

TENDER NOTICE

Sub: Quotation for annual contract for Horticulture work in DGCA.

PREFACE:

The Offices of Directorate General of Civil Aviation, herein after collectively referred to as DGCA, which is the Government of India office under Ministry of Civil Aviation, invites sealed tenders under **Twobid system** from the reputed and experienced firms to provide annual contract for Horticulture work in DGCA office situated at opposite safdarjung airport, new delhi-110003. Sealed quotations addressed to Shri B. Sengupta, Deputy Director of Administration, Office of the DGCA, Opp. Safdarjung Airport, New Delhi – 110 003 should reach this office latest by **5 p.m. on 21st September 2015.**

The firm should have past experience of at least five years in the field of annual contract for Horticulture work with at least two year's experience in Government, Public Sector Undertaking.

ADDRESS FOR DOWNLOADING THE TENDER DOCUMENT:

<http://www.dgca.nic.in/>

SCOPE OF WORK:

- (i) Maintenance of lawn- this includes cutting of grass, removing wild grass, landscaping, trimming of trees, maintenance of all perennial/ seasonal plants, seasonal flowers, provision of manure, insecticides etc.
- (ii) Maintenance of Green house for DGCA and to develop potted plants/ flowers
- (iii) Disposal /Removal of horticulture waste including dead trees out of DGCA complex.
- (iv) Preparation of "*Compost Khad*" for use for plants in DGCA complex, as per requirement.
- (v) Provision of minimum of four gardeners and onelabour.

TERMS AND CONDITIONS:

- (i) The firm should have worked for at least five years in Horticulture work with at least two year's experience in Government/PSU with contract value not less than Rs.4 lacs per annum.
- (ii) At least four Gardeners and 01labour per day for Horticulture work in DGCA premises should be provided. The contractor should maintain attendance and other record of the manpower engaged by him required under law and must observe all the formalities under the LabourAct. A penalty @ Rs. 300/- for each person for each day shall be recovered from the contractor's bill, if any worker is found missing/absent from DGCA premises.
- (iii) Any damage caused to the property due to substandard material or due to negligence on the part of contractor's men and as quantified by DGCA will be recovered from the contractor. Decision of DGCA will be final in the matter.
- (iv) The contractor will be responsible for the conduct/integrity of his workers and will also be responsible for any act of commission or omission on their part. He will vouch for their character and integrity.
- (v) DGCA is not responsible for any litigation with labour in the court of law and contractor will settle the matter on his risk and cost.
- (vi) DGCA will not pay any compensation to the labour of any miss-happening has been occurred during the execution of the work.
- (vii) DGCA shall not be responsible for any injury or death of any worker at site due to accident or malfunctioning of the equipment or by negligence of staff.
- (viii) No manpower shall be engaged below 18 year of age.
- (ix) It shall be the primary responsibility of contractor to maintain the lawn, plants in good and healthy condition. The whole garden should be maintained as neat, clean and be maintained to its optimum level throughout the contract period.
- (x) The contractor will supply fresh sets of uniform badges, gumboots to all personnel who shall wear the same while on work and also keep their uniforms clean.
- (xi) The contractor will not appoint any sub-contractor for the work under any circumstances.
- (xii) Electricity and water will be supplied free of cost but necessary arrangements for lead/wire, cable etc. shall be arranged by the contractor at his cost.
- (xiii) Contractor will be solely responsible for disposal of horticulture waste on routine basis and maintain hygiene & cleanliness in the premises.

- (xiv) DGCA premises is a restricted area. The contractor will have to apply for passes for carrying out the work. The contractor will ensure the discipline and restrict unnecessary movements/assembly of their personnel in corridors.
- (xv) Any dispute regarding working hours and regarding compensation to be paid to the personnel deployed will be the responsibility of the contractor and no representation will be entertained on this issue by this office.
- (xvi) The contractor will be liable for fulfilling requirements as prescribed under labour laws and social legislation such as EPF/ESI, workmen compensation act, shop and establishment act, minimum wages act etc. in respect of staff engaged by him for carrying on his business. The contractor will also reimburse all such contributions, expenses and all other charges/liabilities to which this office may be held liable in respect of staff employed by him by the authority/court competent for this purpose under the provision of any of the laws, social legislation in force as on date or which may be made applicable subsequently.
- (xvii) The decision of DGCA regarding the satisfactory standard of Horticulture work shall be final and binding on the contractor.
- (xviii) The contractor must be available at the site of work whenever officer in-charge or undersigned will visit the site.
- (xix) The payment will be released on quarterly basis by cheque after the work has been completed satisfactorily. For release of payment, pre-receipted bill in triplicate may be submitted at the end of every quarter.
- (xx) The contract will be valid initially for a period of one year. In case the contractor fails to comply with any of the terms and conditions of this contract or commits any breach of contract, this office may cancel the contract by giving reasonable opportunity to show cause by giving one month notice. In that case, the security deposit will be forfeited.
- (xxi) The contract can be extended with mutual consent for further period, if the services are found satisfactory.
- (xxii)** The bidders shall not be at liberty to offer his/ her terms and conditions with regard to the tendered work that means the bidder cannot deviate from the terms and conditions given herein. Otherwise, the tenders are liable to be summarily rejected.
- (xxiii) The Competent Authority reserves the right to reject any / all quotations or incomplete quotations without assigning any reason;
- (xxiv) Successful contractor will deposit in the form of Security Deposit Receipt for an amount equivalent to 5% of the contract value of one year for due performance of the contract. No interest shall be payable on the amount

of security deposit. The security deposit will be refunded without any interest only after expiry of entire contract period on the production of satisfactory certificate from the users.

- (xxv) The bidder should submit an undertaking that he is not currently black listed by any Govt. Department / PSU /Autonomous Bodies
- (xxvi) T.D.S. as per rules may be deducted from the payment of the contractor.
- (xxvii) Along with Technical Bids a copy of this Tender Notice required to be submitted duly signed on each page of the Tender Notice by the contractor/firm.
- (xxviii) Rates should be quoted in INR (Rs.) on annual basis.
- (xxix) A bid submitted without tender cost (Tender fees and EMD) or incomplete bid will not be considered and the same will be rejected.

SUBMISSION OF QUOTATION:

The interested parties/firms meeting all above requirements are requested to send their quotations, along with EMD of Rs.10,000/- in form of DD/Pay Order in favour of PAO, DGCA, Ministry of Civil Aviation. The Quotations should be submitted in sealed cover. The technical bids and financial bids are to be submitted separately in two separate sealed envelopes and both these envelopes should be placed in a bigger sealed envelope which should be super scribed as **“Quotations for Horticulture maintenance of DGCA premises.”**

- i. EMD of Rs.10,000/- in form of DD/Pay Order in favour of PAO, DGCA, Ministry of Civil Aviation, New Delhi.
- ii. First sealed cover super scribed **“Technical Bid for Horticulture maintenance of DGCA Office premises”** should contain:
 - (a) Duly filled check list along with documents as referred in check list.
 - (b) A copy of Tender Notice is required to be submitted duly signed on each page by the contractor/Authorized person of the firm.
- iii. Second sealed cover super scribed **“Financial Bid for Horticulture work of DGCA Premises”** should contain:-

Rates in the prescribed form (Annexure-II) enclosed with the Tender Notice.

Bids with any deficiency, will summarily be rejected.

Sealed Tenders will be received up to **21-09-2015 (5 P.M.)** at the Reception Counter of the office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003. Quotation for Technical Bids will be opened on 22-09-2015 at 3.00 PM, which may be attended by the bidders.

Notes:

- (a) Interested parties may visit the site, inspect Lawn area and works to be carried out physically before sending their quotations. The inspection of the premises can be made between 2 p.m. and 4 p.m. on all working days till the last date for the receipt of tender, except on Saturday and Sunday, being holidays.
- (b) The decision of the Tender Committee will be final.

(B. Sengupta)

Deputy Director
Telephone: 011-24629521

OUTSOURCING OF HORTICULTURE JOB
TECHNICAL BIDDING CHECK LIST

Sl No.	Parameter	Yes / No	Page No.
1.	Whether documents are attached indicating that the firm have worked for at least five years in Horticulture work in Government/PSU with contract value not less than Rs.4 lacs per annum.		
2.	Whether a copy of Tender Notice duly signed on each page by the authorized person of the firm submitted along with Technical Bid.		
3.	The bidder should submit an <u>undertaking</u> that he is not currently black listed by any Govt. Department / PSU /Autonomous Bodies		
4.	Whether attached income tax clearance certificate;		

- EMD FEE: Rs.10,000/-
(Details of DD amount, Bank name, DD No.)
- Name of the Company/Firm/Agency :
The Bidder Company/Firm/Agency should have been registered under the law as applicable.
(Attach relevant documents for Registration Details).
- Address of Head Office :
- Address of Regional Office, if any :
- Branch Office in Delhi / NCR area:
- Details of Company's past experience (Minimum five years in the field with at least two year experience in Govt/ PSU). (Please enclose copy of award and the contract signed a proof)

Sr. No.	Period (year)	Name of the client with the address and contact number	Contract value
1			
2.			
3.			
4			
5.			

- Details of running contracts, if any. (Please enclose proof)

Sr. No	Year	Name of the client with the address and contact number	Contract value
1			
2			

Signature of the contractor along with official seal

OUTSOURCING OF HORTICULTURE JOB
FINANCIAL BID

Sl. No.	Category	Rates (in Rupees)
1.	Comprehensive rates per Annum consisting of cost of labour, material, tools/ implements etc.	
2.	Service Tax (Indicate Service Tax Registration Number also)	
3.	Total cost per year inclusive of all taxes etc.	

Signature of the contractor along with official seal