



Copy of Bidders PAN Card, GST registration, EPF registration & Labour Licence are to be submitted along with the application.

Application requesting for purchase of tender documents should invariably accompany the documentary evidence satisfying the condition as listed at Sl. 9 (i), (ii) & (iii) above and requisite fee for tender documents.

#### 10. Special Condition :

- (i) The intending bidders are requested to visit the worksite to assess the requirement of the work before submission of their tenders.
- (ii) Adequate number of Agriculture/ Horticulture workers/ Malis at the site of the work shall have to be made available to attend the job who will work for a period of 4(four) hours a day. In addition to this, any kind of emergency duty shall have to be attended immediately, if asked to do so.
- (iii) The payment will be made on monthly basis from the date of commencement of the work. Bill for any broken period of months shall be paid proportionately on the basis of time and area of work.
- (iv) The contractor has to arrange for watering the area regularly as and when required to keep the lawn green and uniform looking. The water points at specific locations will be made available by the department.
- (v) The good earth necessary for maintenance of flower beds will have to be mixed with the manure before being used for flower beds.
- (vi) No store material is involved in this work.
- (vii) If the performance of the contractor is not found up to the mark or confirming to the requirement, then NEEPCO reserves the right to cancel the work order with prior 1(One) month of notice.

11. **Scope of work** :The scope of the work includes regular weeding, trimming, watering, manuring etc. or all other activities which are not specifically mentioned but required to keep the grass green and uniform looking. The various activities involved in the work are as follows :

- (i) **Watering** : Adequate watering of broad leaf grasses, trees, hedges, shrubs, flower beds ... etc. with hose pipe or sprinkler system in different areas should be done regularly to maintain the ' GREEN CARPET ' appearance of the lawn. Care must be taken to avoid insufficient or excessive watering, wastage of water and damage to the tender plants and flower beds.
- (ii) **Hoeing, Weeding** : The soil near the plants should be loosened by breaking the clods, removing unwanted vegetation, dressing up the areas to the required slope and shapes. Further, all the unwanted plants/ weeds and wild growth should be removed along with their roots. In addition to this, all the weeds hidden under the grass or otherwise shall also have to be removed.
- (iii) **Lawn mowing** : Lawn mowing to take place at a regular interval of 10 days or as per the direction of the Engineer-in-charge.].
- (iv) **Maintenance of Flower Beds** : The contractor shall execute the planting of approved seasonal flower beds and maintenance of the same to boost maximum bloom. The beds shall be replanted after the season for old plant is over or as directed by the Engineer-in-charge. The flower beds should be prepared by excavating appropriate depth of the soil, adding Good Earth, Cow Dung, Manure, Fertilizers...etc. and finally planting of saplings/ seedlings prepared in a Nursery in a pattern as directed by the Engineer-in-charge. The flower beds shall be kept clean and free of stones, woods, plastic and other undesirable matter.

The flower beds should be bifurcated from the rest of the lawn by placing bricks in various patterns and designs. Further, the bricks should be painted with white wash. The bricks required for the same shall be supplied by NEEPCO. Further, the trunks of the trees must also be painted with white wash. The white washing of the bricks and tree trunks shall be carried out **two times in a year** or as directed by the Engineer-in-charge.

- (v) **Maintenance of Hedges** : The hedges should be trimmed properly so that the top and the sides of the hedges are in a good shape. The hedges shall be maintained by regular watering, raking of soil, pruning, manuring, dweeding and applying pesticide/insecticide/ fungicide whenever required or as per the direction of the Engineer-in-charge.
- (vi) **Applying pesticides like insecticide, fungicides ...etc.** : The contractor should carry out periodic check of various plants and trees of the lawn to get information regarding presence of any pests and diseases. In the event of infestation, the contractor shall apply pesticides like insecticides, fungicides as per the doses required to keep them free from pests, diseases and any sudden outbreak of epidemic.

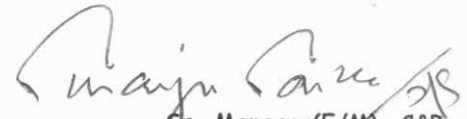
- (vii) **Applying manure, compost, fertilizers** : The contractor shall apply manure, compost, fertilizers ...etc. on various trees and plants of the lawn for healthy growth of plants as per required doses or as directed by the Engineer-in-charge.
- (viii) **Cleaning of garden area and disposal of dry/ fallen leaves** : The lawn should be free from dry/ fallen leaves, free of stones, woods, plastic and other undesirable matter. For this purpose, the contractor should perform daily sweeping of the lawn with broom and dispose off the rubbish at designated dumping place or as directed by the Engineer-in-charge with all lead and lifts.
- (ix) **Pruning** : Clipping and trimming of trees, creepers, rose plants ...etc. at regular intervals, stacking & disposing off/ remove the trimmed branches and other related waste of the plants with all lead and lift to the designated dumping place.

**Other Terms and Conditions :**

12. Bidders shall have to quote the rates in the rate sheet ( **Bill of Quantities and Schedule of Rates** ) enclosed with the tender papers as **Annexure-A**. In addition to this, the bidders shall also have to fill up **Annexure-B ( List of Consumables required on monthly basis )** & **Annexure-C ( List of machines, tools & equipment to be used for execution of the work )** enclosed with the tender papers.
13. Rates quoted by the bidders shall be inclusive of all charges as applicable but excluding the GST.
14. **Spare, Tools & Tackles, Machines:** All Spares, Tools & Tackles, Machines as may be required by the contractor's personnel are within the scope of the contractor. Accordingly, the list of the same is to be submitted by the contractor to the Engineer-in-charge and duly approved before putting them to use. Also, the contractor shall be himself responsible for the safety and maintenance of his tools & tackles ...etc. No damages/ claim shall be entertained under any circumstances.
15. **Consumables** : The total quantity of various consumables required for the work like Good Earth, Cow Dung, Manure, Fertilizers, Urea, DAP ( Di ammonium phosphate ), Sutli, Bamboo, Hessian Cloth, Insecticides, Pesticides, Antitermite Chemicals, Lime ( For painting of the trunks of trees & painting of bricks surrounding the flower beds ), Gardening Hand Gloves, Seasonal Flower Plant Saplings, Seasonal Flower Seeds ...etc. are to be submitted by the bidder during submission of his bid. The same will be assessed to add or delete any items needed for execution of the work. This would become part of the work order and the contractor must maintain sufficient stock at all times.
16. **Payment to Contractor's Personnel:** The contractor shall make all payments to his personnel by transferring the same to the **Savings Bank Account of the person concerned within 7<sup>th</sup> day of each month**. Further, the contractor shall follow the **Minimum Wage Rate of the Ministry of Labour and Employment, Government of India** while disbursing the payments to his labour. *Any subsequent increase in the aforesaid rate w.r.t the rate prevailing on the date of opening of the tender shall be borne by NEEPCO.*
17. **Terms of Payment:** The payment will be made on monthly basis from the date of commencement of the work. Bill for any broken period of months shall be paid proportionately on the basis of time and area of maintenance. Also, after successfully carrying out the work for each month, **Computerized Measurement Book (CMB)** has to be prepared by the contractor as per the format given by the department and the same should be submitted to Sr. Manager(C), AGTCCPP for verification and further processing of the bills.
- It is mandatory for the contractor to submit the CMB within 7<sup>th</sup> day of each month for the work executed by him in preceding month accompanied by (i) Statement of man power engaged by him during the month, (ii) **Documentary evidence of bank payment made to the workers** and (iii) Proof of deposit of the due amount to PF account of the concerned worker.
18. **No. of days during the month for which the services are required** : All days except holidays as applicable for Industrial Workers as per Labour Act.
19. **Schedule of Time of work** : The work is to be carried out by adequate number of workers for a minimum of 4 ( four ) hours a day in the morning from 8:00AM to 12:00PM.
20. Contractor shall submit the **EPF Registration Number**, if already had, otherwise **EPF deduction** in respect of both employees and employer's contribution will be made from their bill(s) as per existing relevant norms. However, this will not relieve the Contractor from his responsibility.
21. Laws, Regulations and Acts pertaining to engagement of Labours, environment protection, Safety etc. shall be applicable.
22. NEEPCO reserves the right to add new areas or remove any area from the scope of the work after awarding the work contract. The rate of the added area or removed are will be as per the rate prevailing in the work order.

23. **Security Deposit** : As the work is temporary and repetitive in nature, no security deposit will be deducted from the bill(s). However, The contractor shall have to perform the works with full responsibility and take care for proper safety of all the residential property. In case of any damage or pilferage if detected during working hour, the liabilities on investigation shall be intimated to the contractor along with penalties which will have to be accepted.
24. The Contractor shall have to supply all materials and labours etc. required for the work for successful completion of the same in all respect.
25. In case, the work is not been carried out the work as per specifications or not to the satisfaction of NEEPCO or the Contractor causes any damage to the work or property of NEEPCO or other damages not mentioned herein, NEEPCO shall have the right to recover any amount as considered suitable from the bill/ Security deposit/ any other amount due to the Contractor in NEEPCO.
26. **Safety issue:** The contractors must be aware of the safety requirement of the workers and accordingly necessary safety gears are mandated to be provided to workman whenever necessary.
27. Tenders received by post at the Office of the undersigned within the specified time mentioned above shall be considered for acceptance. NEEPCO shall not be responsible for any delay in reaching the tenders by post or courier service.

NEEPCO reserves the right to issue tender papers and reject any or all the tenders without assigning any reason thereof. The Corporation is also not bound to accept the lowest tender. Issuance of Tender Papers shall not automatically qualify the bidder for the work.

  
Sr. Manager(E/M), C&P  
AGTCCPP, NEEPCO Ltd.

Annexure - A

**Name of work :-** Maintenance of turfed area with broad leaf grass including flower / fruit bearing plants in the area between Hospital Building and Bank Building of AGTCCPP ,NEEPCO Ltd.

**Part - I : Bill of Quantities and Schedule of Rates**

Sl. No.	Description of Items	Unit	Qty.	Rate (₹)		Amount (₹)
				In figure	In words	
1	Maintenance of turfed area with broad leaf grass including flower/fruit bearing plants by necessary manuring, dweeding ,watering, applying insecticides etc. and cutting of grass with lawn mower including maintenance of fruit bearing, ornamental plants and hazes, flower beds with seasonal and permanent flower plants etc. as required and as directed.	Per Sqm per month	4800.00			

Total = ₹  
Say ₹

**Part-II : Regarding number of Agriculture/ Horticulture workers/ Malis to be engaged for the work**

1	Total number of Agriculture/ Horticulture workers to be engaged for the work who will work for a period of 4 ( four ) hours a day.	
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Signature and seal of the bidder



Annexure - B

Name of work :- Maintenance of turfed area with broad leaf grass including flower / fruit bearing plants in the area between Hospital Building and Bank Building of AGTCCPP ,NEEPCO Ltd.

List of Consumables required on monthly basis :

Sl. No.	Description of Items	Unit	Qty.	Brand / Make / Source of supply
1	Good Earth			
2	Cow Dung			
3	Manure			
4	Fertilizers			
5	Urea			
6	DAP ( Di ammonium phospate )			
7	Sutli			
8	Bamboo			
9	Hessian Cloth			
10	Insecticides			
11	Pesticides			
12	Antitermite Chemicals			
13	Lime ( For painting of the trunks of trees & painting of bricks surrounding the flower beds )			
14	Gardening Hand Gloves			
15	Seasonal Flower Plant Saplings			
16	Seasonal Flower Seeds			
17				
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**Note:** The total quantity of various consumables required for the work are to be provided by the bidder as per the list given above. In addition to this, the bidder may also add more items to the list given above in the spaces provided for the same. If however, the space provided above is not sufficient for giving the full list of the consumables item, as desired by the bidder, a separate sheet may be enclosed along with Annexure-B. The same will be assessed to add or delete any items needed for execution of the work. Finally, the ***list of consumables so finalised for the work*** would become part of the work order and the contractor is bound to carry out the work using the consumables as finalised during ***Technical-Evaluation of the Bid***. The list of consumable item thus finalised shall also be reflected in the work order and the contractor is bound to maintain sufficient stock of the same all the time.



Annexure - C

**Name of work :-** Maintenance of turfed area with broad leaf grass including flower / fruit bearing plants in the area between Hospital Building and Bank Building of AGTCCPP ,NEEPCO Ltd.

**List of machines, tools & equipment to be used for execution of the work :**

Sl. No.	Description of Items	Unit	Qty.	Brand/ Make
1	Lawn Mower ( Manual/ Mechanical/ Electrical )			
2	Grass Cutting Machine ( Petrol Operated )			
3	Spade			
4	Kudal			
5	Fork			
6	Garden Rakes			
7	Trowel			
8	Garden Scissors			
9	Watering Cans			
10	Hand Spray Pump			
11	Hand Axe			
12	Billhook / Dao			
13	Hoe			
14	PVC Flexible Garden Pipe ( 1/2 '' / 1'' ..etc. and of desired length )			
15	Galvanized Iron Ghamela			
16	Khurpies			
17	Pickaxe with handle			
18	Hedge trimmer / Shrub trimmer / Bush trimmer			
19	Sprinkler ( Three arm revolving type )			
20	Garden Hand Trolley			
21				
22				
23				
24				

**Note:** The total quantity of various machines and tools & equipment required for the work are to be provided by the bidder as per the list given above. In addition to this, the bidder may also add more items to the list given above in the spaces provided for the same. If however, the space provided above is not sufficient for giving the full list of the machines and tools & equipment, as desired by the bidder, a separate sheet may be enclosed along with Annexure-C. The same will be assessed to add or delete any items needed for execution of the work. Finally, the list of machines and tools & equipment so finalised for the work would become part of the work order and the contractor is bound to carry out the work using the machines and tools & equipment as finalised during **Technical-Evaluation of the Bid**. The list of machines and tools & equipment thus finalised shall also be reflected in the work order and the contractor is bound to carry out the work using the said machines and tools & equipment and keep them in a healthy running condition all the time.

