



ISO 9001-14001
OHSAS 18001

नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड
North Eastern Electric Power Corporation Limited
(भारत सरकार का उद्यम) / (A Govt. of India Enterprise)
135 मे.वा. अगरतला गैस टरबाइन कंबाइंड साइकिल पावर प्लांट
135 MW Agartala Gas Turbine Combined Cycle Power Plant
अनुबंध एवं खरीद: प्रचालन स्कंध/Contract & Procurement /Operation Wing
रामचन्द्र नगर, त्रिपुरा (प) / Ramchandra Nagar, Tripura (W) - 799008



एक कदम स्वच्छता की ओर



NOTICE INVITING TENDER

No. 70 /NEEPCO /AGTCCPP /C&P /2017-18 Dated 26.12.2017

Sealed tenders in prescribed tender forms under single bid system with 120 (one hundred twenty) days validity are invited from experienced contractors for the following **monthly maintenance work** to be awarded for a period of **1(One) year** :

1. **Work** : Maintenance of different kinds of ornamental/ flower plants at AGTCCPP, NEEPCO Ltd., R.C. Nagar, Tripura (W)
2. **Estimated value** : ₹ 5536.00/ month(Rupees Five Thousand Five Hundred Thirty Six) only per month.
3. **Earnest Money** : ₹ 1300/- (Rupees One Thousand Three Hundred) only in the form of Demand Draft drawn in favour of ' NEEPCO Ltd. ' payable at ' Agartala ' from any Nationalized / Scheduled Bank.
4. **Period of Contract** : The contract for shall be initially for a period of 1(One) year w.e.f the first day of the calendar month to be indicated while issuing of the Work Order. The same may be extended for further period at a mutually agreed rates and terms & conditions and subject to satisfactory performance under the contract.
5. **Tender Document Fee** : ₹ 200/- (Rupees Two Hundred) only in the form of Demand Draft drawn in favour of ' NEEPCO Ltd. ' payable at 'Agartala' from any Nationalized / Scheduled Bank.

The EMD & Tender Fee should reach the office of Sr. Manager(E/M), C&P, AGTCCPP, NEEPCO Ltd., on or before the date of opening of the tender.

Address : Sr. Manager(E/M), C&P,
AGTCCPP, NEEPCO Ltd.,
R.C. Nagar, Agartala - 799008, Tripura(W).
6. **Sale of Tender Document** : With effect from **26.12.17** except on holidays during 1000 to 1600 Hours from the Office of the undersigned.
7. **Time and Date of submission of Tender** : Up to 1300 Hours (IST) of **25.01.2018** at the Office of the undersigned.
8. **Time and Date of opening of Tender** : At 1500 Hours (IST) of **25.01.2018** at the Office of the undersigned in presence of the bidders or their authorized representatives, if any. In case **25.01.2018** is a holiday, the tender shall be opened on the next working day at 1500 Hours (IST).
9. **Qualification & Experience** : Experience of having successfully completed similar nature or allied works during last 7 (Seven) years should be either of the following :

i) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.

OR

ii) Two similar completed works costing not less than the amount equal to 50% of the estimated cost.

OR

iii) One similar completed work costing not less than the amount equal to 80% of the estimated cost.

Note: Similar works for (i), (ii) & (iii) above means lawn maintenance works.

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 pots regularly as and when required to keep the ornamental/ flower plants in good and healthy condition. The water points at specific locations will be made available by the department.
- (v) The good earth necessary for maintenance of flower pots will have to be mixed with the manure before being used for pots.
- (vi) **Store material involved in this work :** (i) Ornamental plant saplings, (ii) Flower plant saplings, (iii) Weather coat paint & (iv) Earthen/ plastic flower pots.
- (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 manuring, weeding, watering, cleaning of leaves, removal of dead leaves, applying insecticides.... etc. or all other activities which are not specifically mentioned but required to keep the ornamental/ flower plants in good and healthy condition.. The various activities involved in the work are as follows :

- (i) **Watering :** Adequate watering of ornamental/ flower plants with Watering Cans. 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 plants or otherwise shall also have to be removed.
- (iii) **Maintenance of Flower Plant Pots :** The contractor shall execute the planting of approved seasonal flower and maintenance of the same to boost maximum bloom. The pots shall be replanted after the season for old plant is over or as directed by the Engineer-in-charge. The flower pots should be prepared by loosening of the soil of the pots followed by taking out of the soil and then adding Good Earth, Cow Dung, Manure, Fertilizers....etc. and finally planting of saplings/ seedlings as directed by the Engineer-in-charge [**The flower plant saplings/ seedlings shall be supplied by NEEPCO free of cost**]. The flower pots shall be kept clean and free of stones, woods, plastic and other undesirable matter.

The flower pots should be painted with Weather Coat. **The required quantity of Weather Coat Paint required for the same shall be supplied by NEEPCO free of cost.** The painting of pots shall be carried out **two times in a year** or as directed by the Engineer-in-charge. The earthen pots which has developed cracks or has got broken for no fault of the contractor, shall have to be replaced with new pots[**The new earthen/ plastic pots shall be provided by NEEPCO free of cost**].

- (iv) **Applying pesticides like insecticide, fungicides ...etc. :** The contractor should carry out periodic check of various plants 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.
- (v) **Applying manure, compost, fertilizers :** The contractor shall apply manure, compost, fertilizers ...etc. on various trees and plants of the pots for healthy growth of plants as per required doses or as directed by the Engineer-in-charge.
- (vi) **Cleaning of ornamental/ flower plants pots and disposal of dry/ fallen leaves :** The pots should be free from dry/ fallen leaves, free of stones, woods, plastic and other undesirable matter. For this purpose, the contractor should perform daily cleaning of pots and dispose off the rubbish at designated dumping place or as directed by the Engineer-in-charge with all lead and lifts.

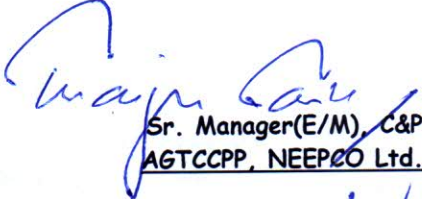

- (vii) **Pruning** : Clipping and trimming of ornamental/ flower plants at regular intervals, stacking & disposing off/ remove the trimmed branches and other related waste of the plants with all lead and lift to the designated dumping place.

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. **Spares, 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, Insecticides, Pesticides, Antitermite Chemicals ...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 7th 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 7th 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. Bidders are requested to visit the website (<http://www.neepco.co.in>) for any future change/ modification/ corrigendum/ addendum to this tender. The Corporation is also not bound to accept the lowest tender. Issuance of Tender Papers shall not automatically qualify the bidder for the work. Further, the Corporation also reserves the right to change/modify the requirements or to postpone/accept or reject the tender in full or part of this Notice or cancel without assigning any reason thereof and is not bound to accept the lowest offer.


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


Annexure - A

Name of work :- Maintenance of different kinds of ornamental/ flower plants at AGTCCPP, NEEPCO Ltd., R.C. Nagar, Tripura (W).

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 different kinds of ornamental /flower plants in the pots placed at various locations of AGTCCPP, NEEPCO Ltd. by necessary manuring, weeding, watering regularly, cleaning of leaves, removal of dead leaves, applying insecticides.... etc. , painting of pots, replacing of damage pots (as and when required) and placement of the pots as required and as directed by the authority.	Nos.	140			

Total = ₹
Say ₹

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

1	Total number of Agriculture/ Horticulture workers/ Malis 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 different kinds of ornamental/ flower plants at AGTCCPP, NEEPCO Ltd., R.C. Nagar, Tripura (W).

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	Insecticides			
9	Pesticides			
10	Antitermite Chemicals			
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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 different kinds of ornamental/ flower plants at AGTCCPP, NEEPCO Ltd., R.C. Nagar, Tripura (W).

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

Sl. No.	Description of Items	Unit	Qty.	Brand/ Make
1	Gardening Fork			
2	Gardening Trowel			
3	Garden Scissors			
4	Watering Cans			
5	Garden Hand Spray Pump			
6	Hand Axe			
7	Billhook / Dao			
8	Galvanized Iron Ghamela			
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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.

