

**GOVERNMENT OF INDIA
MINISTRY OF ELECTRONICS & INFORMATION TECHNOLOGY,
STQC DIRECTORATE
ELECTRONICS REGIONAL TEST LABORATORY (SOUTH)
AKKULAM, SREEKARIYAM. P.O., THIRUVANANTHAPURAM - 695 017.
TEL. NO. 0471 - 2444896, 2559560; FAX. NO. 0471 – 2559943
Email: ertlsouth@stqc.gov.in**

TENDER DOCUMENT

Category : **SINGLE-BID TENDER**

Name of the Item : **GARDENING SERVICES**

Tender No. : **34(3)/2017/Admn/Gardening**

Issue Date : **25.04.2018**

Closing Date & Time for Submission : **15.05.2018 at 1700 hours.**

EMD Amount : **Rs.10,000/-**

Opening Date & Time : **17.05.2018 at 1100 hours**

DEPUTY DIRECTOR
Ph: 0471-2550457

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATION & INFORMATION TECHNOLOGY,
DeitY, STQC DIRECTORATE
ELECTRONICS REGIONAL TEST LABORATORY (SOUTH)
AKKULAM, SREEKARIYAM. P.O., THIRUVANANTHAPURAM - 695 017.
TEL. NO. 0471 - 2444896, 2559560; FAX. NO. 0471 - 2559943
Email: ertlsouth@stqc.gov.in

TO
ALL INTERESTED BIDDERS

INVITATION OF TENDER

E-bids are hereby invited by the Director, ELECTRONICS REGIONAL TEST LABORATORY (South), Thiruvananthapuram, for and on behalf of the President of India, from interested and eligible Bidders for the Services / items under the terms and conditions and schedule of requirements and specifications mentioned in the following Tender Document in the manner prescribed. In case any clarification is required for filling the bid document or submitting the same, the prospective bidder may contact Deputy Director (Admn) (Telephone No. 0471-2550457 (direct) or Board Numbers as mentioned above). Email: ertlsouth@stqc.gov.in

Contents

- 1) Chapter – 1 : Instructions to Bidders
- 2) Chapter – 2 : Conditions of Contract
- 3) Chapter – 3 : Schedule of Requirements
- 4) Chapter – 4 : Scope of Work
- 5) Chapter – 5: Proforma for the Bid

CHAPTER – I : INSTRUCTIONS TO BIDDERS

1 Eligibility Criteria

- 1.1 Ownership: The Bidder must not be an individual but must be a registered Firm / Organization located at Trivandrum or at any city of Kerala having their office at Trivandrum. A copy of the registration certificate of the firm / organization for registering the firm / organization as a Limited Company, or a Private Limited Company, or a Partnership firm etc., shall be submitted.
- 1.2 Credentials: Bidders may preferably have proven track record for providing similar type of services and shall submit copies of successfully executed contracts (at least 3) during the last 3 years.
- 1.3 The contractor shall have valid PAN number and GST Registration Number and submit a copy each of the PAN Card and GST Registration Certificate.

2 Submission of Bids

- 2.1 Price of the Bid Document: This tender document is free of cost.
- 2.2 Availability of Bid Document: The bid document can be downloaded from the website of the STQC Directorate, Ministry of Electronics and Information Technology, Govt. of India, New Delhi, namely, www.stqc.gov.in or from <https://eprocure.gov.in/cppp>. However, submission of tender document is possible only in CPP portal.
- 2.3 Bids shall be valid at least for 90 days from the date of closing.
- 2.4 The bidder is required to deposit the requisite Earnest Money Deposit by Fixed / Term Deposit Receipt or Bank Guarantee in favour of “PAO, MeitY, New Delhi” payable at Trivandrum along with the bid. **The EMD shall be valid for 45 days beyond the final bid validity period.** Apart from scanned copy of the EMD submitted electronically, physical FDR / TDR put in an envelope superscribed with the “EMD for Tender No..... dated (closing date:)” shall be sent to ERTL(South), Trivandrum so as to reach on or before the closing date of the bids. The contents of scanned image of FDR/TDR or BG submitted electronically shall tally with that of the physical document. In the case of exemption certificate from Central Purchasing Organizations like DGS&D, NSIC etc., in lieu of EMD, a scanned copy of exemption certificate shall be uploaded. Bids without EMD or valid exemption certificate shall not be considered. The decision of Director, ERTL(South) shall be final regarding the validity of exemption certificate.

- 2.5 Bidders must submit their bids electronically in separate distinct files as specified in the on-line instructions of e-tender.
- 2.6 E-bids, containing documents that are illegible, not readable, not clear are liable to be rejected. Therefore, bidders shall ensure that only legible, readable and clear soft copies are uploaded.
- 2.7 The technical aspects like Encryption, DSC etc., of bids and documents submitted on-line shall conform to the e-procurement guidelines meant for bidders in the CPP portal.
- 2.8 Bids, submitted in any other mode than e-submission in CPP portal, shall not be considered.
- 2.9 Bids shall be submitted in the proforma contained in Chapter-5.

3 **Opening of bids**

- 3.1 Bids will be opened electronically by the STQC Procurement Committee (SPC) members on the bid opening date.
- 3.2 Then, bids will be evaluated by the SPC members and approved by the final competent authority for sanctioning the ERTL(S) proposal. Evaluation results and final bid results / awardee details will be published in CPP portal / STQC website.
- 3.3 The EMD is liable to be forfeited and bid is liable to be rejected, if the bidder withdraws or amends or derogates from the tender in any respect within the period of validity of the tender.
- 3.4 The EMDs of unsuccessful bidders will be returned without any interest, after the expiry of the final tender validity period but not later than 30 days after issue of Work Order and its acceptance by the successful bidder.
- 3.5 The successful bidder shall submit a Performance Bank Guarantee (PBG) for an amount equivalent to 10% of the annual quoted amount along with Order Acknowledgement i.e. by sending a signed and stamped copy of the Purchase Order within four weeks of the placement of Work Order. An Agreement has to be executed between ERTL(S) and the successful bidder on a 100 rupees non-judicial stamp paper (stamp value subject to rules that are in force at the time of execution of agreement), expenses for which have to be borne by the successful bidder. EMD of the successful bidder will be returned without any interest, on submission of Order Acknowledgement and PBG by the successful bidder.

- 3.6 PBG shall, preferably, be in the form of Term Deposit Receipt. However, Bank Guarantees are also accepted, which shall be in the prescribed format.
- 3.7 Payment shall be released on monthly basis on submission of a pre-receipted bill in triplicate in the name of Director, ERTL(South), Thiruvanthapuram immediately after making payment to the deployed personnel but not later than 10th of every month along with the required documents.
- 3.8 Payment will be released within 30 days, if all the documents submitted and service rendered are proper / satisfactory as per the contract.
- 3.9 Payment will be made by electronic mode. Therefore, bidder shall submit the bank account details, namely, (i) Name and address of the organization; (ii) Name of the Bank and Branch; (iii) Account Number; (iv) Account Type; (iv) IFSC / NEFT Code; (vi) Bank Code; (vii) MICR Code along with a copy of the cancelled cheque leaf or photo copy of a cheque leaf.
- 4 **Disputes**
In case of any dispute, the decision of Director, ERTL(S), Thiruvanthapuram shall be final and binding on the bidders.

CHAPTER-2: CONDITIONS OF CONTRACT

- 1 The contractor shall pay monthly wages to the employees deployed as per the Minimum Wages Act / Minimum wages fixed in terms of the Government of Kerala, labour & Skills (E) Department Notification No.G.O.(P) No.39/2017/LBR dated 09.05.2017 under Schedule-V Nurseries (Unskilled workers / Skilled Workers). The contract amount shall not be increased or revised during the period of contract for any usual increase like DA, employer's contribution of EPF etc., except GST.
- 2 The contractor shall not sub-contract the work.
- 3 The employees of the Contractor should be covered under ESI, EPF and a copy of ESI and EPF Deduction Certificate shall be enclosed along with the monthly bills submitted by the contractor.
- 4 The contractor shall supply necessary outfits to the employees deployed by them.
- 5 The contractor shall employ only adult labour and manpower employed shall be as per the Chapter-3 of this tender document. The area covered for gardening is as mentioned in Chapter-3 of this tender document.
- 6 Income tax @ 2% or as amended from time to time by Income Tax Department, will be deducted from the payment made to the contractor.
- 7 The contractor shall be liable to deal and settle all kinds of problems of labour and the matter related with labour unions etc., including financial compensation, if any.
- 8 ERTL(S) will not be responsible for any accident, injury or death of the deployed persons by the contractor. Any claim arising out of the discharge of the duties assigned to them shall be settled by the contractor only.
- 9 The deployed persons shall mark their attendance in bio-metric device installed at ERTL(S) or initial the attendance register maintained at ERTL(S), in case there is any problem in the device, at the time of arrival to, and departure from ERTL(S). A copy of this attendance sheet has also to be enclosed with the monthly bill submitted by the bidder.
- 10 After award of contract, the successful contractor shall obtain labour licence number, as applicable, and submit the same.
- 11 The contract will be valid for one year at the first instance, which may be extended for a further period of one year on the sole discretion of the competent authority and the willingness of the contractor.

CHAPTER-3: SCHEDULE OF REQUIREMENTS

Area covered for gardening services

Entire developed garden area and undeveloped open-greenery area within the ERTL(S) campus (3 acres of land housing the ERTL building and garden area) located at Akkulam, Trivandrum.

Manpower required:

2 (two)

(i) One skilled worker (preferably male)

(ii) One unskilled worker

experienced in garden and nursery-related works.

Age Limit: 18 to 45 years.

Working Hours:

Gardening: 07:30 AM to 04:30 PM with one-hour break
(half-an-hour for break-fast and half-an-hour for lunch)

Working Days: Monday to Saturday (Sunday Holiday)

The deployed persons will report to the Caretaker or any other officer / official of ERTL(S) nominated for this purpose.

The persons deployed should be physically fit to carry out the tasks assigned.

CHAPTER-4: SCOPE OF WORK

Gardening

1. Development of appropriate landscape as approved and decided by Director, ERTL(S).
2. Planting of new saplings, placement of flower pots, development of new flower beds etc.
[(expenditure for purchase of saplings, flower pots, grass, (wet) soil etc., for the above two activities will be borne by ERTL(S)]. No extra payment will be made for services of any kind on account of these will be made.
3. Maintenance of existing lawns, plants, trees and hedges in the ERTL(S) premises.
4. Removal of unwanted plants and weeds at regular intervals.
5. Dressing / Trimming of hedges, grasses etc., wherever applicable.
6. Maintenance of newly-developed landscape and newly-planted saplings.
7. Watering of plants and garden area.
8. Application of pesticides, if required.
9. Necessary consumables like manures, fertilizers, pesticides, wet soil etc., and Working tools like spades, scissors, grass-cutters etc., will be provided by ERTL(S).

CHAPTER – 5: PROFORMA FOR THE BID

(To be printed on the letter-head of the bidder and duly signed by the Authorized Signatory with common seal / rubber stamp of the firm / organization)

QUOTATION IN RESPONSE TO TENDER No.....DATED FOR GARDENING SERVICES AT ERTL(S)

Bidder's Quotation Reference Number :
Quotation Date :

Sl. No.	Details		Documents to be attached.
1	Company / Firm Registration Number		Copy of Certificate of Registration as a firm / company dealing with manpower deployment.
2	PAN Number		Copy of PAN Card
3	GST Registration Number		Copy of GST Registration Certificate.
4	EPF Registration Number		Copy of Letter from EPF Office.
5	ESI Registration Number		Copy of Letter from ESI Office.
6	Name of the 3 organizations where similar services were provided by the bidder during the last 3 years	(i) (ii) (iii)	Copies of the PO/WO along with order acknowledgement.
7	EMD Details	Demand Draft / FDR No..... dated drawn on (Bank's Name & Branch) for an amount of Rs.10,000/- . Valid till:	Copy of the TDR or FDR / BG towards EMD shall be uploaded. Physical TDR or FDR / BG has to be sent to ERTL(South) so as to reach them on or before closing date. In the case of exemption, exemption certificate shall be uploaded. No need to send physical copy of the certificate.
8	Date till which quotation is valid		
9	Number of persons deployed	Two persons as per the schedule of requirements in Chapter 3.	

10	Bid Amount	
	Particulars	Amount / Rs.
10.1	Monthly Wages (including VDA, employer's contribution of EPF, and ESI) for one skilled worker	
10.2	Monthly Wages (including VDA, employer's contribution of EPF, and ESI) for one unskilled worker	
10.3	Service Charges etc.	
10.4	Total	
10.5	GST @ 18% (or at the rates in force at the time of quoting) on the amount at 10.4	
10.5	Gross Amount per month (10.4+10.5)	
10.6	Annual Gross Amount (Amount at 10.5 X 12)	

Apart from the above documents, the following documents are also to be uploaded along with this commercial bid.

1. A scanned copy of the tender document duly signed by the authorized signatory of the bidder with company's seal, on all pages as a token of having accepted the terms and conditions of the tender notice.
2. Bank Account Details duly signed by the authorized signatory of the bidder, as mentioned in clause 3.9 along with a scanned copy of a cancelled cheque leaf.

(All documents submitted by the bidder should carry the signature of the authorized signatory of the bidder along with round seal / rubber stamp except EMD DD / FDR. Please do NOT enclose any other document, unless it is very much relevant to the bid submitted.)

Place:

Signature of the Authorized Signatory of the bidder

Date:

Name:

Designation:

Landline Number:

Mobile Number:

Fax Number:

Email id: