall be responsible for compliance of all the laws rules/regulations and Govt. instructions that are/will be applicable to and aimed to protect the interest of the employees/ worker engaged by it and shall ensure payment of all the statutory dues/liabilities as may arise during the course of performance of contract.

2. Official Records:

i) The Contractor shall maintain a personal file in respect of all the staff that is deployed in their office. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (Temporary / Permanent) and all grievances recorded by the staff

ii) The Contractor shall furnish an undertaking that within seven days of the close of every month they will submit to Client a statement showing the recoveries of contributions in respect of employees with Certificate that the same have been deposited with ESIC /EPFO Commissioners.

iii) Each monthly bill must accompany the:

-List of employees with their date of engagement and Attendance registers of the employees deployed along with bio-metric records if applicable, duly signed by the Contractor and the Administrative Officer, AASC

-The amount of wages (The Contractor shall ensure that minimum wages are paid to all the employees with all the benefits (such as ESIC/EPF etc.) and Bank statement showing transfer of salary into the employee's accounts.

- Copies of authenticated documents (i.e. Challans with ECR) of payments of such contributions to EPFO/ESIC.

-Declaration of the Contractor regarding compliance of EPF / ESIC/ and other laws as applicable from time to time.

3.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)

4.The rates proposed to be quoted for the specified works should be written in figures and as well as in words clearly and legibly.

5. The tender documents will be opened in the presence of tenderers who wish to be present at that time.

6.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

7.The tenderer should submit up-to-date copy of registration certificate/trade license and PAN.

8.This is a contract wherein the bidder shall provide the workers and implements along with plants/seedlings etc required to carry out the development, beautification and maintenance of the garden areas of AASC, specification of which is as below namely:

a) Island Garden	i) In front of Administrative Building ii) By the side of car parking area of administrative building
b) Circular Rose Garden	In front of the old library building
c) Hostel Garden	In front of hostel blocks A (Secretariat Training School), B and C
d) Central Garden	Between new library building and hostel & behind and by the side of new library building.
e) CSOIA Garden	Near, around and inside Civil Services Officers Institute.
f) Boundary Garden	Garden against the entrance boundary wall, from the police security barrack of main gate 1 to police security barrack of the main gate 2.
g) Open space	Between staff quarters and senior officers' colony
h) Open Field	In between the Civil Services Officers Institute (CSOI) and hostel complex
i) Fruit Orchard	Behind the administrative building and adjacent to the IAS colony
j) Director's quarter	In front of the field between the Civil Services Officers Institute (CSOI) and hostel complex
k) 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.

All tenderers are advised to visit AASC to familiarize themselves with the garden areas.

B-5: SUBMISSION OF THE TENDER

1. Bids must reach AASC not later than the time and date specified in the Tender Document.
2. The Director, AASC may, at his discretion extend this deadline for submission of bids in which case all rights and obligations of AASC and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
3. **Late tender:** Any tender received after the stipulated date and time of submission as mentioned in the tender notice, will be rejected and/or returned unopened to the bidder.

B-6: OPENING OF TENDER BIDS

1. The sealed covers containing **EMD only will be opened** in the first instance in the presence of representatives of the vendors at the Office of the Administrative Officer, Assam Administrative Staff College, Khanapara at the specified date and time mentioned in the tender documents. The Technical bids of only those vendors whose EMD is found to be in order will be opened subsequently in the same session for further evaluation.

2. One authorized representative of each of the vendors would be permitted to be present at the time of aforementioned opening of the tender and shall sign a register evidencing their attendance.

3. Clarification on Technical bid evaluation:

3.1 The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Client shall not be considered.

3.2 If a bidder does not provide clarifications of its bid by the date and time set in the Client's request for clarification, its bid may be rejected.

4. Evaluation of Technical Bids:

4.1 The client shall follow two bid systems where the Technical Bid and Financial Bid shall be evaluated separately.

4.2 The tendering evaluation shall be done on weightage with 60% to Technical Evaluation and 40% to Financial Evaluation.

4.3 The Technical Bid Evaluation shall be done based on the following criteria:

4.4 During the technical evaluation stage, each bidder shall be assigned different marks out of a total of 100 marks, as per the criteria specified below:

(i) Number of years in Operations: Max 25 Marks

- (a) 1 years or more but less than 3 years - 10 Marks
- (b) 3 years or more but less than 5 years - 20 Marks
- (c) 5 years or more - 25 Marks

(ii) Turnover (Last Financial Year): Max. 25 Marks

- (a) Less than or equal to Rs.10,00,000.00 - 05 Marks
- (b) More than Rs.10,00,000.00 and upto Rs.15,00,000.00 - 10 Marks
- (c) More than Rs.15,00,000.00 - 15 Marks

(iii) Number of Manpower on roll (in last financial year, engaged in development, beautification and maintenance of gardening works): Max. 25 Marks

- (a) 70 or more but less than 100 -10 Marks
- (b) 100 or more but less than 300 - 20 Marks
- (c) 300 or more - 25 Marks

(vi) Size and quality of Client for whom development, beautification and maintenance of gardening works are being provided:

(annual billing per client should be at least Rs. 5,00,000.00) Max. 25

- (a) 2-3 clients - 10 marks
- (b) 3-5 clients - 20 marks
- (c) More than 5 clients - 25 Marks

4.5 A bidder should secure mandatorily a minimum 50% marks (i.e. 50 marks out of total 100 marks as per para 4.4) in Technical Evaluation in order to be a qualified bidder for being eligible for Technical weightage and subsequently for opening of Financial Bids. However, if the tenderer fails to meet the Minimum Eligibility criteria (refer para B2, 5) than the bid will not be considered irrespective of the technical score.

4.6 The total marks obtained by a Bidder in the Technical Bid (as per para 4.4) shall be allocated 60% of technical weightage and the financial bids shall be allocated 40% of the financial weightage, thereby making a total of 100% weightage for the complete bidding.

4.7 The Bidder shall be required to produce attested copies of the relevant documents in support of 4.4 in addition to the documentary evidence for being considered during technical evaluation.

4.8 The Technical bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposals will be returned unopened.

(i) The responsiveness of the bid, i.e. receipts duly filled, signed and accepted bid documents in complete form, including Authorization letter.

(ii) Receipt of valid EMD with requisite amount in the mentioned format.

(iii) Documents in proof of meeting the minimum eligibility criteria.

(v) Any other document as required to support the responsiveness of the bidder as per tender.

4.9 The bidder who qualified in the technical evaluation stage shall only be called for opening of financial bids. Client shall intimate the bidders, the time/venue for the financial bid opening.

5 Financial bid opening procedure:

5.1 The Financial Bids of all the technically qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.

5.2 Absence of bidders or their authorized representatives shall not impair the legality of the process.

5.3 The Contractor's Charge quoted, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid process would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid.

5.4 Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the Lowest bidder to claim that he is successful in the bidding process. The successful bidder (L-1) shall be decided only after following due procedure as explained in para 6.

6. Financial Bid evaluation

6.1. The financial evaluation shall be carried out and financial bids of all the bidders shall be given 40% of weightage.

6.2 The Bidder with the lowest bid Prices (L1) shall be assigned full 40 marks (i.e. 40% x100) and his total scores of the bid shall be as per Illustration below:

Illustration:

If the Bidder is L-1 Bidder and Quoted Rs. 100/- for being L-1, then his total value shall be: Technical Values+ 40 Financial Value)

6.4 The financial scores of the other bidders (i.e. L-2, L-3...ad so on) shall be computed accordingly.

B-7 Determination of the Successful bidder:

7.1 The total marks obtained by a Bidder in the technical bid (as per para 4.4) shall be allocated 60% of technical weightage and the financial bids shall be allocated 40% of the financial weightage, and thereby making a total of 100% weightage for the complete bidding.

7.2 The Bidders' ranking shall be arranged depending on the marks obtained by each of the bidder both in Technical Evaluation and Financial Evaluation.

7.3 The Bidder meeting the minimum eligibility criteria and with the highest marks/rank (i.e. the total of technical evaluation marks and financial evaluation marks) shall be deemed as the successful Bidder and shall be considered eligible L -1 Bidder for further process.

7.4 If there is a discrepancy between words and figures, the amount in words shall prevail.

B-8: TENDER ACCEPTANCE & REJECTION

1. Director, AASC, reserves the right to reject any part or whole of the Tender without assigning any reason whatsoever.

2. **Letter of Intent** will be issued to the successful vendor after evaluation of the Technical and commercial tenders. The **firm work order** will only be issued after the vendor submits the Performance Guarantee of 10 % of the quoted amount in the form of bank guarantee and agreement within stipulated period.

B-9: SIGNING OF CONTRACT

At the same time as AASC notifies the successful Bidder that its bid has been accepted, AASC will send the Bidder the contract agreement incorporating all agreements between the parties on non-judicial stamp.

B-10: TERMINATION FOR INSOLVENCY:

AASC may at any time terminate the order / contract by giving written notice of four weeks to the contractor, without any compensation if the contractor becomes bankrupt or otherwise insolvent.

B-11: TERMINATION FOR CORRUPT OR FRAUDULENT PRACTICES OR DEFAULT: 1.

1. Tenderer shall observe the highest standards of ethics during the period of contract.
2. AASC will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
3. Default is said to have occurred:

If the contractor fails to deliver any or all of the services and/or fails to perform any other obligation (s) under the contract within the time period(s) specified in the order or any extension thereof granted by AASC.

If the agency, in either of the above circumstances, does not take remedial steps within a period of 7 days after receipt of the default notice from AASC (or takes longer period in spite of what AASC may authorize in writing), AASC may terminate the contract in whole or in part by giving a notice period of 15 days.

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

1. The contractor shall have to enter into a legal agreement on Non-Judicial Stamp Paper with AASC.
2. 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.
3. The contract may be extended annually for 2nd and 3rd year subject to satisfactory performance under the agreement.
4. The contractor shall be given 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.
5. The contractor shall have no tenancy right on space provided. The spaces provided have to be vacated immediately on expiry of the contract.
6. The Contractor shall exercise adequate supervision to ensure proper development, beautification and maintenance of the garden areas of AASC, in accordance with the requirements.
7. The personnel of the Contractor shall not be the employees of the Client and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The Contractor shall make them known about this position in writing before deployment under this agreement.
8. All the personnel employed by the contractor should be well-mannered.
9. **Contractor must provide standard and clean liveries to its employees / supervisors with their photo identity cards properly displayed during duty time. No extra payments shall be claimed by the Contractor or its deployed staff from the Client for such items.**
10. Contractor shall be solely responsible for any indiscipline, theft, loss or damage to any person or persons / property at the premises on account of acts of omission and commission by the staff deployed by him.
11. **Waste Disposal Management:** The Contractor shall ensure collection of all garden garbage, dry leaves, etc., in the earmarked area.
12. The personnel deployed by the contractor should be skilled in all gardening activities and should be able to handle all garden equipment and tools.
13. Inadequately trained staff will not only be prevented from working but also penalty will be levied.
14. All personnel deployed by the contractor should be above 18 years of age and would have to be medically fit at all times.
15. 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 after they are deployed. Any changes made thereafter will have to be brought to the notice of the Administrative Officer, AASC immediately.
16. The workers/personnel engaged by the contractor shall have no presumptive or any kind of right of absorption in the services of AASC.
17. AASC is not bound to provide residential accommodation to the personnel engaged by the contractor.
18. 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.
19. The contractor would have to replace any worker(s) engaged by him, if desired by the college authorities.
20. All the jobs of workers engaged by the contractor must be supervised by the contractor.

21. 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.
22. 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.
23. 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.
24. All workers engaged by the contractor are liable for security checks from time to time, especially during the VIP visits.
25. The workers are to be present in office till the end of working hours.
26. The garden development, beautification and maintenance works, including those in the hostel, will be required also 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.
27. The AASC authority reserves the right to reject the entry of any worker employed by the contractor into the AASC campus.
28. 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.
29. In case of any legal dispute, the place of litigation shall be Guwahati.
30. **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.**

Payment and deductions:

1. 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. 1,000.00 (Rupees One Thousand) only* 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.
2. If the firm fails to employ the stated numbers of workers as specified in **Section C**, 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 are stated at **Section C**.
3. 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:

1. The bidder will supply the potted plants, both indoor and outdoor plants in the Administrative Building, library of AASC, CSOIA, around the gardens and will also maintain them.
2. The bidder will have to provide all machines and arrange for the fuel accordingly.
3. The bidder will have to provide insecticides, pipes and hoses, etc and all necessary tools and equipment required for development, beautification and maintenance of garden work.
4. The bidder will have to bear the cost of uniforms to be provided to the workers.
5. 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**

Development, Beautification 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 blocks A (Secretariat Training School), B and C	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) CSOIA Garden	Near, around and inside Civil Services Officers Institute.		
f) Boundary Garden	Garden against the entrance boundary wall, from the police security barrack of main gate 1 to police security barrack of the main gate 2.	1) Cleaning, 2) Pruning, 3) Lawn maintenance & mowing, 4) Flower bed, 5) Seasonal flower, 6) Potted plant, 7) Plantation of species & 8) Hedge	2
g) 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	
h) Open 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	
i) 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	3
j) 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	
k) 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 (360 days X 14 semi-skilled labourers)	Total wages in a year of 14 semi-skilled labourers
1	Development, Beautification and Maintenance of garden works (semi-skilled) *	Rs. 298.52/-	5040	Rs. 15,04,540.80
Total (Rs.)				Rs. 15,04,541.00

(Rupees Fifteen Lakh Four Thousand Five Hundred and Forty-One) only per year.

* Assuming 360 days in a year for each for the Development, Beautification and Maintenance of garden works, 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

<u>Sl. No.</u>	<u>Documents</u>	<u>Submitted</u>
01	Court fee stamps of Rs. 8.25	
02	EMD of Rs. 20,000.00	
03	Experience Certificates (enclose proof of documents)	
04	GST number (enclose proof of document)	
05	EPF & ESI registration (enclose proof of documents)	
06	Labour license (enclose proof of document)	
07	Money Receipt from AASC	
08	Profit and Loss Account & Balance Sheet (for 2016-17,2017-18,2018-19)	
09	Annual turnover (enclose proof of document)	
10	Trade license/ Registration certificate (enclose proof of document)	
11	PAN (enclose proof of document)	
12	Nursery Certificate with photographic evidence	

Detailed List of Employees (attach extra sheets in letterhead)

<u>Sl. No.</u>	<u>Name of employee</u>	<u>Date of Birth</u>	<u>Address</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Signature of tenderer with date & seal

Section F-

Financial Bid Format

Sl No	Description of items	Unit	Qty	Rate in figure (Rs.)	Rate in words (Rs.)	GST (Rs)	Amount (Rs.)
A	Wages for 14 (fourteen) semi-skilled workers	Yearly	12	15,04,541.00	(Rupees Fifteen Lakh Four Thousand Five Hundred and Forty-One) only	N/A	15,04,541.00
B	Maintenance works:						
1	Maintenance of the flower beds, different types of plants, permanent flower, season flower, hedges, green/lawn area, maintenance of jungle up to minimum five meter/nearest drain etc. and providing potted plants in different location including uprooting of wild vegetation, removing the foreign materials of any kinds and disposal of the same, laying of good earth for growing vegetation, applying manure, water, pesticide, tree guard, insecticide etc. and maintenance of the same in the following locations (refer Section – B). Rate shall be quoted as such which includes labour wages (refer Section B & C), cost of machine, fuel, equipment, fertilizer as per requirement.	Yearly	12				
2	Island Garden	Yearly	12				
3	Circular Rose Garden						
4	Hostel Garden						
5	Central Garden						
6	CSOIA Garden						

7	Boundary Garden						
8	Open space						
9	Open Field						
10	Fruit Orchard						
11	Director's quarter						
12	Grass patches						
C							
1	Developing flower beds, planting of different types of flowers including uprooting of wild vegetation, removing the foreign materials of any kinds and disposal of the same, laying of good earth for growing vegetation, applying manure, water etc. and maintenance of the same as per direction of Officer-in-charge. Season flowers bed will be measured for its development separately and is inclusive of maintenance of the same and removal of the dead plant. The necessary fungicide, good earth will be arranged by the contractor.	NA	NA				
2	Permanent flower of different species (rose, alamunda, gazania, hibbiscus, champa, bagan villia, japanese rose, musanda, wild roses, succulent plants, etc)	No	245				
3	Season flower of different species (flox, morning glory, pitunia, marrigold, zinnia, sunflower, begonia, tulips, orchids, etc)	Sqm	2400				
4	Planting of the plants (neem, mango, jackfruit, nahor, bokul, radhasura, etc) of height 600 mm to	No	180				

	900 mm including tree guard, applying manure, pesticides, insecticide and necessary suitable good earth						
5	Supply of potted plant (size of the pot should be at least 350 mm top diameter and 200 mm bottom diameter and of 250 mm high) of various height from 300 mm to 900 mm and of different varieties including carrying and placing the same in position etc as directed by officer-in-charge.	No	500				
Total (in figures and words)							
GST if applicable (Rs.)							
Contractors profit (Rs.)							
Grand Total per year (in figures and words)							
Total per month (in figures and words)							

Signature of tenderer with date & seal