



PONDICHERY UNIVERSITY

HORTICULTURE WING

PU/Hort/F. G+5 Mens' Hostel - Tree cutting /2013-14/346,

Dt. : 07.02.2014.

NOTICE INVITING TENDER

Sealed tenders are invited from the eligible / registered garden contractors for completing the work of tree cutting, removal & transplanting of Neem trees, removal of already fallen dried trees, removal of tree root portion, jungle bushes cleaning and its related works including loading, unloading, transporting and labour charges, etc., which were already existing in the newly proposed Multistoried (G + 5) Hostel for Boys and a Mess block building area within the University Campus.

Last date for receipt of sealed tenders: **26.02.2014 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,
07.02.2014.

REGISTRAR.

NOTE: The last date for the tender may be fixed by giving 15 days time limit from date of publishing tender date.

TENDER SCHEDULE

ANNEXURE – I

Sealed Tenders are invited from the reputed / registered garden contractors for carrying out tree cutting, removal & transplanting of Neem trees, removal of already fallen dried trees, removal of tree root portion, jungle bushes cleaning and its related works including loading, unloading, transporting and labour charges, etc., which were already existing in the newly proposed Multistoried (G + 5) Hostel for Boys and a Mess block building area within the University Campus as detailed in Annexure-II.

TERMS & CONDITIONS:

1. Last date and time for receipt of Tenders: **26.02.2014** upto **02.30 P.M.**
2. Date & Time of opening of Tender: **26.02.2014** 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 is **Rs.7,800/= @ 2% of estimated value of Rs.3.90 lakhs for a whole work.**
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 26.02.2014** 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-II.
10. The tender participants are requested to be present at the time of opening the sealed tenders on **26.02.2014 by 03.00 P.M.** at Administrative block of Pondicherry University Campus.
11. The details of tree cutting 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 work at any Government Agencies / Corporations. The tenderer should have minimum turnover of Rs.20 Lakhs worth of garden 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 tree cutting, removal & transplanting of Neem trees, removal of already fallen dried trees, removal of tree root portion, cleaning the jungle bushes and its related works mentioned in the tender schedule including loading, unloading and labour charges and should be quoted for “ **whole 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 tree cutting 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, 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 (L_1) 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 & transplanting 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 tree cutting & transplanting work and its related work at G+5 Multistoried Men's Hostel and a Mess block building location.	
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:

- i. Filled in tender schedule (Annexure – III).
- ii. D.D. for tender schedule & E.M.D. amount with details of amount paid.
- iii. Profile of the tenderer.
- iv. Details of work carried out by the tenderer in Govt. Agencies / Corporations, etc.,
- v. Deed of Agreement (Annexure – IV).
- vi. 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 **26.02.2014 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 – 2654266 0413 – 2654270

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 works of tree cutting, tree removal & transplanting, jungle bushes clearance and its related works, which were already existing in the new building construction site of Multistoried (G + 5) Hostel for Boys and a Mess block building area within the University Campus.

Details of tree cutting work to be carried out for proper completion:

- a. Removal of already existing live trees within the ear-marked new building area -- 117 big trees
- b. Removal of already existing Neem trees in the building area and transplanting the same at outer ring road of Silver Jubilee Campus as detailed below: -- 45 nos.
- i. The transplanting Neem tree branches to be pruned on need basis without affecting the main trunk portion.
 - ii. Trenches to sufficient depth around the Neem trees to be made manually and using JCB machine without disturbing the root system.
 - iii. The uprooted neem trees in the construction area to be kept under shade place by making trenches to a size of L x B x D: 22 m x 1 m x 0.60 cm.
 - iv. Proper stacking / supporting pole to the uprooted trees should be provided.
 - v. The above said uprooted neem trees kept in a shade place should be watered properly over a period of 1 month.
 - vi. Sufficient coconut coir husk and leaf mould should be provided in the trench portion, where the uprooted trees are temporarily kept for establishing proper root growth.
 - vii. The pruned branches end portion of the uprooted trees should be applied with fungicide (Bavistin) and a gunny bag should be covered around the root portion before keeping the uprooted trees in the trench at shade place.
 - viii. Before transplantation in the Silver Jubilee Campus outer ring road area, sufficient size of tree pits i.e. L x B x D: 4ft x 4 ft x 6 ft to be prepared and should be mixed with 1/3 portion with compost and bio-fertiliser and 1/3 portion with a river sand and the remaining one portion with a top soil & mixed properly.
 - ix. The uprooted neem trees should be carefully transported without affecting the root portion from the shade area into the proposed outer-ring road area and should be transplanted in the already prepared tree pit without causing any damage and proper stacking should also be provided for supporting the transplanted trees.
 - x. Sufficient basin formation around the transplanted trees should be made to hold the irrigated water without any loss.
 - xi. Required irrigation water should be made regularly for a week period initially and twice in a week atleast for 6 months period for proper establishment.
- c. Removal of the already fallen dried trees -- 11 nos.
- d. Removal of tree root portion and should be kept as a heap away from the building construction area.
- e. Loading, unloading and transporting of cut down trees in a proper size and arranged timber wood and fire wood separately at J.N. Nursery for conducting e-auction.
- f. Cleaning the already existing jungle bushes and other unwanted materials in the proposed building area as given below and kept away from the construction place (site map enclosed).
- i. Hostel building area as per CPWD drawing - 140 Mts. Length X 62.0 Mts. Breadth
 - ii. Mess block building area as per CPWD drawing - 58 Mts. Length X 54.5 Mts. Breadth

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 tree cutting, removal & transplanting of Neem trees, removal of already fallen dried trees, removal of tree root portion, jungle bushes cleaning and its related works including loading, unloading, transporting and labour charges, etc., which were already existing in the newly proposed Multistoried (G + 5) Hostel for Boys and a Mess block building 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.	EMD amount (Rs.)	Demand Draft no. and date	Name of the Bank and Branch
i.			

6. Tender amount quoted for completing the entire works as specified below:

Sl. no.	Work particulars	Quoted rate for whole job (Rs.)
i.	Removal of already existing live trees within the ear-marked new building area -- 117 big trees	
ii.	Removal of already existing Neem trees in the building area and transplanting the same at outer ring road of Silver Jubilee Campus -- 45 nos. as shown in Annexure - II	
iii.	Removal of the already fallen dried trees -- 11 nos.	
iv.	Removal of tree root portion and should be kept as a heap away from the building construction area.	
v.	Loading & unloading of cut down trees in a proper size and arranged timber wood and fire wood separately at J.N. Nursery for conducting e-auction (exc. transportation charges)	
vi.	Cleaning the already existing jungle bushes and other unwanted materials in the proposed building area as given below and kept away from the construction place (site map enclosed). i. Hostel building area as per CPWD drawing - 140 Mts. X 62.0 Mts. (L x B) ii. Mess block building area as per CPWD drawing - 58 Mts. X 54.5 Mts. (L x B)	

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 01 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 **26.02.2014 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 _____ day of _____ Two Thousand and fourteen between _____ garden work / tree cutting & transplanting Contractor / successful bidder / tenderer, _____ (hereinafter called the "Executive Garden / tree cutting & transplanting Contractor") which expression shall where the context so permits include their heirs, executors, legal representatives and assignees of the one part and by Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 represented by the Registrar and his successors hereinafter referred by Pondicherry University form the other part.

WHEREAS the executive garden work / tree cutting & transplanting Contractor / successful bidder / tenderer hereby agrees to executive the following work.

- I. Nature of works to be carried out for the newly proposed Multistoried (G + 5) Hostel for Boys and a Mess block building area within the University Campus.
 - a. Removal of already existing live trees within the ear-marked new building area -- 117 big trees
 - b. Removal of already existing Neem trees in the building area and transplanting the same at outer ring road of Silver Jubilee Campus **as shown in Annexure-II** -- 45 nos.
 - c. Removal of the already fallen dried trees -- 11 nos.
 - d. Removal of tree root portion and should be kept as a heap away from the building construction area.
 - e. Loading, unloading and transporting of cut down trees in a proper size and arranged timber wood and fire wood separately at J.N. Nursery for conducting e-auction.
 - f. Cleaning the already existing jungle bushes and other unwanted materials in the proposed building area as given below and kept away from the construction place (site map enclosed).
 - i. Hostel building area as per CPWD drawing - 140 Mts. Length X 62.0 Mts. Breadth
 - ii. Mess block building area as per CPWD drawing - 58 Mts. Length X 54.5 Mts. Breadth
- II. The executive garden / tree cutting & transplanting contractor shall complete the work within one month period from the date of award of the work order.
- III. The executive garden / tree cutting & transplanting contractor agrees to abide by all the terms and condition stipulated in the Tender Schedule.

Contd... Pages 2 of 2

IV. Improper work / violation of the terms and conditions stipulated in the Tender Schedule will read to breach of the agreement and deed to cancellation of the contract immediately besides foregoing their EMD / Security Deposit.

The Pondicherry University agrees to repay the EMD on successful completion of the said work period by the executive garden / tree cutting & transplanting contractor without accrued interest.

IN WITNESS WHEREOF, the Registrar, Pondicherry University, Puducherry and the executive Garden / tree cutting & transplanting Contractor respectively set their respective signatures and seals on the day _____ of _____ month and year _____ first above mentioned.

CONTRACTOR

REGISTRAR, PONDICHERRY UNIVERSITY.

WITNESS:

1.

2.