



PONDICHERY UNIVERSITY

HORTICULTURE WING

PU/Hort/F. Garden works/16-17/

Dt: 29.09.2016

NOTICE INVITING TENDER (TWO COVER SYSTEM)

Sealed tenders in a single cover consisting of two inner sealed covers containing Technical bid cover as part-I and Financial bid (price bid) cover as part-II are invited from the **eligible / registered** garden developers / contractors for developing a new landscape garden with irrigation facility around new Annex. building for Central Library, University Campus, Kalapet.

Last date for receipt of tenders: **14.10.2016 upto 02.30 P.M.**

The applications & other details of garden locations, work specifications and terms & conditions, deed of agreement, etc., for carrying out the development of new landscape garden with irrigation facility work may be seen in the University website, www.pondiuni.edu.in under Tender column.

R.V. Nagar,
29.09.2016

REGISTRAR.

TENDER SCHEDULE

ANNEXURE – I

Sealed Tenders are invited from the reputed / registered garden contractors for carrying out new landscape garden development work around new Annex. building for Central Library, University Campus, Kalapet as detailed at **Annexure – II**.

TERMS & CONDITIONS:

1. Last date and time for receipt of Tenders: **14.10.2016** upto **02.30 P.M.**
2. Date & Time of opening of Tender: **14.10.2016** 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 location / work - wise EMD amount fixed by the University are mentioned below:
 - i. Front side & Northern side 'A, A1, A2, A3 & A4' : Rs.7,000/= (@ 2% of estimated value – Rs.3,48,905/=)
 - ii. Western side (bridge road side) ' B ' : Rs.4,500/= (@ 2% of estimated value – Rs.2,03,729.5/=)
 - iii. Rear side & OTS (South side) ' C & C1 ' : Rs.4,500/= (@ 2% of estimated value – Rs. 2,00,875/=)
 - iv. Rear side (South side) ' D ' : Rs.1,000/= (@ 2% of estimated value – Rs. 37,187/=)
 - v. Opp. to Central Library Avenue tree location 'E' : Rs.4,500/= (@ 2% of estimated value – Rs. 2,17,203.5/=)
 - vi. Motor & Pipeline work for irrigation facilities : Rs.2,000/= (@ 2% of estimated value – Rs. 87,648/=)
6. **Technical bid cover, Part – I** of the bid should contain (i) the Demand Draft for application cost, EMD, (ii) Documentary evidence for pre-qualification requirements viz., Registration Certificate, Licence from Labour Department (Central), proof for 5 years of garden developing and maintenance work experience, proof for attending Rs.10 lakh worth of garden developing and maintenance work during last 2 years from the Government Departments / Corporations, etc.,
7. For pre-qualification works as above, the tenderers should have carried out for a minimum value of Rs.10 lakh garden developing & maintenance work in Government / Quasi – Government / Public Sector Undertaking / Government Undertaking / Corporations in the name of the tenderer. The evidence to be enclosed with Part-I of the bid should be in the form of copy of letter of intent / agreement, work order & work completion certificate issued by such Govt. / Corporation, etc., It is the responsibility of the bidders to prove that they are qualified for the work and no further details will be received after opening the tender.
8. Any bid without documentary evidences will not be considered for further evaluation. Documents in original have to be submitted for verification on demand, failing which the offer is liable for rejection.
9. **Financial bid (Price bid) cover, Part – II** should contain only tender schedule with accepted price / cost duly filled and signed. The **technical cover only will be opened on due date** and time i.e.; **14.10.2016 by 03.00. P.M.**

Contd... Pages 2 of 5

10. After verifying the documentary evidences & E.M.D., etc., in the Technical Bid Cover (Part-I), the tenderers qualified in the Technical bid will be selected as eligible tenderers. The Financial Bid (Price bid) Cover (Part-II) of such eligible tenderers only will be opened subsequently (or) as decided by the Tender Committee at that time.
11. The filled in application in a sealed cover must be accompanied with Demand Drafts from nationalized bank towards cost of application & EMD. The D.D. should be drawn in favour of “ The Finance Officer, Pondicherry University”, Puducherry payable at Puducherry.
12. The tender schedule without the Demand Drafts towards the application cost and required EMD and other relevant particulars will be summarily rejected.
13. The sealed tender with Technical bid & Financial bid in separate sealed covers accompanied by the Demand Drafts duly signed by the tenderer should be addressed to the Registrar, Pondicherry University, Administrative Building, Kalapet, Puducherry – 605 014 and deposited in the Tender Box kept therein / handed over in person or sent by Courier / Registered Post so as to reach the Registrar on or before **2.30 P.M.** on **14.10.2016**. Late tenders will not be considered at all.
14. The offer must be in English. The rates should be indicated both in figures and words against the new garden development locations specified in the given table.
15. The tender participants are requested to be present at the time of opening the sealed tenders on **14.10.2016** by **3.00 P.M.** at Administrative block of Pondicherry University Campus.
16. The details of garden development work & maintenance work to be carried out are furnished in the Annexure – IV of the tender schedule and the maintenance operation has to be properly carried out as per the work specifications mentioned in the tender schedule of Annexure – III B. It should be got confirmed with Horticulture Wing, before taking up garden work by the successful tenderer.
17. **The tender party should inspect all the landscape garden development work locations and ascertain the actual garden work, and nature of field works to be carried out for undertaking the garden development work & maintenance, etc., as per the tender specifications & conditions before applying for the tender.**
18. The tenderers should possess a minimum of 5 years of experience in attending garden development work inc. maintenance at any Government Agencies / Corporations. The tenderer should have minimum turnover of **Rs.10 Lakh** worth of landscape garden related works / Horticultural related garden development works for the past 2 years period from Government Agencies / Corporations, etc.,
19. The rate quoted should be inclusive of all charges for carrying out garden work & maintenance works mentioned in the tender schedule including the cost of annual maintenance for one year from the date of completion of work.
20. A separate calculation sheet for item-wise break up details for attending the proposed garden development work viz., area cleaning, land preparation, input cost, grass / plants cost (with varieties), cultural operation cost, irrigation pipe lines, maintenance cost & all other related work should also be furnished alongwith the tender schedule.
21. The rate quoted in the tender should be **valid for 24 months** from the date of award of work order.
22. The tenderers should submit their profile of work, containing Certificate of Registration, Labour Licence from Labour Department (Central), Landscape Garden Development work Experience Certificate from Government Agencies / Corporations. Other field of specialization in landscaping garden development, if any, to be enclosed alongwith the tender application. Without the certificates and profile, the tenders will be rejected.

23. The mode of final selection is to accept the technically qualified lowest rate (L¹) offered by the tenderer.
24. Priority will be given to the tenderer, who have attended garden development works in Government Agencies / Corporations during the last two years. The tenderer may also enclose such supply order copies along with their tenders.
25. 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 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.,
26. Security Deposit amount @ 5% of the approved bid amount of the successful bidder for garden work zones 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 maintenance period as per these conditions.
27. In the event of quoting freak rates i.e.; more than minus 25% of the value estimated by the University, an Additional Security Deposit (A.S.D) of 5% will be levied over and above the 5% Security Deposit.
28. 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.
29. 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.
30. Any damages / loss during the maintenance period should be rectified by the selected tenderers. Damages to the garden components should be rectified and replaced with new garden items and the expenses should also be borne by the successful bidder.
31. 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.
32. The tenderer 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 tenderer shall always be responsible for the due fulfillment of the contract.
33. The sealed tender cover containing technical bid in a separate sealed cover and Financial bid in another separate sealed cover should be super-scribed with the name of the garden development zone(s), as per the model shown below:

Tender submitted for new landscape garden work around new Annex building for Central Library, University Campus, Kalapet.

To

**The Registrar,
Pondicherry University,
R.V. Nagar,
Kalapet,
Puducherry – 605 014.**

From

Tenderer's Address with contact No.

34. Tender form duly completed in all respects should be accompanied by the following documents:

- i. Filled in tender schedule (Annexure – V A & V B) with technical bid & price bid.
- 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. Undertaking form duly filled & signed (Annexure – VI).
- vi. Scope of work & work specification form (Annexure – III A & III B).

35. 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 **14.10.2016 upto 2.30 P.M.**

36. The sealed tenders alongwith required EMD should be addressed to ,

The Registrar,
Pondicherry University,
R.V. Nagar,
Kalapet,
Puducherry – 605 014.

37. On award of the work, the following registers should be maintained by the garden work and maintenance contractors as per the Central Wages Act.

- a) Attendance Register.
- b) Wages Distribution Register.
- c) Garden work and Maintenance work Register.
- d) Register of time / register of over time / register for deduction of damages and loss.
- e) Wages slip.

38. The wages should be paid as per the Central Wages Act by the garden work & maintenance contractors to the labourers working in their control.

39. All the labourers working under their control 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.

40. Separate registers should be maintained for individual garden work and maintenance location. All the registers should be kept in the work spot for verification by the Labour Commissioner / University Authorities.

41. 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.

42. 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.

43. 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.

44. 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.

- 45. In the course of execution of the contract by the contractor, if any damage occurs 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.
- 46. No alterations or erasures in the tender form are permissible without proper authentication; otherwise it is liable to be rejected.
- 47. Tender received after due date or time or if tender is not duly sealed & signed will be rejected.
- 48. 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 within the jurisdiction of the Union Territory of Puducherry.
- 49. Additional terms and conditions will be incorporated in the work order, if needed, to safe guard the interests of the University.
- 50. 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.
- 51. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
- 52. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
- 53. 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 & 2655513 0413 – 2654270

- 54. 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 (1 to 5 pages)

Estimate for new landscape Garden Development work around annex building for Central Library.

Location : A, A1, A2 ,A3 & A4		Total area : 621 Sq.mt. (6676 Sq.ft.)	
Sl. No	Description of work	Quantity	Unit
1	Removal & disposal of stones, and leveling the proposed garden area etc., (15 Cm depth).	93	Cu.mt
2	Supply of red - earth for soil mixture (excluding the cost of red - earth).	25	Cu.mt
3	Supply of river sand for soil mixture.	25	Cu.mt
4	Supply of farm yard manure for soil mixture.	4	Unit
5	Supply of Coconut coir for soil mixture.	2	Load
6	Loading and lifting charges for making soil mixture with red earth, sand, farm yard manure and coconut coir.	53	Cu.mt
7	Fine dressing of soil, mixing, leveling the undulating area watering, clearing the site free from weeds, etc.	6676	Sq.ft.
8	Demarcation of area for shade grass, flower bed, pebble bed sitting area using country bricks with cement mortar, including the cost for trench, refilling the excavated soil.	124	Rmt
9	Supply and planting of shade grass	1900	Sq.ft.
10	Supply and planting of Vadellia	2000	Sq.ft.
11	Supply and laying of korean grass (Turving method)	900	Sq.ft.
12	Supply and planting of hedge plants (golden duranta, polysicar, verbena) by digging a pit size of 1'x 1'x 1' and refilling with excavated earth and levelling the area.	117	Rmt
13	Supply and planting of portulaca band in a size of 13 Mt.x70 Cm, a pit size of 1' x 1'x 1' and refilling with excavated earth, farm yard manure, sand and levelling the area.	9	Sq.mt.
14	Supply and planting of ornamental plants by digging to pit size a 2' x 2' x 2' and refilling with excavated earth, farm yard manure, sand and levelling the area		
	a) Plumeria	1	No.
	b) Marantha	30	Nos.
	c) Calanthea	30	Nos.
	d) Zebrina	20	Nos.
	e) Yucca	1	No.
	F) Furcaria	2	Nos.
	g) Philodendron varieties	10	Nos.
	h) Dracena varieties	60	Nos.
	i) Adenium	1	No.
	j) Foilage plants (shade)	30	Nos.
	k) Chlorophytum pictum	20	Nos.
15	Supply and spreading of pebbles (20 mm to 30 mm) including transport, loading and unloading.	2	Units
16	Providing and arranging boulder in a size of 2ft to 3ft. height including transport and fixing charges.	2	Nos.
17	Labour charges for cleaning and pruning of the unwanted branches in front of the building to have the aesthetic appearance of the building and the trees.	1	Job
18	Supply of garden sit - out benches with back rest (granite) with a length of 5 feet benches including labour and transport charges.	6	Nos.
19	Annual maintenance cost for watering, weeding, cleaning, pruning, fertilizer and pesticide application (Area ; 6676 Sq.ft) @ Rs. 0.75/- per, Sq.ft.	12	Months

Horticulturist

Location : B

Total area: 492 Sq.mt. (5289 Sq.ft)

Sl. No	Description of work	Quantity	Unit
1	Removal and disposal of stones, and levelling the proposed garden area etc., (15 Cm depth)	113	Cu.mt.
2	Supply of red - earth for soil mixture (excluding the cost of red - earth.)	49	Cu.mt.
3	Supply of river sand for soil mixture	25	Cu.mt.
4	Supply of farm yard manure for soil mixture	4	Unit
5	Supplying of Coconut coir of soil mixture	2	Load
6	Loading and lifting charges for making soil mixture with red earth, sand, farm yard manure and coconut coir.	53.4	Cu.mt.
7	Fine dressing of soil, mixing, leveling the undulating area watering, clearing the site free from weeds,etc.	5289	Sq.ft
8	Demarcation of area for shade grass,flower bed, pebble bed sitting area using country bricks with cement mortar, including for trench, the cost refilling the excavated soil.	80	R.mt
9	Supply and planting of shade grass.	4000	Sq.ft
10	Supplying and laying of Korean grass (Turving method).	968	Sq.ft
11	Supply and planting of Hedge plants (Golden Duranta) by digging a pit to a size of 1' x 1' x 1' and refilling with farm yard manure and red earth and levelling the area.	62	Sq.ft
12	Supply and planting of ornamental plants by digging pit to a size of 2' X 2 'X 2'		
	a) Ficus benjamina	14	Nos.
	b) Foilage plants	60	Nos.
	c) Specimen plants	3	Nos.
	d) Plemele reflexa	15	Nos.
13	Supply and arranging of ornamental boulders	6	Nos.
14	Providing and making ornamental walking pathway using cement slab to a size of 3 feet length & 1.5 feet breadth	15	Nos.
15	Annual Maintenance of garden for watering, weeding, cleaning, pruning, fertilizer and pesticides application (Area; 5289 Sq.ft.) @ Rs. 0.75/- per Sq.ft.	12	Months

Horticulturist

Contd..pages..3 of 5

Location : C & C1 (rear side area inc. inside OTS (2 nos.)

Total area: 433 Sq.mt. (4655 Sq.ft.)

Sl. No	Description of work	Quantity	Unit
1	Removal & disposal of stones, unwanted weeds and leveling the proposed garden area etc., (15 Cm depth).	64	Cu.mt
2	Supply of red - earth for soil mixture (excluding the cost of red - earth).	64	Cu.mt
3	Supply of river sand for soil mixture.	25	Cu.mt
4	Supply of farm yard manure for soil mixture.	3	Unit
5	Supplying of Coconut coir of soil mixture	1.5	Load
6	Loading and lifting charges for making soil mixture with red earth, sand, farm yard manure and coconut coir.	53	Cu.mt
7	Fine dressing of soil, mixing, leveling the undulating area watering, clearing the site free from weeds,etc.	4655	Sq.ft.
8	Demarcation of area for shade grass and korean grass	40	R.mt
9	Supplying and laying of Korean grass	1200	Sq.ft.
10	Supplying and planting of flowering plants	3000	Sq.ft.
11	Supply and planting of flowering plants	70	Nos.
12	Supply and planting of flowering shrubs	20	Nos.
13	Providing and making a lily pond in a size of 3 mt. length, 1.5 mt.breadth and 70 cm. depth and fixing ornamental crane - 2 nos. (inc. lilybulbs, clay, sand & farm yard manure)	1	Job
14	Annual Maintenance of garden for watering, weeding, cleaning, purning, fertilizer and pesticides application (Area ; 4655 Sq.ft) @ Rs. 0.75/- per, Sq.ft.	12	Months

Horticulturist

Contd..pages..4 of 5

Location: D (rear side)

Total area: 600 Sq.mt. (6456 Sq.ft.)

Sl. No	Description of work	Quantity	Unit
1	Removal & disposal of stones, unwanted weeds and leveling the proposed garden area etc., (15 Cm depth).	45	Cu.mt
2	Supply of red - earth for soil mixture (excluding the cost of red - earth.)	25	Cu.mt
3	Supply of river sand for soil mixture.	4	Cu.mt
4	Supply of farm yard manure for soil mixture.	1	Unit
5	Supplying of Coconut coir of soil mixture	0.5	Load
6	Loading and lifting charges for making soil mixture with red earth, sand, farm yard manure and coconut coir.	35	Cu.mt
7	Supply and planting of ornamental plants by digging to a size of 2' X 2 'X 2' and refilling with Earth farm yard manure, Coconut coir and levelling the area. a) Shrubs	20	Nos.
	b) Tree seedling (5' height)	20	Nos.
8	Annual Maintenance of shrubs and trees by regular watering, weeding a bonds, pruning, cleaning and pesticide application etc., @ Rs. 0.75/- per, Sq.ft.	12	Months

Location: E Existing Area Opp. to new building entrance (Eastern Side) - road side avenue tree area.

Total area: 810 Sq.mt (8707 Sq.ft)

Sl. No	Description of work	Quantity	Unit
1	Cleaning, removal and disposal, unwanted weeds and levelling the garden area etc., (15 cm depth).	121	Cu.mt
2	Supply of red earth for soil mixture (excluding cost of red earth).	60	Cu.mt
3	Supply of river sand for soil mixture.	12	Cu.mt
4	Supply of farm yard manure for soil mixture.	4	Unit
5	Supplying of coconut coir of soil mixture.	2	Load
6	Loading and lifting charges for making soil mixture with red earth, sand, farm yard manure and coconut coir.	166	Cu.mt
7	Fine dressing of soil, mixing, leveling the undulating area watering, clearing the site free from weeds, etc.,	8707	Sq.ft.
8	Supply and planting of shade grass.	8707	Sq.ft.
9	Supply and planting of Hedge plants by digging a pit to a size of 1' x 1'x 1' and refilling with Farm yard manure, sand, coconut coir and red earth.	80	Rmt
10	Supply and planting of Philodendran varieties by digging to a size of 2' x 2'x 2'and refiling with farm yard manure, sand, Coconut coir and levelling the area. a) Philodendran Varieties.	10	Nos.
	b) Dracena Varieties.	60	Nos.
	c) Specimen Plants.	4	Nos.
11	Annual Maintenance of Garden for watering, weeding, cleaning, pruning, fertilizer and pesticide application (Area 8707 Sq.ft.) @ Rs. 0.75/- per, Sq.ft.	12	Month

Horticulturist

**Estimate for Providing Sump Motor, Electrical item and other related Pipeline / Plumbing items
for watering purpose at new garden location around Library annex building.**

Sl. No	Description of work	Quantity	Unit
1	Providing and laying PVC pipes confirming to ISI brand specifications including transportation to the site lowering to the trenches, laying to proper grade and alignment, including cost of solvent cement, PVC specials such as bends, tees, threaded pieces, couplers, reducers, endcaps, etc., as per ISI specification -63mm dia. of 6kg/sq.cm thickness.	210	Mts
2	Providing and laying PVC pipes confirming to ISI specifications including transportation to the site lowering to the trenches, laying to proper grade and alignment, including cost of solvent cement, PVC specials such as beds, tees, threaded pieces, couplers, reducers, endcaps, etc., as per ISI specification - 50mm dia. of 6kg/sq.cm thickness.	130	Mts
3	Providing and laying PVC pipes confirming to ISI Specifications transportation to the site lowering to the trenches, laying to proper grade and alignment, including cost of solvent cement, PVC specials such as tees, threaded pieces, couplers, reducers, endcaps, etc., as per ISI specification - 32 dia. of 15kg/sq.cm thickness.	80	Mts
4	Providing brass gate valve of approved quality - 50mm nominal bore.	2	Nos.
5	Providing brass gate valve of approved quality - 25mm nominal bore.	7	Nos.
6	Providing of 5HP submersible motors / Texmo make	1	No
7	Supply and fixing of DOL starter 0.5 HP to 5HP with relay range 0.63A to 13A with suitable M.S Angle frame.	1	Nos.
8	Supply and installation of Finolex flat cable	40	Mts
9	Supplying of 1' bridged hose pipe for watering the lawn ornamental shrubs, etc.,	60	Mts
10	Fixing of 5H.P submersible motors	1	Nos.
11	Fixing brass gate valve of ISI quality - 50mm nominal bore	3	Nos.
12	Fixing brass gate valve of ISI quality - 25mm nominal bore	7	Nos.
13	Fixing of PVC fittings, solvent and accessories	1	Job

Horticulturist

ANNEXURE – III (A)

SCOPE OF WORK FOR MAINTENANCE

Sl. no.	Nature of works to be carried out in the Garden Maintenance for the newly developed garden	Details / Frequencies
1.	a) Watering the lawn and other plants regularly. b) Weeding the lawn area and maintaining the lawn free from other unwanted plant. c) General cleaning of the lawn area, removal of dried leaves and other unwanted materials.	Watering on the need based (Wages payment for the labour as per the Central Labour Act) Weeding the lawn area once in 15 days. Every day on need based and to keep the lawn and garden area neat and tidy.
2.	Moving of lawn grass	Once in 3 months, by using Mechanized lawn mower
3.	Application of Farm Yard Manure / Fertilizer	Once in a month for grass area and specimen plants and edge plants (Register should be maintained)
4.	Application of plant protection chemicals including the cost of chemicals.	Once in a month and additional spray on need based (Register should be maintained) and scrutinized by authority
5.	a) Hedge trimming, Maintenance of flower bed, Specimen plants, etc., free from spread of lawn grass, other unwanted plants, if any. b) Providing and maintaining the basin for specimen plants.	Once in 3 months / on need based. On need based.
6.	a) The watering source for garden watering will be arranged. b) Hose pipe for watering purpose should be arranged.	By the client Department By the Contractor

The following Register to be maintained and kept available for verification / inspection of the University Authorities / Inspecting Officials of Pondicherry University.

- i. Attendance register of the garden workers.
- ii. Wages disbursing register.
- iii. Garden maintenance work register.
- iv. Register of over time, Register of time, Register of deduction for damage or loss.
- v. Wages slip.

The rate should be quoted for maintenance on per sq. ft. basis.

ANNEXURE – III (B)

WORK SPECIFICATIONS:

Details of garden maintenance work to be carried out and strictly adopted for proper maintenance.

1. The garden area should be kept neat and clean without any dried plants, lawn, waste materials, etc.
2. Regular watering should be provided for keeping the greenery in a good condition.
3. Weeding operations should be carried out once in 15 days and to keep the lawn and other garden area neat and clean without any unwanted weed growth.
4. Moving of lawn grass should be carried out once in 3 months to maintain the lawn area in uniform growth.
5. Application of required farm yard manure should be made once in a month for the lawn grass, specimen plants, hedge / edge plants, flower bed and other garden plants within the garden area.
6. Required plant protection operation should be carried out by spraying suitable plant protective chemicals as and when required to keep the garden plants without any pest and disease attack.
7. Hedge trimming, pruning, removal of dried leaves & branches, removal of unwanted plants, keeping the flowering plants in the flowering bed, specimen plants in a good condition should be carried out regularly to keep the gardens are good looking status.
8. Each and every specimen plant and other foliage / flowing plants already planted in the garden area should be made basic around the plants to retain required water and manure etc. for its proper growth.
9. The required materials for providing irrigation facilities should be arranged by the garden contractor including the maintenance of already provided irrigation pipe lines within the garden area.
10. The required bore well motor & irrigation pipe lines with required valve and other accessories should be provided with the ISI brand materials as specified in the Annexure – II.
11. The bore well motor, providing irrigation source to the garden area should be maintained properly by the garden contractor and major repairs, if any to the bore well motors should be informed to the Horticulture Wing and will be rectified under the supervision of Horticulture Wing and payment will be made accordingly.
12. The contractor should utilize required irrigation water from the already existing bore well maintained in the University for this purpose.

ANNEXURE – IV

SCOPE OF WORK

**New landscape garden work inc. maintenance around new Annex. building for Central Library,
University Campus, Kalapet.**

New landscape garden work / maintenance to be attended for the proposed new development garden.

Sl. no.	Nature of works to be carried out for the new Landscape Garden developed.	Details / Frequencies of work
1.	<p>a) Field preparation</p> <p>b) Garden work</p> <p>c) Specimen plants, edge / edge plants & other beauty plants.</p> <p>d) Watering to the lawn grass / Garden plants regularly.</p> <p>e) Weeding the Garden area and maintaining the garden free from other unwanted bushes / weeds.</p> <p>f) General cleaning of the Garden area, removal of dried leaves and other unwanted materials.</p>	<p>The proposed garden area should be cleaned properly without any debris, unwanted materials, Thane bushes, etc., and to keep the area thoroughly ploughed and leveled properly. The garden inputs viz., Red earth, River sand, Coconut coir, Farm yard manure, should be properly incorporated in the garden location as specified in the Annexure – II</p> <p>The lawn grass with split method should be incorporated as specified in the Annexure – II. The other garden features viz., flower bed, edge plants, hedge plants, specimen plants, etc., should be incorporated with the specified varieties as specified in Annexure – II.</p> <p>The plant varieties specified at Annexure -II only be used for garden.</p> <p>Watering on need based (Wages payment for the labour as per the Central Labour Act)</p> <p>Weeding the Garden area once in a month.</p> <p>On need based and to keep the Garden area neat and tidy.</p>
2.	Removing of unwanted grass, bushes, thorny plants, etc.,	Once in 3 months, by Mechanical / Manual method.
3.	Application of Farm Yard Manure	Once in three months for the new lawn / Garden plant (Register should be maintained)
4.	Application of plant protection chemicals including fertilizer.	Once in 3 months and additional application on need based (Register should be maintained) and scrutinized by authority.
5.	Providing and maintaining the basin for the garden plants.	On need based & to retain water to the lawn grass / Garden plant.
6.	Stacking to the Garden plants.	On need based to keep the Garden plant erect & proper shape.
7.	<p>a) Watering source for tree plantation will be arranged.</p> <p>b) Hose pipe for watering purpose should be arranged.</p>	<p>By the client Department</p> <p>By the Contractor</p>

8. The following Register to be maintained and kept available for verification / inspection of the University Authorities / Inspecting Officials of Pondicherry University.

- i. Attendance register of the garden development workers.
- ii. Wages disbursing register.
- iii. Garden maintenance work register.
- iv. Register of over time, Register of time, Register of deduction for damage of loss.
- v. Wages slip.

The rate should be quoted for maintenance as per Zone-wise basis.

Agreed to attend the Scope of Work (sl. no.1 to 7) and also to maintain the registers / attendance (sl. no.8 (i to v) as stated above.

Place :

Date :

Signature of the Tenderer.

ANNEXURE – V (A)
PONDICHERRY UNIVERSITY - HORTICULTURE WING
(A CENTRAL UNIVERSITY)
R.V. NAGAR, KALAPET, PUDUCHERRY – 605 014.

TENDER SCHEDULE

PART- I – TECHNICAL BID

The rate quoted should be for developing a new landscape garden with irrigation facility around new Annex. building for Central Library, University Campus, Kalapet.

1. Name and address of the Tenderer / garden work and maintenance Contractor :
2. Telephone no (s) Land line no. : Mobile no. :
3. Profile of the Tenderer / garden work Contractor (Details to be enclosed separately) : Enclosed / Not enclosed.
4. EMD & Tender Schedule fee details:

Sl. no.	Location	(Rs.)	DD no. & date	Bank & branch
i.	Cost of tender	525		
ii.	Front side & Northern side 'A, A1, A2, A3 & A4'	7000		
iii.	Western side (bridge road side) ' B '	4500		
iv.	Rear side & OTS (South side) ' C & C1'	4500		
v.	Rear side (South side) ' D '	1000		
vi.	Opp. to Central Library Avenue tree location 'E'	4500		
vii.	Motor & Pipeline work for irrigation facilities	2000		
Total		24025		

5. Details of Registration Certificate (copy to be enclosed) :
6. Details of Licence from Labour Dept. (Central / State) : (copy to be enclosed)
7. Details of Garden development work experience for five years in Govt. Organizations whether Central or State (Proof to be enclosed) :
8. Details of Garden development work undertaken in the Govt. Depts., / Corporations, etc., to a value of Rs.10/- lakh for the last 2 years (Proof to be enclosed) :
9. Whether the Undertaking at Annex - VI have been enclosed : Yes / No.
10. Whether the Tenderer agreed for executing the Deed of Agreement as per Annexure – VII : Agreed / Not agreed

I shall abide by the terms and conditions stipulated in the tender schedule including all Annexures.

Place :

Date :

Signature of the Tenderer.

Annexure – VI

UNDERTAKING

TO BE SUBMITTED DULY FILLED AND SIGNED ALONG WITH TENDER SCHEDULE:

01.	Name and address of the Tenderer				
	Phone no.	Landline :	Mobile:		
	Fax no.				
	E-mail address				
02.	Whether the tenderer have enclosed cost of tender application and EMD amount. Please indicate the DD no., date, bank name and branch, offer received without cost of tender application and EMD are liable for rejection.				Yes / No
	Location / Zone	(Rs.)	DD no. & Date	Bank & branch	
i.	Cost of tender application				
ii.	Front side & Northern side 'A, A1, A2, A3 & A4'				
iii.	Western side (bridge road side) ' B '				
iv.	Rear side & OTS (South side) ' C & C1'				
v.	Rear side (South side) ' D '				
vi.	Opp. to Central Library Avenue tree location 'E'				
vii.	Motor & Pipeline work for irrigation facilities				
	Total				
03.	Experience details of establishing new landscape gardens / maintenance work in Govt. Agencies / Corporations, etc., Proof to be enclosed.				Yes / No
04.	Has the tenderer established gardens for any Government establishment or large corporate bodies. If yes, proof enclosed.				Yes / No
05.	Validity of offer whether agreed for the validity period of 02 years from the date of awarding the work to the tenderer?				Agreed / Not agreed
06.	Is the tenderer agreeable for the payment terms.				Yes / No
07.	Is the tenderer agreeable for the general terms and condition and special conditions of the tender.				Agreed / Not agreed
08.	Income Tax returns. Have you attached the clearance details with proof for the past 3 years enclosed. PAN number of Income Tax.				Yes / No
09.	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.
- I / we hereby declare that the terms and conditions of the tender schedule including all Annexures have been read and understood by me / us and agree to abide by all of them.
- If the statement of information furnished above is found incorrect / false, I / we further agree that University Authorities reserve the right to reject the tender.
- I / we enclose herewith Demand Drafts as detailed in **sl. no.2 of Annexure-VI** towards cost of tender application and EMD as per tender conditions.

Date :

Address :

Signature of tenderer with seal

Note:

- The due date for submission of completed tender documents is **14.10.2016** upto **2.30 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 - VII

DEED OF AGREEMENT

The Deed of Agreement executed on this _____ day of _____ Two Thousand and Sixteen between _____ Garden developing Contractor, _____ (hereinafter called the "Executive Garden 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 Contractor hereby agrees to executive the following day to day / routine field operations for better maintenance of the newly developed garden.

I. All works mentioned in Annexures II to IV to be included suitably.

Nature of works to be carried out in the Garden Maintenance for the newly developed garden and already developed garden.

- a) Watering the lawn and other plants regularly. Watering on need based (Wages payment for the labour as per the Central Labour Act)
- b) Weeding the lawn and maintaining the lawn free from other unwanted plant. Weeding the lawn area once in 15 days.
- c) General cleaning of the lawn area, removal of dried leaves and other unwanted materials Every day / on need based and to keep the lawn and garden area neat and tidy.
- d) Mowing the lawn grass once in 3 months, by using Mechanized lawn mower.
- e) Application of Farm Yard Manure once in a month for grass area, specimen plants and edge plants (Register should be maintained).
- f) Application of plant protection chemicals once in a month and additional spray on need based (Register should be maintained and scrutinized from authority).
- g) Hedge trimming, maintenance of flower bed, specimen plants, etc., free from spread of lawn grass, other unwanted plants, if any, once in three months.
- h) Providing and maintaining the basin for specimen plants on need based.
- i) Maintenance of Attendance Register of the garden work for each location.
- j) Maintenance of Wages disbursing register.
- k) Maintenance of garden work register.
- l) Maintenance of wage slip.

II. The executive garden contractor shall maintain the garden for twelve months from the date of completion of works.

- III. The executive garden contractor agrees to abide by all the terms and condition stipulated in the Tender Schedule.
- IV. Improper maintenance / violation of the terms and conditions stipulated in the Tender Schedule will be construed as breach of the agreement and lead to cancellation of the contract immediately besides for going their EMD / Security Deposit.

The Pondicherry University agrees to repay the EMD on successful completion of the garden maintenance period by the executive garden contractor without any interest.

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

GARDEN CONTRACTOR

HORTICULTURIST

**(For) REGISTRAR,
PONDICHERRY UNIVERSITY.**