

JAMIA HAMDARD
(Hamdard University)
HAMDARD NAGAR, NEW DELHI-62.

TENDER NOTICE

Sealed tenders are invited in two bid systems from Horticulture agencies for Maintenance of Lawns/Parks &Herbal Garden at Jamia Hamdard.

For further details of work, terms & conditions see the University web site: www.jamiahamdard.ac.in / www.jamiahamdard.edu. The last date for submission of the tender is **07-07-17 up to 1.00 p.m.**

REGISTRAR

Ph. No. 011-26059688(12 lines) Extn.5373 Fax-26059663

Development & Maintenance of Lawns/ Parks & Herbal Garden

AT

JAMIA HAMDARD CAMPUS

(2017-2018)



**JAMIA HAMDARD
HAMDARD, NAGAR
NEW DELHI –110062**

TENDER FORM FOR DEVELOPMENT & MAINTENANCE OF LAWNS/ PARKS & HERBAL GARDEN AT JAMIA HAMDARD

Sealed tenders are hereby invited for Annual Rate Contract for **Development & Maintenance of Lawns/Parks & Herbal Garden at Jamia Hamdard Campus**. The Terms & Conditions in respects of tenders are as under.

The tender shall be in two bid systems.

(a) One Technical Bid: Containing information regarding business turn over, experience and other detail of firm, to judge the suitability of the tenderers. **(Annexure I)**

(b) Second Financial Bid: Containing of rates & amount. **(Annexure II)**

The Technical Bids will be opened on 07-07-17 **at 03:30 p.m.** in presence of interested tenderers/ representatives available at the time of opening. The competent authority of Jamia Hamdard may sent an authorize person or a team to conduct the visit of the establishments of the tenderers to assess their suitability, as part of the Technical/Financial Bid. The Financial bid shall be opened only of those tenderer, who were found suitable by the committee appointed for the purpose on a date/time to be decided and communicated to such eligible bidders.

The bidder should submit the Technical Bid & Financial/Commercial Bid as per the attached (Annexure I & II) along with EMD of Rs.35,000.00 only along with the technical Bid (Annexure I) in SEPARATE sealed envelopes Super-Scribing “Technical Bid/” and “Financial Bid” respectively. These two envelopes should be then put in an envelope and sealed properly and Super-Scribed “Development & Maintenance of Lawns/Parks & Herbal Garden at Jamia Hamdard Campus”.

The Tenders supported by all documentary evidences and EMD (**Rs.35,000/-**) through a demand draft in favor of “REGISTRAR JAMIA HAMDARD” Payable at New Delhi.

Tenders should be addressed to the Registrar Jamia Hamdard New Delhi -110062.

The following information will be indicated on the Envelope cover.

- a) Tender for Development & Maintenance of Lawns/Parks & Herbal Garden at Jamia Hamdard Campus
- b) Name of Firm. _____
- c) Clearly indicate the list of enclosures. _____
- d) Clearly indicate on the envelopes **“TECHNICAL BID” OR FINANCIAL BID.**

TENDER NOTICE

Ref. No-----

Date: -----

The Registrar Jamia Hamdard invites sealed tenders for Annual Rate Contract for **Development of Lawn/Park & Maintenance of Lawns/Parks & Herbal Garden at Jamia Hamdard Campus** from spealized Horticulture agencies/contractors in two bid system. Tenderers who have sufficient experience, trained personnel, T&P, PAN & TIN etc. may download the tender document from the university web site: www.jamiahamdard.ac.in/ www.jamiahamdard.edu. The last date for submission of the tender is **07-07-17 up to 1.00 p.m.**

The tenderers may drop the tender in the tender box placed in purchase section up to 1.00 p.m. latest by 07-07-17.

NAME OF THE WORK: **Development & Maintenance of Parks/Lawns at Jamia Hamdard Campus.**

EARNEST MONEY: Rs. 35,000.00 only.

COST OF TENDER: Rs. 1000.00 only (Non Refundable)

CONTRACT PERIOD: One year or as specified in the work order.

The tender will be opened by the tender committee on 07-07-17 at 3.30 p.m. in presence of interested tenderers/representatives available at the time of opening. The Earnest money shall be in favors of Registrar, Jamia Hamdard in the form of Bank Draft. The non-following of the required procedure i.e. filling of rates and amount in word & figure, non depositing the earnest money and not submitting the required documents etc., will lead to rejection of the tender without assigning any reason. Jamia Hamdard reserves the right to reject any/all the tenders or divide in two bidders without assigning any reason.

Prof. Ehsan A Khan

REGISTRAR

C. C. to.

1. In-charge of Horticulture Section
2. Finance officer
3. AE (C)
4. Notice Board
5. University web Site

General Description of Development & Maintenance of Lawns/Parks & Herbal Garden at Jamia Hamdard Campus

1. Tender for: Development & Maintenance of Lawns/Parks at Jamia Hamdard Campus.
2. Cost of tender: Rs. 1500/- only (Non Refundable)
3. Due date of tender submission: On or before 07-07-17 up to 1.00 p.m.
4. Time and date of tender opening: On 07-07-17 at (3.30 p.m.)
5. Earnest Money: Rs. 35,000.00 only
6. Names, address of Firm/Agency and Telephone No.....
7. Registration number of the Firm/Agency registered for exclusively Horticulture works
.....
.....
.....
8. Name, Designation, Address and Telephone No..... of Authorized person of Firm /Agency to deal with
.....
9. Please specify as to whether tenderer is a sole proprietor/partnership Firm/Company Name, address, phone Number of the authorized person should be specified.
(a)..... (b).....
.....
10. PAN..... TAN.....
11. Provident Fund Account No. and authority with whom registered
.....
12. E.S./E.P.F. No.....(with latest return challan copy)
13. License No. Under Contract Labour (R & A) Act.
.....
13. Details of earnest money deposit.
.....
a. Amount. (Rs. In words)
.....

b. Demand Draft No.in favor of "The Registrar Jamia Hamdard"

c. Name of the issuing authority. New Delhi.

14. Memorandum in case of company and partnership deed in case of partnership firm to be provided.
15. **The tenderer must have minimum 7 years experience exclusively in Horticulture/Maintenance of Lawns/Parks in Govt. building & Corporate Buildings and have minimum one work of Maintenance of Lawns/Parks not less than of Rs. 22.00 lakhs (each job) per year in last three years in Universities or Govt. organizations. For reference the copies of work order & successful completion of each contract/job be attached.**
16. Declaration by the contractor

This is to certify that I/We before signing this tender have and fully understood all the terms and conditions and instructions contained herein and undertake myself/ourselves abide by the said terms and conditions.

CONTRACTOR'S NAME & SIGNATURE

AGREEMENT FORMATE

This Deed of agreement is executed on day of at New Delhi.

BETWEEN

Jamia Hamdard (Deemed to be University), Hamdard Nagar, New Delhi, through its Registrar, hereinafter referred to party of the first part.

AND

M/s., through....., hereinafter referred to as the contractor, party of the second part.

The expression party of the first part and party of the second part shall however mean and include their successor, appointees, assignees etc.

WHEREAS the Jamia Hamdard, party of the first part is desirous of **Development & Maintenance of Park/Lawn & Herbal Garden at Jamia Hamdard Campus.**

AND WHEREAS the party of the second part has assured that they possess the require equipment, experience, expertise both manual and mechanical and have means and facilities to render high quality services and has offered/undertake to provide aforesaid services (on sq.ft/Sq.mt basis) on the following terms & conditions.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOW:

1. That the contractor, party of the second part shall execute **Development & Maintenance of Park/Lawn & Herbal Gerden at Jamia Hamdard Campus** as per the conditions herein contained work detail specification, adequate number of personnel.
2. That for executing above the contractor will use standard approved quality material, engaged adequate number of personnel as per the requirement and maintain high standards of parks & lawns and will also spray insecticide chemical against the protection of insects or as instructed and the park/lawn waste/ garbage will be lifted and dumped at instructed place by the In-charge Horticulture within the campus by arranging own transport whichever will required.
3. That in consideration of the said maintaining of parks/lawns the Jamia Hamdard, party of the first part shall pay per month to the contractor on sq.mt./sq.ft. basis, as agreed and decided.

4. That any payment to the contractor is subject to all applicable deductions TDS etc. as per prevailing rates prescribed under the Rule/Law/Act and come during the contract.
5. The Jamia Hamdard will provide only the electricity & water (available in sump wells) required for the development/ maintenance the lawns/parks. But the contractor will make his own arrangement at his own cost for transportation of water from the sump wells up to allotted lawns/parks for development & maintenance and also use all tools, plants, machines, lawn mover and sprinklers' in required quantity assed by the In-charge Horticulture.
6. That the Registrar Jamia Hamdard, party of the first part reserves the right of altering the schedule of work and of adding to or omitting any items of work or having portions of the same carried out departmentally or otherwise and such alterations or variations shall not vitiate this agreement. The party of the first part also reserves the right to ask the contractor to deploy / engage his personnel for executing any additional work between duty hours like removal of cobweb and Melba etc. lying in the parks/lawns or sides of the lawns/ parks.
7. That the contractor shall be responsible for liability to all or any of the personal so engaged/ arranged by him under any legislation and also for any misconduct, negligence or other culpable act on their part.
8. That the contractor shall be responsible for any loss/theft or damages to the properties belonging to Jamia Hamdard, party of the first part, caused by his staff negligence or any theft etc. will pay to the party of the first part or allow the amount of loss sustained by the party of first part, to be deducted from any such amount due to the contractor, party of the Second part. The responsibility for any such loss or damage shall have to be decided by the party of the first part on findings of the Inquiry committee, fixed for the purpose by the party of the first part.
10. That the contractor shall provide the services set out above, efficiently and maintain/developed the parks of high standard as desired & directed by the In-charge Horticulture. In case of failure to provide such services to the satisfaction of the party of the first part, the contractor, party of the second part, shall pay to the party of the first part/or authorize to the party of the first part to deduct the sum equivalent to actual extent of job not done or not properly done and a reasonable sum may be to the extent of 10% of the monthly bills or as decided by the competent authority, as liquidated damages from any payment, due to the contractor, party of the second part.
11. That during the continuance of this agreement, the contractor, party of the second part shall at his own arranged the experienced workers/staff to render the aforesaid services to Jamia Hamdard.

The said staff employed by the contractor for rendering the services as contracted, will be the employees of the contractor, and will be on his pay rolls and they shall receive instructions from the contractor, for their duties etc., the contractor shall be solely responsible for the payment of their salaries, remuneration and other dues whatsoever to which such staff will be entitled to, under any law for the time being in force or which may come in force during the currency of the contract.

12. That the contractor, party of the second part will comply with all the provisions of the labour laws including Employees State Insurance Act, Workman's Compensation Act, Payment of Minimum Wages Act, Employees P. F. Act and timely payment of all their dues, in respect of the employees engaged by him for rendering the aforesaid services and shall keep Jamia Hamdard indemnified from all acts and omissions, faults, breaches, claims, payment, loss, demands, injury and expenses etc., Jamia Hamdard, party of first part will not be responsible for such acts, omissions, faults, breaches and/or claims, demands, injury and expenses etc.
13. That the tenure of the present agreement is for a period of w. e. f. to However this contract can be terminated at any time by giving one-month notice in writing in advance on either side without any reason what so ever. In case if the contractor, fails to development or maintenances of Lawns/ Parks etc. properly the contract can be terminated forthwith by the party of the first part without any notice etc.
15. That the contractor, party of the second part shall deposit a sum of Rs...../- (Rupees only) with the party of the first part as Security Money, or a bank guarantee decided by the authority for due discharge of his services/ responsibilities, in accordance with the terms and conditions of this Agreement. In case of breach of any of the conditions of this agreement, committed by the party of the second part, the security money/amount is liable to be forfeited. If not forfeited, then the security money is liable to be discharged on the expiry of the contract period, without any interest.
16. That in the event of any dispute, differences, arising between the parties of this agreement for any reason whatsoever relating to this agreement whether during the substance/currency of this agreement or thereafter the parties will endeavor to amicably resolve the same, but in case if dispute or differences still remain unresolved, the same shall be referred to a sole arbitrator appointed by the Vice Chancellor Jamia Hamdard. The decision of the arbitrator shall be final and binding upon both the parties concerned.

IN WITNESS WHEREOF,, Registrar, Jamia Hamdard of the party of the first part and Mr., party of the second part have here into respectively signed the agreement on the day and the year first above written.

Mr.....

.....

.....

.....

.....

Registrar

Jamia Hamdard

Hamdard Nagar

New Delhi-110062.

(Party of the second part)

(Party of the first part)

Witnesses:

Schedule - 'A'

TERMS & CONDITIONS

1. The tenderer should sign & seal every paper of the tender.
2. The tenderer should take care that the rate and amount should be written in such a way that interpolation is not possible. No column should be left blank, which would be otherwise, made the tender liable to be rejection.
8. **The preference can be given to contractor who has sufficient experience of Maintenance of Lawns/ Parks in Universities and Govt. Organizations.**
9. The earnest money will liable to be forfeited, if the tenderer withdraws or amends & derogates from the tender in any respect within the period of validity of the tender.
10. Every amount paid to the contractor shall be subject to the deduction of tax at source and other taxes as applicable from time to time.
11. The successful tenderer/Contractor shall deposit a security in favors of Registrar Jamia Hamdard for an amount of Rs. 60,000.00 for due performance of the contract, within one month from the date contract. In the event of breach/violation or contravention of any terms and conditions herein by the contractor, the security deposit shall be forfeited by the Jamia Hamdard. In addition of any amount of penalty as decided by the Registrar Jamia Hamdard, the earnest money will be adjusted against security money. No Interest shall be paid on earnest and security money deposit.
12. The Jamia Hamdard reserves the right to cancel/reject full or any part of the tender without assigning any reason.
13. Tenderer while submitting, the tender would be presumed to have considered and accepted all the terms and conditions.
14. Any Act on the part of the tenderer to influence any body in the Jamia Hamdard is liable to rejection of his tender.
15. The contractor shall also provide the Police verification of each personnel engage/deploy at Jamia Hamdard.
16. The age of the workers of the contractor shall be between 18-40 years.
17. The agency staff shall work under supervision, direction and overall administration of the contractor, who will be subsequently responsible / assumable to the Jamia Hamdard.

19. That the agency shall also be wholly responsible to provide all the benefits viz. P.F., E. S. I, Bonus, Gratuity, Leave, etc. to eligible personnel engaged and deployed by the Contractor.
20. The contractor shall have to produce documentary proof i.e. Ration Card/Telephone Bill/ Electricity Bill/ Income Tax Certificate, if he/she is assessed under Income Tax department in support of identity of the person deputed at Jamia Hamdard.
21. Tender must be unconditional.
22. The Jamia Hamdard shall have the right to direct the contractor to remove any such person from the work, who found to be incompetent to discharge of his duty.
23. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
24. The contractor for development/maintenance of the Parks/Lawns & Herbal Garden will use standard approved quality material, plants, fertilizer as approved by the In-charge Horticulture, engaged adequate number of personnel as per the requirement and maintain high standards of parks & lawns & Herbal Garden and will also spray insecticide chemical against the protection of insects or as instructed.
25. The contractor will remove and dispose off the cobweb, garbage, plants stems and other un-necessary items hinder for maintaining the park within the ground as directed by the In-charge Horticulture within the campus by arranging own transport whichever will required for which the Jamia Hamdard shall make no extra payment.
26. The contractor will sow/grow the seasonal flowers, hedge of inerme on all sides of parks in a proper manner or as directed by the In-charge Horticulture.
27. The contractor will make own arrangement against the trespassing and protection of plants & grass etc. during the development and up to hand over the park to In-charge Horticulture or his representative.
28. In case of emergency, the contractor shall arrange additional personnel for allocating any additional duty arising out as per the circumstances.
29. **The Jamia Hamdard will provide water (available in sump wells) ETP treated reservoir required for the development/ maintenance of the lawns/parks. But the contractor will make his own arrangement at own cost for transportation of water from the sump wells up to**

- allotted lawns/parks for development & maintenance and also use all tools, plants, machines, lawn mover, sprinklers in required quantity assed by the In-charge Horticulture.
30. **The tenderers must visit the campus and see the Lawns/Parks in detail and assessment of work and required tools & plants, workers and machines before quoting their rates and amount.**
 31. **The work shall be executed on all 07 days of a week.**
 32. **Against the development of Parks/Lawns the Jamia Hamdard shall pay to contractor the work done properly and handover the park to In-charge Horticulture of the Jamia Hamdard after fully developed grass and hedges with cutting and trimming.**
 33. The contractor for development of Park/lawn & Herbal Garden shall remove all vegetation, excavated the earth for proper leveling and sow the 1st class grass after due check of the In-charge Horticulture. If in the opinion of the In-charge Horticulture the leveling and other things are required to re-done, the contractor shall bound to do as per direction of the In-charge Horticulture.
 34. The required documents as mentioned in the tender if not supplied then the tender might be rejected even after found lowest.
 35. The acceptance of tender rests with the authorities of Jamia Hamdard, who reserve the right to be accept/reject a part/whole or all tenders without assigning any reason and no inquiry in this regard, will be entertained.
 36. In case of any dispute or difference, remain unresolved the matter shall be referred to the Arbitrator appointed by the Vice Chancellor of Jamia Hamdard. The Award of the Arbitrator shall be final and binding on the parties. The jurisdiction shall only at Delhi/New Delhi.

CONTRACTORS SIGN AND SEAL
(As acceptance of the above term & condition)

PERFORMA FOR TECHNICAL BID

1.	Reference cost of tender form (copy of tender cost slip)	No.-----Date-----
2.	Reference of Ernest Money (Demand Draft amount of Rs. Twenty five thousand).	D.D. No. -----Date-----
3.	Registration of the Firm (enclosed the attested copy of registration Certificate)	No.-----Date----- From-----Date-----
4.	ISO 9001/2000 certificate exclusively of Horticulture Works (Enclosed attested copy of ISO Certificates of last two years)	No.----- Date----- From----- Date-----
5.	EPF Registration Certificate (Enclosed Attested copy of EPF Registration Certificate)	No.-----Date----- From-----Date-----
6.	ESI Registration Certificate (Enclosed Attested copy of ESI Registration Certificate)	No. -----Date----- From-----Date-----
7.	Permanent Account Number issued by the Income Tax Department (Enclosed attested copy of PAN)	No. -----Date----- From-----Date-----
8.	Service Tax Registration Certificate (Enclosed attested copy of Service Tax Registration Certificate)	No. -----Date----- From-----Date-----
9.	Turnover of last 3 financial years. (Enclosed attested copies of balance sheet per year)	No.----- -Date----- From-----Date----- From-----Date----- From-----Date-----
10.	Performance Certificates Development & Maintenance of Lawns/Parks issued by the Managing Director/ authorities against the work	No. -----Date-----

	executed or in working in Universities, Hotels or in corporate offices. (attached the copies)	From-----Date----- From-----Date----- From-----Date-----
11.	Declaration of Machines like diesel operated grass cutting machines, tractor, trolley & tanker etc. to be used for maintenance of Lawns/Parks. The above will remain in Jamia Hamdard in working conditions.	1..... 2..... 3..... 4..... 5.....
11.	Proof of providing services of last 07 Year's experience and proof of at least one work of exclusively for Maintenance of Lawns/Parks minimum amounting Rs. 22.00 lakh or above per year. (Enclosed copies of work order & completion certificate of each work of last three years) at Universities, & Govt. Organizations etc.	Name of organization From..... up to 1..... 2..... 3..... 4.....
12.	Firm should have own nursery in Delhi/NCR. For storing of plants and prepare the new plants etc.

CONTRACTORS SIGN AND SEAL

FINANCIAL BID

(SCHEDULE OF QUANTITY)

I.....Proprietor/Partner/authorized person of M/s..... understand the work and term & condition as entered in the tender document and condition the Lawns/Parks & Herbal Garden for maintenance. I also bound myself/ themselves to abide the rule & regulation of Jamia Hamdard. The charges for the **Development of Lawn/ Park & Herbal Garden & Maintenance of Park/Lawn & Herbal Garden at Jamia Hamdard Campus** along with the all terms & conditions as mentioned in the tender document shall be **on Sq. ft./Sq. mt. basis per month** to maintain and developed the lawns/parks of high quality or as directed, that includes workers on minimum wages with E.S.I., P.F., weekly off, all applicable taxes, disposal of garbage, all tools & plants, at least one tractor trolley, one water tanker minimum capacity 5000 liters, trolley mounted pumps with accessories seasonal plants, Fertilizers, medicines, sprinklers, grass cutting machines, flexible pipes for watering and other obligations under the law including the disposal of waste/garbage at instructed place in campus. I indemnified the Jamia Hamdard for all liability like workers payment, E.S.I. P.F., Bonus & compensation and other liabilities arises in future. I also affirmed/understand that no extra payment shall be made on any account except mention in the order.

The rates for above said services shall be as under.

S.No.	Description of Lawn/Park & Herbal Garden (Maintenance of Plants, trees Hedges, grassing & Plantation of seasonal plant	Approx. Area in Sq. ft.	Rate per Sq. Ft. per month	Amount
A.	FOR MAIANTENANCE			
1.	Lawns/Parks behind F.O. Science	63,100.00		
2.	Lawns/Parks near Amul Outlet	45,689.00		
3.	Lawn/Park near F.O. Medicine Unani.	22,400.00		
4.	Lawns of HAHC Hospital.	6,840.00		
5.	Lawns/Parks near Central Library.	67,780.00		
6.	Lawn/Park near Lift Faculty of Science	20,600.00		
7.	Lawn/Park near V.C. Lodge.	40,000.00		
8.	Lawn/Park of HARC Building.	96,840.00		
9.	Lawn/Park along the campus Boundary Wall (M.B. Road) (out side from corner of school of Pharmaceutical Education to T-Junction)	26,000.00		
10.	Lawn/Park near Faculty of Nursing	3,000.00		
11.	Lawn/Park near Sub-station 01 to P.G. Nursing	3,000.00		
12.	Lawn/Park in front of HCC	9,000.00		
13.	Lawn/Park at right side of HCC	27,500.00		
14.	Lawn/Park at School of Physiotherapy Centre	4,400.00		
15.	Lawn/Park at School of Pharmaceutical Education (New & Old Block)	8,880.00		
16.	Lawn/Park at JNL Hostel	15,600.00		

17.	Lawn/Park at Ibne Batuta	2,000.00		
18.	Lawn/Park at Ibne Sina	3,000.00		
19.	Lawn/Park at Chancellor lodge	15,000.00		
20.	Lawn/Park at Vice-Chancellor Lodge	12,400.00		
21.	Lawn/Park at Scholar House	33,900.00		
22.	Lawn/Park in front of C Block	40,000.00		
23.	Lawn/Park at In front Faculty of Science	40,000.00		
24.	Lawn/Park at HIMSR Building	50,000.00		
25.	Lawn/Park in front of Nano Building	31,300.00		
26.	Lawn/Park in front of Central Library Building (Near gate No. 6)	20,300.00		
27.	Lawn/park near Pharmacy Banglow	4,000.00		
28.	Lawn/park of AMHR Hostel near New Hospital Block	8,000.00		
	TOTAL			
B.	HARBAL GARDEN Maintenance of Medicinal plant in the Herbal Garden as per the direction of the In charge of the Herbal Garden	85,000.00		
	TOTAL			
C.	Maintenance of Nursery Maintenance / Development of existing nursery , available plants trees. Also making the arrangement of 500 plants for the placement at different building during function as and when required by in charge Horticulture	Per plant		
	TOTAL			
D.	Rates only for Miscellanies items			
1.	For hiring of tractor trolley with driver by the Department for transportation of equipments tables & chairs etc. within campus.	Trpp.		
2.	Supplying & fixing of SFRC tree guards at campus Supplying & plantation of enermi hedges at dried places	Each		
3.	Shifting of good earth with in campus 200 ft.	Trpp.		
4.	For development/making of new lawns/Parks at available space in campus. (Includes minor leveling & dressing of the area, sowing of grass, hedges & other term & conditions as mentioned the above tender document etc. complete.	Sft.		

Note:- The payment shall be made on the basis of actual area.

CONTRACTOR SIGN AND SEAL

