



PONDICHERY UNIVERSITY

HORTICULTURE WING

PU/Hort/F. Mens' Hostel – Jungle bushes cleaning/2014-15/203,

Dt. : 11.09.2014.

NOTICE INVITING TENDER

Sealed tenders are invited from the eligible / registered garden contractors for completing the work of Jungle bushes cleaning and trimming of tree branches, which are touching the Mens' Hostel buildings to protect the hostel inmates from the poisonous creatures existing in the thick jungle bushes and its related works including loading, unloading, transporting and labour charges, etc. around the Mens' Hostel premises area within the University Campus.

Last date for receipt of sealed tenders: **06.10.2014 upto 02.30 P.M.**

The applications, other details of work & specifications and terms & conditions, etc., for carrying out the said works may be seen in the University website, www.pondiuni.edu.in under Tender column.

R.V. Nagar,
11.09.2014.

REGISTRAR.

TENDER SCHEDULE

ANNEXURE – I

Sealed Tenders are invited from the reputed / registered garden contractors for carrying out the work of Jungle bushes cleaning and trimming of tree branches, which are touching the Mens' Hostel buildings to protect the hostel inmates from the poisonous creatures existing in the thick jungle bushes and its related works including loading, unloading, transporting and labour charges, etc. around the Mens' Hostel premises area within the University Campus as detailed in Annexure-II.

TERMS & CONDITIONS:

1. Last date and time for receipt of Tenders: **06.10.2014** upto **02.30 P.M.**
2. Date & Time of opening of Tender: **06.10.2014** at **03.00 P.M.**
3. The tender schedule, tender application, terms & conditions and other details may be obtained by down loading from the University website www.pondiuni.edu.in. under tender column.
4. The filled in tender application must be accompanied with **Rs.525/=** [500 + 25 (VAT)] towards the cost of tender schedule, required EMD and other relevant documents.
5. The EMD amount fixed by the University for the work on Hostel wise basis are as follows.

Sl. no.	Location	EMD amount (Rs.)
1.	C.V. Raman Mens' Hostel	EMD amount of Rs.1000/= for each hostel / location
2.	Ilango Adigal Hostel *	
3.	Valmiki Hostel	
4.	Amutham Mess	
5.	Kannadasan Hostel	
6.	Kabirdas Hostel *	
7.	Dr. Radhakrishnan Mens' Hostel	
8.	Maulana Abul Kalam Hostel	
9.	Subramaniya Bharathidasan Hostel	
10.	Pavendar Bharathidasan Hostel	
11.	Kalidas Hostel	
12.	Mens' Gym	
13.	Tagore Hostel	
14.	Kamban Hostel	
Total		14000

* Cleaning works partly carried out by o/o Chief Warden (Mens hostel) & hence the estimate should be furnished after deleting the already cleaned area.

6. The filled in application in a sealed cover must be accompanied with D.D. from nationalized bank towards cost of application & EMD. The D.D. should be drawn in favour of "The Finance Officer, Pondicherry University", Puducherry.
7. The tender schedule without the Demand Drafts towards the application cost and required EMD and other relevant particulars will be summarily rejected.
8. The sealed tender with tender schedule accompanied by the Demand Drafts duly signed by the tenderer / contractors should be sent to the Registrar, Pondicherry University, Administrative Building, Kalapet, Puducherry – 605 014 by Courier / Registered Post so as to reach the Registrar's Office **on or before 02.30 P.M. on 06.10.2014** or to be deposited in the Tender Box kept at University reception counter at Admn. Block. Late tenders will not be considered at all.
9. The offer must be in English. The rates should be indicated both in figures and words against the said work as specified in the Annexure-III.

10. The tender participants are requested to be present at the time of opening the sealed tenders on **06.10.2014** by **03.00 P.M.** at Administrative block of Pondicherry University Campus.
11. The details of Jungle bushes cleaning and trimming tree branches and its related work to be carried out are furnished in the Annexure - II of the tender schedule and the said operation has to be properly carried out as per the work specifications mentioned in the tender schedule of Annexure – II. It should be got confirmed with Horticulture Wing, before taking up the said work by the successful tenderer.
12. The tender party should inspect the work location and ascertain the actual area, nature of field works to be carried out for proper completion of assigned work **before applying for tender.**
13. The tenderers should possess a minimum of 5 years of experience in attending the garden / tree cutting, transplanting, bushes cleaning work at any Government Agencies / Corporations. The tenderer should have minimum turnover of Rs.10 Lakhs worth of garden / jungle bushes cleaning related works for the past 2 years period from Government Agencies / Corporations, etc.,
14. The rate quoted should be inclusive of all charges for carrying out the work of Jungle bushes cleaning and trimming of tree branches, which are touching the hostel buildings to protect the hostel inmates from the poisonous creatures existing in the thick jungle bushes and its related works including loading, unloading, labour charges, cost of weedicide, etc. around the Mens' Hostel premises and should be quoted for "**Hostel-wise job tender amount**" only.
15. The Horticulture Wing Tractor with Trailer may be utilized for transporting the cut down tree woods from the new building site to the Horticulture Nursery area and hence, **the transportation charges for carrying out this work should not be included in the rate quoted for completing the job.**
16. A separate calculation sheet for work-wise break up details for attending the proposed Jungle bushes cleaning and other works (exc. Transportation charges) as shown in Annexure-II should also be furnished alongwith the tender schedule.
17. The rate quoted in the tender should be **valid for one month** from the date of award of work order.
18. The tenderers should submit their profile of work containing Certificate of Registration, Labour Licence from Labour Department (Central), Garden Experience Certificate from Government Agencies / Corporations. Other field of specialization related to carry out tree cutting, transplanting & jungle bushes cleaning works, if any, to be enclosed alongwith the tender application. Without the certificates and profile, the tenders will be rejected.
19. The mode of final selection is to accept the lowest rate (L₁) offered by the tenderer, the management reserves the right to negotiate with tenderer for further reduction in the rates quoted for the work.
20. Priority will be given to the tenderer, who have attended more no. of garden related works / tree cutting, jungle bushes cleaning & transplanting works in Government Agencies / Corporations during the last two years. The tenderer may also enclose such supply order copies along with their tenders.
21. Quoting merely the lowest price does not confer any right to any bidder for award of work order. The University's Tender Committee, reserves the right to select any tenderer considering the grounds of specification compliance, technical skill / quality, proven performance track record, service back up support, offer of additional / special features, compatibility with the existing system, etc.,
22. Security Deposit amount @ 5% of the approved bid amount of successful bidder for the said work concerned as per work order will be withheld from each payment made for the work by the University and will be released, only after completing the work period as per the these conditions.
23. In the event of quoting freak rates i.e.; more than minus 25% of the value estimated by the University, an Additional Security Deposit (ASD) of 5% will be levied over and above the above 5% Security Deposit.

24. For successful bidder, the EMD will be retained as Initial Security Deposit (ISD) and the balance amount towards Security Deposit will be recovered as mentioned above.
25. The Income Tax and Sales Tax on works contract will be deducted from the progressive payment as per the prevailing Income Tax and Sales Tax rules.
26. The commencement of the period of contract is the period from the date of Letter of Intent / handing over of site, but the University reserves the right to extend / short close, if it is necessary without any change in the rate and terms and conditions.
27. The contractor shall not sublet, transfer or assign the contract or any part there-of to any other party without the written permission of the University. Notwithstanding any such permission to sublet the work, the contractor shall always be responsible for the due fulfillment of the contract.
28. The sealed tender cover should be super-scribed with the name of the work and place as per the model shown below:

Tender submitted for Jungle bushes cleaning and trimming work and its related work around Mens' Hostel premises within the University Campus.	
To	The Registrar, Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014.
From	
Tenderer's Address with contact no.	

29. Tender form duly completed in all respects should be accompanied by the following documents:
- Filled in tender schedule (Annexure – III).
 - D.D. for tender schedule & E.M.D. amount with details of amount paid.
 - Profile of the tenderer.
 - Details of work carried out by the tenderer in Govt. Agencies / Corporations, etc.,
 - Deed of Agreement (Annexure – IV).
 - Scope of work & work specifications form (Annexure – II)
30. The sealed tenders alongwith required EMD may also be deposited into the tender box kept in the reception counter at Administrative building (Ground Floor) within the due date / time i.e.; on or before **06.10.2014 upto 02.30 P.M.**
31. The sealed tenders alongwith required EMD should be addressed to ,
The Registrar,
Pondicherry University,
R.V. Nagar,
Kalapet,
Puducherry – 605 014.
32. The wages should be paid as per the central wages Act by the contractors to the labourers engaged for this purpose.
33. All the labourers working for this purpose should be covered under EPF Act and ESI Act, the contractor should make all the payments towards EPF for the labourers engaged by them for the garden work / maintenance work, if necessary / applicable.
34. If an work order is placed with the firm, the selected tenderer should enter into an agreement as per these conditions with this University in a Rs.50/= non judicial stamp paper and it should be governed as per the University rules in force at the time. The copy of the agreement form is enclosed in Annexure – IV.

- 35. The contractor shall be entirely responsible for any injury to the workmen in the event of them being involved in an accident and shall render all co-operation to the University Officials, if any enquiry is held thereon.
- 36. All safety pre-cautions and safety rules should be followed and failure to adhere to the same will be viewed seriously and the consequences there of shall be borne by the contractor.
- 37. In case of default by the contractor in fulfilling the obligations under the Acts and Rules, the University has right to have remedy by recovery from bills, security deposit or any amount due to him or otherwise as recovery of debts.
- 38. In the course of execution of work by the contractor, if any damage occur to the materials, equipments, water supply, power supply, power supply connections, fittings or any other installations, such damages will be recovered from the contractor at the cost prices of the articles damaged, plus other centage charges.
- 39. No alterations or erasures in the tender form are permissible without proper authentication, otherwise, it is liable to be rejected.
- 40. Tender received after due date or time or if tender is not duly sealed & signed will be rejected.
- 41. In case of any difference or dispute arising in connection with the tender / contract, all legal proceedings relating to the matter shall be instituted / only in the jurisdiction of the Union Territory of Puducherry.
- 42. Additional terms and conditions will be incorporated in the work order, if needed, to safe guard the interests of the University.
- 43. The University reserves the right to terminate the contract which may carry with it forfeiture of Security Deposit in addition to recovery of any loss or consequence there-of, at any time, if it is found that the contractor is not able to carry out the work satisfactorily.
- 44. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
- 45. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
- 46. For any clarifications, the tenderers may contact the Officer concerned as given below:

Name of the Officer	Contact Numbers
Horticulturist, Horticulture Wing, Pondicherry University Puducherry	Off : 0413 – 2655513

- 47. The Pondicherry University reserves full right to accept, reject or cancel or postpone the tender without assigning any reason depending upon the situation even after opening the tender.

REGISTRAR.

ANNEXURE – II

SCOPE OF WORK & SPECIFICATIONS:

The work of Jungle bushes cleaning and trimming of tree branches, which are touching the hostel buildings to protect the hostel inmates from the poisonous creatures existing in the thick jungle bushes and its related works including loading, unloading, and labour charges, etc. around the Mens' Hostel premises area within the University.

Details of Jungle bushes cleaning and trimming work to be carried out for proper completion:

- i. The unwanted thorny bushes and other weeds around the building location to a radius of 10 mts. (or) upto fencing limit should be cleaned thoroughly and the area should be leveled properly without any undulations.
- ii. Horticulture Wing Tractors may be utilized for transporting the tree wood items, whenever required. No charges for transportation should be claimed.
- iii. All the dried leaves and other waste materials inc. building debris should be removed.
- iv. The existing thick jungle bushes under the palm grove should be cleaned.
- v. The above said cleaning materials from the site should be taken away from the premises and kept in the waste pit adjoining to the Electrical sub-station site.
- vi. Attending the work of jungle bushes and crown cleaning work of palm trees around the building location.
- vii. Attending the work of trimming low lying branches and other unwanted dried branches of already existing trees around the building site.
- viii. The above mentioned cleaning works should be completed within a fortnight period from the date of work order without fail.
- ix. Labour charges for pruning unwanted, dried branches of the existing trees including loading and unloading charges and should be kept away from the hostel site.
- x. After completing all the works related to cleaning around hostel premises, spraying of required quantity of suitable weedicide to be attended to arrest the growth of weeds & other bushes in the cleaned area. The said spraying operation should be carried out in the presence of horticulture wing staffs.
- xi. While attending removal of bushes & unwanted plants around the hostel area, care should be taken to uproot the entire root portion of the already grown up bushes & other plants to arrest further emergence during rainy period.
- xii. The rate should be inclusive of all taxes, transportation and other miscellaneous charges.
- xiii. No other extra claim beyond your quoted amount should be made, which includes cost of materials, labour charges, etc.,
- xiv. The bill of cost may be sent to the undersigned in duplicate along with advanced stamped receipt after completing the said jungle bushes cleaning works satisfactorily for settlement.
- xv. Other conditions that may be imposed by the University from time to time.

I / We agree to undertake the awarded work as per the work specifications as mentioned above.

**Place:
Date:**

Signature of Tenderer.

ANNEXURE – III

PONDICHERRY UNIVERSITY - HORTICULTURE WING

(A CENTRAL UNIVERSITY)

R.V. NAGAR, KALAPET, PUDUCHERRY – 605 014.

TENDER SCHEDULE

The rate should be quoted for carrying out the work of Jungle bushes cleaning and trimming of tree branches, which are touching the hostel buildings to protect the hostel inmates from the poisonous creatures existing in the thick jungle bushes and its related works including loading, unloading, and labour charges, etc. around the Mens' Hostel premises area within the University Campus.

1. Name and address of the Tenderer / Garden Contractor / Landscaper :

2. Telephone no (s) Land line no. : Mobile no. :

3. Profile of the Tenderer / Garden Contractor / Landscaper (Details to be enclosed separately) : Enclosed / Not enclosed.

4. Tender Schedule fee details:

Sl. no.	Tender Schedule fee	DD no. & date	Bank name and branch

5. EMD payment details:

Sl. no.	Location	EMD amount (Rs.)	Demand Draft no. and date	Name of the Bank and Branch
1.	C.V. Raman Mens' Hostel	1000		
2.	Ilango Adigal Hostel *	1000		
3.	Valmiki Hostel	1000		
4.	Amutham Mess	1000		
5.	Kannadasan Hostel	1000		
6.	Kabirdas Hostel *	1000		
7.	Dr. Radhakrishnan Mens' Hostel	1000		
8.	Maulana Abul Kalam Hostel	1000		
9.	Subramaniya Bharathidasan Hostel	1000		
10.	Pavendar Bharathidasan Hostel	1000		
11.	Kalidas Hostel	1000		
12.	Mens' Gym	1000		
13.	Tagore Hostel	1000		
14.	Kamban Hostel	1000		
Total		14000		

* Cleaning works partly carried out by o/o Chief Warden (Mens hostel) & hence the estimate should be furnished after deleting the already cleaned area.

6. Tender amount quoted for completing the entire work on hostel basis as specified below:

Work particulars	Sl. no.	Location	Quoted rate for Hostel wise job (Rs.)
i. The unwanted thorny bushes and other weeds around the building location to a radius of 10 mts. (or) upto fencing limit should be cleaned thoroughly and the area should be leveled properly without any undulations.	1.	C.V. Raman Mens' Hostel	
	2.	Ilango Adigal Hostel *	
ii. All the dried leaves and other waste materials inc. building debris should be removed.	3.	Valmiki Hostel	
	4.	Amutham Mess	
iii. The existing thick jungle bushes under the palm groove should be cleaned.	5.	Kannadasan Hostel	
	6.	Kabirdas Hostel *	
iv. The above said cleaning materials from the site should be taken away from the premises and kept in the waste pit adjoining to the Electrical sub-station site.	7.	Dr. Radhakrishnan Mens' Hostel	
	8.	Maulana Abul Kalam Hostel	
v. Attending the work of jungle bushes and crown cleaning work of palm trees around the building location.	9.	Subramaniya Bharathidasan Hostel	
	10.	Pavendar Bharathidasan Hostel	
vi. Attending the work of trimming low lying branches and other unwanted dried branches of already existing trees around the building site.	11.	Kalidas Hostel	
	12.	Mens' Gym	
vii. Pruning unwanted dried branches of the existing trees including loading and unloading charges and should be kept away from the hostel site.	13.	Tagore Hostel	
	14.	Kamban Hostel	
viii. After completing all the works related to cleaning around hostel premises, spraying of required quantity of suitable weedicide to be attended to arrest the growth of weeds & other bushes in the cleaned area. The said spraying operation should be carried out in the presence of horticulture wing staffs.			
ix. While attending removal of bushes & unwanted plants around the hostel area, care should be taken to uproot the entire root portion of the already grown up bushes & other plants to arrest further emergence during rainy period.			

* Cleaning works partly carried out by o/o Chief Warden (Mens hostel) & hence the estimate should be furnished after deleting the already cleaned area.

7. Experience details of work in Govt. Agencies / Corporations, etc., Proof to be enclosed. Yes / No
8. Validity of offer whether agreed for the validity period of one month from the date of awarding the work to the tenderer. Agreed / Not agreed
09. Is the tenderer agreeable for all the terms and conditions specified in the tender schedule. Agreed / Not agreed
10. Income Tax returns. Have you attached the clearance details with proof for the past 3 years enclosed. PAN number of Income Tax. Yes / No
11. Name of your Bank and address:
- I / We hereby declare that the information furnished above are true and correct to the best of my / your knowledge.
 - If the statement of information furnished above is found incorrect / false, I / we further agree that University Authorities reserves the right to reject the tender based on its evaluation.

UNDERTAKING

I / We hereby declare that the terms and conditions of the tender schedule including all Annexures have been read and understood clearly by me / us and agreed to abide by all of them.

Place :

Date :

Signature of the Tenderer.

NOTE:

- The due date for submission of completed tender documents is **06.10.2014 upto 02.30 P.M.**
- No late tender will be entertained and the Pondicherry University, Puducherry will not be responsible for postal or any other delay in submission of tender on due date and in time.

Annexure - IV

DEED OF AGREEMENT

The Deed of Agreement executed on this _____ between **Pondicherry University** (A Central University established by the Pondicherry University Act, 1985), having its Office and Campus at R.V. Nagar, Kalapet, Puducherry – 605 014, represented **by its Registrar**, which expression shall include his successors in Office, hereinafter referred to as the “ University ” on the one part and _____, having its Office at _____, represented **by _____, its Owner / Proprietor**, hereinafter referred to as the “Contractor”, which expression shall include his heirs, executors, legal representatives and assignees on the other part.

WHEREAS the University is desirous of having a contract for garden work / jungle bushes cleaning & trimming tree branches work in its said Campus and invited tenders for the execution of the same.

And whereas the contractor had applied for undertaking the garden work / jungle bushes cleaning & trimming tree branches work and was selected for the same by the University.

Now therefore the parties hereto have agreed as follows:

- I. The Contractor hereby agrees and undertakes to execute the following nature of works towards Jungle bushes cleaning and trimming of tree branches, which are touching the hostel buildings and its related works including loading, unloading and labour charges, etc. around the Mens’ Hostel premises area to be carried out for protecting the hostel inmates from the poisonous creatures existing in the thick jungle bushes within the University Campus as in Annexure-II.
 - a) The unwanted thorny bushes and other weeds around the building location to a radius of 10 mts. (or) upto fencing limit should be cleaned thoroughly and the area should be leveled properly without any undulations.
 - b) All the dried leaves and other waste materials inc. building debris should be removed.
 - c) The existing thick jungle bushes under the palm groove should be cleaned.
 - d) The above said cleaning materials from the site should be taken away from the premises and kept in the waste pit adjoining to the Electrical sub-station site.
 - e) Attending the work of jungle bushes and crown cleaning work of palm trees around the building location.
 - f) Attending the work of trimming low lying branches and other unwanted dried branches of already existing trees around the building site.
 - g) Pruning unwanted dried branches of the existing trees including loading and unloading charges and should be kept away from the hostel site.
 - h) After completing all the works related to cleaning around hostel premises, spraying of required quantity of suitable weedicide to be attended to arrest the growth of weeds & other bushes in the cleaned area. The said spraying operation should be carried out in the presence of horticulture wing staffs.
 - i) While attending removal of bushes & unwanted plants around the hostel area, care should be taken to uproot the entire root portion of the already grown up bushes & other plants to arrest further emergence during rainy period.

GARDEN CONTRACTOR

HORTICULTURIST
For REGISTRAR, PONDICHERRY UNIVERSITY.
Contd... Pages 2 of 2

- II. The contract shall be valid and in force for a period of one month with effect from the date of work order (or) until the completion of assigned work as per the work order dated _____, as mutually agreed.
- III. The Contractor agrees to abide by all the terms and conditions stipulated in Annexure – I (sl. 1 to 47) and Scope of work & work specifications in Annexure – II (i to xv) of Tender Schedule.
- IV. Improper work / violation of the terms and conditions stipulated in the Tender Schedule will constitute breach of agreement and lead to cancellation of the contract immediately besides the Contractor forfeiting his Security Deposit.
- V. The Pondicherry University agrees to repay the Security Deposit on successful execution and completion of the Jungle bushes cleaning and trimming of tree branches, which are touching the Mens' Hostel buildings to protect the hostel inmates from the poisonous creatures existing in the thick jungle bushes and its related works by the Contractor without any interest.

IN WITNESS WHEREOF, the said parties hereto have signed and executed this agreement on this the day, _____ day of _____, 2014.

GARDEN CONTRACTOR

HORTICULTURIST
For REGISTRAR, PONDICHERRY UNIVERSITY.

In the presence of :

WITNESSES:

1.

2.

WITNESSES:

1.

2.