

No.D.13021/1/2010-C&G  
Government of India  
Office of the Director General of Civil Aviation  
Opp. Safdarjung Airport, New Delhi-110 003.

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Dated: 25/06/2010

### **TENDER NOTICE**

Quotations are invited from interested firms for award of annual contract for Horticulture works of DGCA Office premises, Opposite Safdarjung Airport, New Delhi. Sealed quotations addressed to Shri M.C. Pandey, Deputy Director of Administration, Office of the DGCA, Opp. Safdarjung Airport, New Delhi – 110 003 should reach this office latest by **03.00 p.m. on 14.07.2010.** Quotation for the said work may be submitted in two separate sealed covers as under:-

1. First sealed cover superscribed “Technical Bid for Horticulture works of DGCA Office premises” should contain:
  - (i) Earnest Money Deposit of Rs. 20,000/- in the form of Demand Draft / Pay Order drawn in favour of “PAO, DGCA, Ministry of Civil Aviation, New Delhi”;
  - (ii) Copies of certificates/documents to the effect that the work orders/contracts were executed by them satisfactorily in Government Departments /Public Sector Undertakings/autonomous Organizations/Local Bodies.
  - (iii) Details to be furnished as per annexure-I to detailed terms and conditions, enclosed with the Tender Notice.
  - (iv) 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/Authorized person of the firm.
  
2. Second sealed cover superscribed “Financial Bid for Horticulture work of DGCA Premises” should contain:-
  - (i) Rates in the prescribed form (Annexure-II) enclosed with the Tender Notice.
  - (ii) Copy of the DD/Pay Order deposited with the technical bid.

Notes:

- (a) The date of opening of Technical Bids will be intimated after closing time for the receipt of quotation. Therefore, the firms are requested to indicate their working Telephone Number on the outer cover of the quotations submitted.
- (b) The financial bid of only those parties will be opened who will qualify in the technical bid. The date of opening of the financial bid will be intimated to concerned firms separately.
- (c) The copy of detailed terms and conditions of the NIT and Annexure-I & II may either be downloaded from the DGCA Website: <http://www/dgca.gov.in>. or may be

obtained from Section Officer, Cash & General Section on any working day during office hours. Quotations not furnished in the prescribed form will not be entertained.

- (d) Interested parties may visit the site, Lawn area and works to be carried out physically on any working day before sending their quotations.
- (e) The decision of the tender Committee will be final.

## **TERMS & CONDITIONS OF CONTRACT**

### **1. Scope of Work:**

- (i) Maintenance of lawn, this includes cutting of grass, landscaping, trimming of trees, maintenance of all perennial/ seasonal plants, seasonal flowers, provision of manure, insecticides etc.
- (ii) Provision/maintenance of potted plants/ flowers.
- (iii) Provision of cut flowers in more than 100 flower vases for different rooms.
- (iv) Removal of garden waste including dead trees out of DGCA complex, as per NDMC norms or preparation of “Compost Khad” for use for plants in DGCA complex.
- (v) Provision of minimum of two malis and one labour.

### **2. General Requirements :**

- (i) While it will be the responsibility of the contractor to deploy adequate manpower, yet he should make available at least two Mali and 02 Labour for Horticulture work in DGCA premises. 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.
- (ii) Payment for full day proportionate to the amount of the contract will be deducted if any of the job mentioned above is not provided satisfactorily.
- (iii) It should be ensured that appropriate type of material suited for the Horticulture work are used. Any damage caused to the property due to substandard material or due to negligence on the part of contractor’s men will be liable to be compensated by the contractor.
- (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) 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.

- (vi) The contractor will not appoint any sub-contractor for the work under any circumstances.
- (vii) 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.
- (viii) 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.
- (ix) 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.
- (x) 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.
- (xi) The decision of the care-taker or any other authorized officer regarding the satisfactory standard of Horticulture work shall be final and binding on the contractor.
- (xii) The payment will be released on quarterly basis by cheque after the work has been completed to the satisfaction of the Officer mentioned in the above paras. For release of payment, pre-receipted bill in triplicate may be submitted at the end of every quarter.
- (xiii) The contract will be valid initially for a period 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.
- (xiv) The contract can be extended with mutual consent for further period, if the services are found satisfactory.
- (xv) 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.
- (xvi) The firm should submit a satisfactory performance report from at least three Government Departments/PSU and also income tax clearance certificate;

- (xvii) The Competent Authority reserves the right to reject any / all quotations or incomplete quotations without assigning any reason;
- (xviii) The quotations are to be submitted along with refundable earnest money of Rs.20,000/- (Rupees twenty thousands only). The earnest money will have to be in form of a crossed demand draft/Pay order in favour of "PAO, DGCA, Ministry of Civil Aviation", payable at New Delhi from a nationalized bank. The earnest money will be forfeited if the tenderer retracts from his offer for whatever reasons. Tenders received without earnest money will be summarily rejected. The earnest money in respect of the unsuccessful bidders will be returned after award of the contract 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 earnest money/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.
- (xix) The bidder should specifically write that he is not currently black listed by any Govt. Department / PSU /Autonomous Bodies
- (xx) In case of any difficulty / doubt, the Section Officer (C&G), Telephone Number 01124622495, Extn. 413 or the undersigned may be contacted in this office on any working day.
- (xxi) Sealed Tenders will be received up to (3.00P.M.) at the Reception Counter of the office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003.
- (xxii) T.D.S. as per rules may be deducted from the payment of the contractor.
- (xxiii) 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.

The interested parties/firms meeting all above requirements are requested to kindly send their quotations. 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 work of DGCA premises."**

**(M.C. PANDEY)**  
Deputy Director of Administration  
for Director General of Civil Aviation  
Telephone : 011-24635773.

**ANNEXURE-I**

**OUTSOURCING OF HORTICULTURE JOB**

**TECHNICAL BIDDING CHECK LIST**

Sl No.	Parameter	Yes / No
1.	Whether the firm is in trade for over five years?	
2.	Whether the firm is having experience of at least five years of Horticulture work in Government/PSU? If yes, performance certificate from at least 3 such organizations which have contract not less than Rs. 4 lacs per annum may be attached.	
3.	Whether EMD of the required amount in the form of DD is attached?	
4.	Whether a copy of Tender Notice duly signed on each page by the authorized person of the firm submitted along with Technical Bid.	

Signature of the contractor

**ANNEXURE-II**

**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 month inclusive of all taxes etc.	

Signature of the contractor